

Any other

P M SHRI K V NO2 GCF JABALPUR

VIDYALAYA COMMITTEE 2024-25

S.NO	NAME	DESCRIPTION
TIME TABLE		
1	MUKESH NIGAM	OVERALL INCHARGE
2	MANJU NIKHARE	In-charge – Also assists in preparing time table, for weekly allocation for mid day meal duties and their disciplinary duties.
3	REKHA YADAV	Incharge – For daily arrangements from class VI to XII
4	OM PRAKASH URETI	Incharge – To arrange for contractual teachers from the panel for classes I to XII and to provide arrangements in the absence of
6	SONAL NAIDU	Incharge – To prepare time table of primary section
7	UDITA TIRKEY	Incharge – For daily arrangements of class I to V.
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

EXAMINATION EXTERNAL

1	S K MISHRA	Overall in-charge for documentation and correspondence with CBSE and other organization.
2	MUKESH NIGAM	Incharge – For all physical arrangements during external examination and CBSE assessment
3	HEMRAJ SINGH	Incharge – To upload all the information and data desired by CBSE or other organization
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

CBSE

1	INDIRA YADAV I/C	Incharge