

**PM SHRI Kendriya Vidyalaya No.1 Rewa**  
**List of Committees/Departments/Charges 2025-26**  
**w.e.f 18-06-2025**

To ensure the smooth and efficient functioning of Vidyalaya affairs for the session 2025–26, the following committees/departments/charges/responsibilities have been constituted/given. Kindly take note of the following important instructions:

**General Instructions for All Committee Members**

**1. Duties & Responsibilities:**

- All concerned teachers are directed to take note of their assigned duties and responsibilities.
- Responsibilities must be executed **accurately, within the stipulated timeframe**, and in accordance with the **rules, guidelines, policies and procedures**.
- Each committee's work is a **collective responsibility** of the Coordinator and its members.
- Records must be maintained properly and kept up to date.
- Key data, facts and figures must be kept handy and available to be supplied to RO/HQ when demanded.

**2. Document Submission:**

- The Coordinator of each committee must maintain copies of all relevant documents.
- One set of documents should be submitted to the Vidyalaya office for record-keeping.

**3. Charge Handover (if applicable):**

- In case of a change in the Coordinator, all charge handover/takeover procedures must be completed by **30/06/2025**.

**4. In-Charge Unavailability:**

- If the coordinator is absent, the **next member** in the committee will act as the coordinator.
- All tasks must still be completed efficiently and on time, irrespective of the personnel change.

**5. Collective Responsibility:**

- All committee members are **collectively responsible** for the timely and proper completion of the assigned tasks.
- The first name in each committee will act as the coordinator of the assigned responsibility.

## ■ ACADEMIC & CO-SCHOLASTIC COMMITTEES

S.No	Committees	Brief outline of Responsibilities	Incharge/Committee Members	Sign.
1	<b>Vidyalaya Annual Planning &amp; Academic Committee</b>	<p>Strategic planning and implementation of academic activities. To ensure comprehensive academic planning, implementation, and monitoring across all classes under the chairmanship of the Principal, in accordance with KVS norms and NEP 2020 guidelines.</p> <p>The committee shall-</p> <ul style="list-style-type: none"> <li>• Prepare and execute the Vidyalaya's annual academic plan and ensure its alignment with KVS directives.</li> <li>• Monitor classroom transactions, subject-wise progress, and timely completion of the prescribed syllabus.</li> <li>• Coordinate the organization of remedial classes, subject enrichment activities, and internal assessments.</li> <li>• Ensure regular conduct of PTMs, subject committee meetings, and departmental reviews.</li> <li>• Guide and supervise preparation of lesson plans, split-up syllabi, TLM, and other instructional materials.</li> <li>• Implement and review the monthly academic activity calendar in all departments, maintaining proper documentation.</li> <li>• Ensure compliance with NEP 2020 reforms in teaching-learning processes and integrate academic data for reporting to CBSE, RO, and KVS.</li> <li>• Maintain academic records and ensure data readiness for inspections, audits, and reporting.</li> <li>• All responsibilities are to be carried out collectively by the committee members in true letter and spirit of KVS norms.</li> </ul> <p><b>Note:</b> All responsibilities must be carried out in adherence to KVS norms, and any circulars/guidelines/instructions received from KVS or RO must be implemented in true letter and spirit.</p> <p>The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.</p>	<p>SH. ANKUR TIWARI MS. MAYA J MS. VIBHA SINGH MS. ROLI BAJPAI MS. AMRIT KAUR</p>	
2	<b>Home Examination Committee</b>	<p>Smooth and confidential conduct of internal examinations. Cycle-wise internal assessments and classroom observations. Dedicated email management for internal examination coordination.</p> <p><b>Note:</b> KVS norms and instructions must be strictly followed. All updates must be implemented sincerely.</p> <p>The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.</p>	<p>MS. AMRIT KAUR MS. ROLI BAJPAI MS. SURAMYA SINGH MR. S.K. CHATURVEDI MS. DEEPSHIKHA S. MS. UME KULSUM MR. R.P. MISHRA</p>	
3	<b>CBSE, Accreditation &amp; External Exams Committee</b>	<p>Time-bound and confidential conduct of CBSE/NIOS/MCRPV/NTA exams. Implementation of all CBSE/KVS exam-related guidelines.</p> <p><b>Note:</b> Adherence to all examination protocols, circulars and instructions from CBSE/KVS is mandatory.</p> <p>The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.</p>	<p>MS. PRAVEENA SINGH MR. U.S. JANGID MS. RAVITA PATHAK</p>	
4	<b>Time-Table &amp; Leave Arrangement Committee</b>	<p>Preparation of master timetable and substitution for teachers on leave. Clear and legible record-keeping, with no overwriting. Morning assembly supervision and compliance with KVS timetable policies.</p> <p><b>Note:</b> All arrangements must align with current KVS norms and be updated as per received guidelines.</p>	<p>MR. SHREE GOPAL MD. IKHALAQUE MR. RAJNISH KUMAR PANDEY MS. SHRUTI DWIVEDI MS. VISHNUPRIYA MS. SHRUTI TOMAR</p>	

5 (A)	<b>CCA Committee</b>	Preparation and execution of the annual CCA calendar. Monthly display and reporting of student achievements. Compilation of data on 100% attendance, good behavior and dress etiquette. To execute daily morning assembly and all house activities. <b>Note:</b> All records and announcements must follow KVS CCA norms and circulars precisely.	<b>FOR 5 (A) CCA Committee-</b> MS. MAYA J MR. U.S. JANGID MS SURAMYA MR. ANAND KUMAR MS. MEENA MISHRA MS. SHINJNI SHARMA MS KALPANA JOSHI	
5 (B)	<b>Function and Celebrations Committee</b>	To plan and organize all national, regional and international celebrations in accordance with the KVS calendar and guidelines. The committee shall: Coordinate the conduct of events such as Women’s Day, Youth Day, Veer Bal Diwas and others as notified by KVS. Form event-specific sub-committees to ensure smooth and effective execution. Maintain detailed records of each celebration along with appropriate photo and video documentation. Submit reports with proper links to photos and videos, ensuring timely compliance with KVS and RO directives. Ensure all events are conducted with due discipline and participation as per instructions issued from time to time.	<b>FOR 5 (B) Function and Celebrations Committee</b>	
5 (C)	<b>Institutional Achievements and Best Practices Committee</b>  <b>(All the above three committees will work in close collaboration and full coordination)</b>	To enhance the academic and public visibility of the Vidyalaya through systematic documentation and media representation. The committee shall: Maintain a comprehensive record of all student and staff achievements in academics, co-curricular activities, sports, innovation, and community outreach. Collect, preserve, and archive newspaper clippings, media coverage, and digital features that highlight the Vidyalaya. Prepare and update a dedicated record of institutional best practices, reflecting innovative approaches, success stories, and unique initiatives undertaken by the school. Coordinate with event in-charges and other committees to ensure timely receipt of data, visuals, and supporting documents. Keep all records inspection-ready and support publication needs such as newsletters, reports, and social media updates in line with KVS norms.	<b>FOR 5 (C) Institutional Achievements and Best Practices Committee</b>  MD. IKHALAQUE MS SHRUTI DWIVEDI MS. SAPNA YADAV MS. SUMANGALI	
6	<b>Sports &amp; Games Committee</b>	To organize and oversee sports, fitness and ceremonial activities in accordance with KVS norms and national protocols. The committee shall: Conduct daily physical activities during morning assembly and identify students with sports potential. Coordinate activities under SBSB, RSM, NSM, and the Fit India Movement, ensuring timely reporting. Ensure flag hoisting and lowering are carried out as per the Flag Code of India including duty rotation for assemblies and national celebrations like Independence Day and Republic Day. Maintain detailed records of all events and submit reports in compliance with KVS and RO guidelines	MR. KARAN SINGH MS. SAPNA YADAV SPORTS COACH YOGA COACH	
7	<b>Library Committee</b>	Conduct monthly meetings and ensure procurement of CBSE-aligned books. Promote classroom libraries and assist CMP/NIPUN-related library activities. Maintain proper documentation of book issue and usage. <b>Note:</b> All actions must follow KVS library policy and updates from CBSE. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MS. SHRUTI DWIVEDI MS. MEENA MISHRA MS. MAYA J MS. NIRJA S. AGRAWAL MS. JANVI ARORA MS SUMANGALI	

8	<b>NIPUN Bharat (Foundational Literacy &amp; Numeracy) Committee (Former CMP Committee)</b>	To ensure effective implementation of the NIPUN Bharat initiative in line with NEP 2020 and KVS guidelines for foundational literacy and numeracy (FLN) in the primary section. The committee shall: Ensure the availability of TLM (Teaching-Learning Materials) and other pedagogical resources to all primary teachers. Organize educational film shows and activity-based learning experiences aligned with the NIPUN Bharat framework. Implement the CMP/NIPUN activity calendar with fidelity and integrate FLN strategies into daily classroom practices. Utilize TLM funds judiciously, ensuring transparency and adherence to KVS financial and academic norms. Maintain documentation of activities, outcomes, and teacher support provided, and submits timely reports as required by KVS.	MS. VIBHA SINGH MS. DEEP SHIKHA MS. VISHNUPRIYA MR. R.P. MISHRA MS. KALPANA JOSHI
9	<b>Bag-less Days Activities Committee</b>	Plan and conduct 10 days of engaging bag-less activities for Classes VI–VIII. Recordkeeping and reporting of activity outcomes. <b>Note:</b> Implementation should strictly follow any KVS or NEP-related guidelines.	MR. RANGBAHADUR PATEL MS. SHAILJA SINGH
10	<b>Teaching Aid &amp; TLM Committee</b>	Maintain, prepare, and display weekly teaching-learning materials. Facilitate classroom use of TLM and ensure syllabus alignment. Ensure TLM is chapter-specific and well-documented. <b>Note:</b> Functioning must strictly adhere to KVS academic resource guidelines.	MS. JANVI ARORA MS. ANAMIKA MISHRA
11	<b>Career Guidance &amp; Counseling Committee</b>	Provide structured guidance to Classes IX–XII through expert talks. Maintain counseling reports and organize awareness sessions. Insure to planning and execution of Tarunotsav programme also. Keep records updated as per counseling schedule. <b>Note:</b> All activities must align with KVS career guidance policies and mental health advisories.	MS. POONAM MS. JANVI ARORA MS SHRUTI SWIVEDI MS SURAMYA
12	<b>Subject Committees</b>	Conduct monthly meetings for planning and review. Ensure timely syllabus completion, undertake performance reviews. Document and implement remedial strategies. <b>Note:</b> Meetings must align with subject-specific KVS instructions and academic audit norms.	ENG.- MS MAYA J HINDI & SANS- MR. MAHESH PANDEY MATHS- MS. PRAVEENA SINGH SCIENCE, C.S. & AI - MS. SHREE GOPAL SST- MS. ANJALI AWASTHI MISC (AE, WE, P&HE, YOGA, LIB., MUSIC)- MS. SHAILJA SINGH NIPUN – MS VIBHA SINGH
13	<b>STEM Committee</b>	To promote integrated learning in Science, Technology, Engineering, and Mathematics (STEM) as per KVS norms. The committee shall: Plan and conduct STEM-related activities such as exhibitions, hands-on projects, innovation challenges and interdisciplinary initiatives. Ensure active participation of students in national and institutional programs such as Vidyarth Vigyan Manthan, Atal Tinkering Lab (ATL) initiatives, BIS (Bureau of Indian Standards) activities, SIC and other KVS-guided STEM programs. Encourage scientific temperament, creativity, critical thinking, and problem-solving skills among students. Coordinate with subject departments and external agencies for smooth execution of programs. Maintain detailed records of all STEM activities and submit reports timely as per KVS guidelines. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MS. POONAM MS. NIRJA S. AGRAWAL Ms. ROLI BAJPAI MS. AMRIT KAUR MR. RAJNISH KUMAR PANDEY MR. SHREE GOPAL MR. S.K. CHATURVEDI MS. PRAVEENA SINGH MR. RANG BAHADUR PATEL

14	<b>Rupantar Committee</b>	<p>Identify and address the behavioral, academic and emotional needs of students requiring intervention under the Rupantar initiative. Prepare individual profiles for identified students, with inputs from class teachers, subject teachers, counselor and parents. Design and execute customized support strategies through mentoring, remedial classes, counseling sessions and regular monitoring. Maintain confidential records of interventions, student progress, and outcomes. Submit monthly progress reports and best practices adopted under the Rupantar framework to the Principal.</p> <p><b>Note:</b> All activities must be carried out in alignment with the KVS guidelines for inclusive and transformative education under the Rupantar program, and implemented in true letter and spirit.</p> <p>The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.</p>	<p>MS. SHIVANI MS. ANAMIKA SINGH MS. MANJU YADAV MS NUTAN SINGH</p>
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### ■ SAFETY, SECURITY AND CHILD PROTECTION COMMITTEES

15	<b>Disaster Management Committee (Including Animal Menace Control)</b>	<p>To ensure preparedness and timely response in case of natural or man-made disasters as per KVS and NDMA guidelines. The committee shall: Prepare and periodically update the school disaster management plan. Conduct mock drills and awareness programs for students and staff. Maintain and monitor fire safety equipment, first-aid kits, and emergency exit plans. Coordinate with local authorities during emergencies. Implement measures for animal menace control within the school premises, ensuring safety of students and staff. Maintain proper records of all preparedness activities and submit reports as required.</p>	<p>MR. KARAN SINGH MR. RAJESH MISHRA MS. ANKITA SINGH MS. ARCHANA DWIVEDI</p>
16	<b>Discipline, Safety &amp; Excursion Committee</b>	<p>Campus discipline, student behavior, uniform checks and corridor monitoring. Safe management of entry/exit, latecomer recordkeeping. Planning educational tours, excursions and adventure activities.</p> <p><b>Note:</b> Strict adherence to safety protocols, KVS instructions and any safety-related guidelines is essential.</p>	<p>MR. KARAN SINGH MR. RAJESH MISHRA MS. ARCHANA DWIVEDI MS. MANJU YADAV MS NUTAN</p>
17	<b>POCSO and Child Rights Protection Committee (including suggestion/gratitude box)</b>	<p>Conduct awareness programs under NAEP and POCSO as per official guidelines. Maintain and regularly update display corners for child rights. Prepare and implement an annual NAEP action plan. In-charge must ensure regular checking of letters received in the NAEP drop box; (Including suggestion/gratitude box) maintain a register for follow-up and resolution.</p> <p><b>Note:</b> KVS instructions and national-level directives on child protection must be followed in true letter and spirit.</p>	<p>MS. ANAMIKA MISHRA MS. PRAMINA DEVI MR. RAJESH MISHRA MS SHINJNI MS DEEPSHIKHA</p>
18	<b>Student Exit Register Committee (SurakshaPanjika)</b>	<p>Maintain a daily record of student exit entries in the Suraksha Panjika (Exit Security Register). Ensure accuracy and completeness in documentation, with timely updating and verification.</p> <p><b>Note:</b> The Suraksha Panjika must be maintained in compliance with safety guidelines issued by KVS and verified periodically by designated authorities.</p>	<p>MR S K CHATURVEDI MS. JANVI MS. GARIMA NAG MS. SUPRIYA</p>

### ■ HEALTH, CLEANLINESS AND ENVIRONMENT COMMITTEES

19	<b>Cleanliness and Sanitation Committee</b>	<p>Ensure cleanliness and hygiene are maintained across the Vidyalaya premises. Supervise the functioning of housekeeping and conservancy staff. Regularly update the Vidyalaya website with SBA-related activities. Maintain systematic records and report any issues to the in-charge for timely resolution.</p> <p><b>Note:</b> All cleanliness and sanitation-related responsibilities must align with KVS norms and Swachh Bharat Abhiyan directives and must be implemented in true letter and spirit.</p>	<p>MS. PRAMINA DEVI MR. MAHESH PANDEY MS. ARCHANA DWIVEDI MS. VANDANA MR. RAJESH MISHRA</p>
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20	<b>Medical Committee</b>	<p>Ensure medical check-ups are conducted twice a year by a qualified doctor. Manage the health schedule and follow up as per KVS rules. Maintain fully equipped first-aid boxes and provide immediate assistance during emergencies. Involve class teachers and coaches for awareness and monitoring.</p> <p><b>Note:</b> Responsibilities must be executed in accordance with KVS health and wellness guidelines and any circulars issued from time to time.</p>	<p>MS. SUPRIYA MR. KARAN SINGH MS. SHIVANI</p>	
21	<b>ECO CLUB &amp; MISSION LiFE COMMITTEE</b>	<p>To promote environmental awareness and sustainable practices among students in accordance with KVS norms and the Mission LiFE initiative. The committee shall: Organize activities related to environmental conservation, such as plantation drives, cleanliness campaigns and awareness rallies.</p> <p>Implement the Mission LiFE action plan by promoting responsible behavior towards energy, water, biodiversity and waste management. Conduct regular sensitization sessions, competitions, and exhibitions on environmental issues. Maintain documentation of all Eco Club and LiFE activities and submit reports as per KVS and Ministry of Environment guidelines. Encourage student participation and monitor the impact of activities on behavioral change towards sustainability.</p>	<p>MR. RAJNISH KUMAR PANDEY MS. SHIVANI MS. GARIMA NAG MS. SMRITI CHATURVEDI</p>	
<b>■ ADMINISTRATIVE &amp; FACILITY MANAGEMENT COMMITTEES</b>				
22	<b>ADMISSION COMMITTEE</b>	<p>Ensure smooth, transparent, and timely conduct of the admission process for all classes as per the KVS Admission Guidelines. Display the admission schedule, eligibility criteria, and merit lists on the notice board and website as per notified dates. Verify documents submitted by applicants carefully and maintain updated records of admissions. Provide assistance to parents/guardians during the admission process, including handling grievances if any. Coordinate with class teachers and data entry operators for timely updating of admission data. Submit admission status reports to the Principal and Regional Office as required.</p> <p><b>Note:</b> All responsibilities must be discharged in adherence to KVS Admission Guidelines, circulars and instructions issued from time to time and implemented in true letter and spirit.</p> <p>The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.</p>	<p>MR. HARI CHARAN MS. ANJALI AWASTHI MR. ANAND SINGH MS. NASHRA ARSHAD</p>	
23	<b>PTA &amp; Alumni Association Committee</b>	<p>Organize PTA and Alumni meetings. Prepare annual plans, maintain records and minutes.</p> <p><b>Note:</b> Activities must comply with KVS guidelines and be executed in true spirit.</p>	<p>MS. VIBHA SINGH MR. RAJNISH KUMAR PANDEY MS. SUMANGALI PANDIT MS. ANJALI AWASTHI MS. NIRJA S. AGRAWAL</p>	
24	<b>Audio Visual, PA system Committee</b>	<p>Maintain stock and records of audio-visual aids and PA systems. Make arrangements for events and assemblies. Conduct SUPW activities as per co-scholastic curriculum.</p> <p><b>Note:</b> Work must align with KVS co-scholastic and infrastructure use policies.</p>	<p>MR. RANG BAHADUR PATEL MR. SHREE GOPAL MR. S.K. CHATURVEDI MR. MANISH KU. CHAURASIYA</p>	
25	<b>Hospitality &amp; Visitor Diary</b>	<p>Maintain a visitor diary and ensure proper hospitality for official guests.</p> <p><b>Note:</b> Ensure decorum and documentation in line with Vidyalaya protocols.</p>	<p>MS. ANJALI AWASTHI MR. HARI CHARAN MR. U.S. JANGID MS. ARCHANA DWIVEDI</p>	

26	<b>Purchase &amp; Physical Verification Committee</b>	Collect requirement lists from all departments. Call for quotations, finalize procurements, and monitor purchases. Follow KVS norms, GEM rules, and weekly procurement reviews. <b>Note:</b> Responsibilities must align with KVS and GEM procurement norms and implemented in true letter and spirit.	<b>PURCHASE COMMITTEE-</b> MR. ANKUR TIWARI MR. MANISH CHOURASIYA MS. RAVITA PATHAK MS. ANJALI AWASTHI MS. MANJU YADAV MS. DEEPSHIKHA STOCK I/C STOCK VERIFICATION COMM. MD. IKHALAQUE MR. MAHESH PANDEY MS. ARCHANA DWIVEDI MR. HARI CHARAN MS. MEENA MISHRA STOCK I/C	
27	<b>Continuous Professional Development (CPD) Committee</b>	To coordinate and oversee all CPD initiatives in accordance with KVS norms and the guidelines of NEP 2020. The committee shall: Identify training and development needs of teaching and non-teaching staff through feedback, performance review, and academic observations. Plan and schedule CPD sessions based on identified need areas. Select and coordinate with appropriate internal or external resource persons for delivering effective training sessions. Maintain proper documentation of all CPD activities, including attendance, session content, and feedback. Ensure issuance of participation certificates to all attendees. Verify and upload CPD records on the Samagam Portal and ensure compliance with timelines. Implement all relevant instructions issued by KVS and ensure alignment with NEP 2020 goals. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MR. ANKUR TIWARI MR. U.S. JANGID MS. AMRIT KAUR MS. SHRUTI DWIVEDI MS. VIBHA SINGH D.E.O	
28	<b>Supervision of Outsourced Employees</b>	Monitor attendance and performance of outsourced staff including gardeners, security, housekeeping, DEOs and caretaker. <b>Note:</b> Oversight must be performed as per KVS contractual norms and workplace standards.	<b>CLEANING STAFF-</b> MS. PRAMINA DEVI MS. VANDANA <b>GARDENER-</b> MR. RAJNISH KUMAR PANDEY MR. SAPNA <b>GUARD</b> MR. ANKUR TIWARI MR. SHREE GOPAL	
29	<b>Asset Register Committee</b>	Maintain and update the Vidyalaya asset register. <b>Note:</b> Asset management must adhere to KVS audit and inventory tracking protocols.	MS. ANKITA SINGH MS. ANAMIKA SINGH MR. ASHUTOSH SINHA	
30	<b>VMC Committee</b>	Organize VMC meetings as per KVS instructions. Maintain records and prepare an annual action plan for VMC. <b>Note:</b> Functioning must align with KVS VMC policy and norms.	MR. ANKUR TIWARI MS. MAYA J MS. RAVITA PATHAK MR. U.S. JANGID MS. VIBHA SINGH	
31	<b>ICC Committee (As per POSH Act)</b>	Prevent harassment of women and girl students through awareness and redressal mechanisms. Conduct sensitization drives and ensure rights-based education on safety and gender equality. <b>Note:</b> The committee must work strictly as per KVS and Government of India guidelines under the POSH Act and ensure a harassment-free campus.	MS. KIRAN SHARMA, AC-KVS RO JABALPUR MS. ANURADHA SHRIVASTAVA, NGO MEMBER. SH. ANKUR TIWARI, VP, SMT. MAYA J	

32	<b>Repair &amp; Maintenance Committee – School Building &amp; Staff Quarters</b>	To ensure the regular upkeep, safety, and functionality of the Vidyalaya infrastructure—including both the school premises and staff quarters—in accordance with KVS norms and prescribed civil/electrical guidelines. The committee shall: Ensure uninterrupted water supply and maintain the cleanliness of all overhead and underground water tanks. Uphold the purity of drinking water through periodic checks and sanitation. Carry out all civil, electrical, and plumbing repairs in a time-bound and safe manner for both school and residential areas. Maintain date-wise records of sanitation and maintenance activities for both buildings and staff quarters. Ensure strict compliance with all KVS infrastructure, safety and maintenance standards.	MR. RANG BAHADUR PATEL MD. IKHALAQUE MR. MANISH CHAURASIYA MS. SMRITI CHATURVEDI MR. RAJESH MISHRA
33	<b>Quarter Allotment Committee</b>	Allot vacant quarters with proper inventory documentation as per KVS rules. Complete quarter inventory by the last week of April. <b>Note:</b> Follow allotment procedures per KVS housing policy in true spirit.	MR. MAHESH PANDEY MR. S.K. CHATURVEDI MS. UME KULSUM
34	<b>Science Labs (Bio, Chemistry, Physics, Jr. Science, Computer Science)</b>	Ensure upkeep of labs, proper usage for practical and student involvement in innovative projects under teacher supervision. <b>Note:</b> All lab activities must adhere to KVS lab safety and academic utilization norms.	BIO-MS. POONAM PHY.-MS. SHREE GOPAL CHEM.- MS. POONAM JR.SCI.- MS. NIRJA SH. AGRAWAL COMP Sc. -MS. RAVITA PATHAK ATL -MS POONAM
35	<b>Mathematics &amp; Language Labs</b>	Maintain functionality, encourage practical math/language activities, and promote student innovation. <b>Note:</b> Implementation must follow CBSE/KVS lab activity guidelines. KVS Norms & Instructions from time to time should be followed in letter and spirit.	MATHS-MR. RAJESH MISHRA LANGUAGE LAB- MS. PRAMINA DEVI
36	<b>Furniture Maintenance Committee</b>	Assess furniture requirements, conduct market surveys, and monitor maintenance based on usability. <b>Note:</b> Execute as per KVS furniture maintenance norms and asset management policies.	MR. KARAN SINGH MS. SHIVANI MS. NUTAN SINGH MS. ROLI BAJPAI
37	<b>Staff Meeting Minutes Committee</b>	Prepare and maintain meeting minutes in Hindi, accurately capturing discussions and resolutions. <b>Note:</b> Ensure all documentation follows KVS format and is archived timely.	MR. ANAND KUMAR MS. ANAMIKA MISHRA MS. MEENA MISHRA
38	<b>RTI, Grievance Cell &amp; Court Cases Committee</b>	Draft timely and accurate replies to RTIs, manage grievances and assist in legal proceedings. Maintain proper records. <b>Note:</b> All work must comply with RTI Act provisions and KVS grievance redressal norms.	MS. RAVITA PATHAK MR. U.S. JANGID MR. HARI CHARAN MS. MAYA J
39	<b>Student Enrolment &amp; Month-End Records</b>	Class teachers to submit enrolment data in the prescribed format at month-end. Coordinate with computer instructors for data updates. <b>Note:</b> Timely and accurate reporting must follow KVS statistical reporting format.	MS. RAVITA PATHAK MS. SHRUTI TOMAR COMPUTER INSTRUCTOR
40	<b>Scholarship / Samagra ID Committee</b>	Verify documents for scholarships, Samagra ID and Aadhaar cards. Submit reports and applications on time. <b>Note:</b> Execute per government/KVS guidelines and ensure completeness of records. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MR. MAHESH PANDEY MS. SURAMYA MS. SNEHAL SINGH MS. SMRITI CHATURVEDI
41	<b>UDISE Portal Committee</b>	Complete timely data entry and updates on the UDISE portal. <b>Note:</b> Ensure compliance with MHRD/KVS digital data reporting deadlines. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MS. SHRUTI DWIVEDI MS. ANAMIKA MISHRA MS. VANDANA

42	<b>Digital Systems Management Committee</b>	To ensure efficient management of the Vidyalaya's digital operations in alignment with KVS norms. The committee shall: Upload student achievements, event photos/videos and weekly updates on official social media platforms. Maintain and update the school website and ensure ICT equipment upkeep. Manage online fee processes in coordination with UBI, resolving discrepancies as per KVS and banking guidelines. Update and monitor staff data on the PIS portal, ensuring timely and accurate entries. Oversee regular data uploads and compliance on Samagam ,PIMS portals and other. Adhere to all KVS digital publicity, ICT hygiene, and policy standards. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MS. RAVITA PATHAK MS. PRAVEENA SINGH MS. ANKITA SINGH MS. NASHRA ARSHAD MS VISHNUPRIYA MS. SNEHAL D.E.O COMPUTER INST.	
43	<b>Contractual Staff Appointment &amp; Attendance Verification</b>	Appoint contractual teachers as per KVS rules. Verify attendance via timetable in-charges. Keep all records safe. Note: Follow KVS recruitment and verification procedures without deviation.	MR. ANKUR TIWARI MR. SHREE GOPAL MS. VIBHA SINGH	
44	<b>PM SHRI Implementation Committee</b>	Facilitate the implementation of the PM SHRI (PM Schools for Rising India) scheme components including holistic development, NEP integration, and sustainable practices. Ensure timely completion and documentation of infrastructural, academic, digital and green school initiatives under PM SHRI. Monitor key performance indicators (KPIs) and maintain updated records for online reporting portals. Coordinate with departments for integrated learning, activity-based education and vocational exposure. Prepare school-level reports, evidence files and compliance documentation for inspection and evaluation. Note: All responsibilities must be undertaken in accordance with the objectives and operational framework of the PM SHRI scheme, following all MoE/KVS guidelines in true letter and spirit. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MD. IKHALAQUE MS. ROLI BAJPAI MS. ANKITA SINGH MS. VIBHA SINGH	

### ■ CULTURAL & LANGUAGE PROMOTION COMMITTEES

45	<b>Rajbhasha Committee</b>	Conduct quarterly Rajbhasha meetings and submit timely reports. Monitor and ensure proper implementation of Rajbhasha-related instructions in official communication and activities. Note: All responsibilities must be fulfilled in accordance with KVS Rajbhasha guidelines and implemented in true letter and spirit. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MR. MAHESH PANDEY MR. ANAND KUMAR MS. MEENA MISHRA MS MANJU YADAV	
46	<b>KALA-UTSAV &amp; EBSB Committee</b>	Implement the EBSB schedule and organize inter-state cultural and educational activities as per the calendar. Monitor Integrity Club activities and ensure proper documentation and timely report submission. Note: The committee must operate in accordance with KVS and MHRD's EBSB directives and promote national integration.	MS. JANVI ARORA MS. SURAMYA SINGH MR. MANISH CHAURASIYA MS SHAILJA SINGH MS MEENA MISHRA	
47	<b>Photography and Videography Committee</b>	To ensure systematic and high-quality visual documentation of all important school events and activities. The committee shall: Capture photographs and videos of all major functions, celebrations, academic and co-curricular events. Coordinate with event in-charges to ensure timely coverage and avoid overlap. Ensure proper storage, categorization, and backup of visual records for use in reports, social media, publications, and archives. Share selected photos/videos with the Social Media and Publications Committees as required. Follow KVS norms for content quality, digital recordkeeping, and privacy guidelines.	MR. RANG BAHADUR PATEL MS. ANKITA SINGH MS. SNEHAL SINGH MR. SHRUTI TOMAR	

48	<b>Art &amp; Beautification Committee</b>	Supervise gardening and campus beautification projects. Offer technical/artistic guidance and procure necessary materials. <b>Note:</b> All enhancement work must be carried out in compliance with KVS aesthetic guidelines.	MS. SHAILJA SINGH MS. SHINJNI SHARMA MS. NASHRA MS. GARIMA NAG	
49	<b>Bharat Scout &amp; Guide Committee</b>	Organize Scout & Guide activities as per KVS instructions. Prepare a comprehensive action plan for the session 2025–26. Ensure completion of all planned activities in a timely manner and submit reports as required. <b>Note:</b> Activities must be aligned with KVS Bharat Scouts & Guides Programmes and guidelines must be implemented sincerely and within the stipulated schedule. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MS. ARCHANA DWIVEDI (OVERALL COORD.) MR. MANISH CHAURASIA [SCOUT] MS.MANJUYADAV(G UIDE) MR. R.P. MISHRA [CUB] MS. KALPANA JOSHI (BULBUL)	
50	<b>School Publications and Editorial Committee</b>	To manage the planning, compilation and publication of the Vidyalaya's official print and digital content as per KVS standards. The committee shall: Collect and consolidate data for VidyalayaPatrika, class magazines and other official publications. Ensure thorough proofreading and finalize content for timely publication, especially by 15th August. Guide and mentor students to contribute regularly; ensure monthly review of student submissions by class teachers. Adhere to KVS publication timelines, editorial guidelines and content quality standards.	MS. MAYA J MR. U.S. JANGID MS. SURAMYA SINGH MR. ANAND KUMAR MS. PRAMINA DEVI MS. SHAILJA SINGH MS. UME KULSUM DEO COMP INSTR.	
51	<b>ACP/FCP (AWAKENED CITIZEN PROGRAMME) Committee</b>	Conduct ACP classes as per schedule, maintain session-wise records. Report submission and content delivery should match KVS directives. <b>Note:</b> Adherence to latest KVS circulars on adolescence education is mandatory. The in-charge will be responsible for maintaining the confidentiality of the passwords of the concerned portals.	MS. SHAILJASINGH I/C, MR. MAHESH PANDEY MS. SURAMYA MS.ARCHANADWIVEDI ALLACPTRAINEDTEACHER	

Principal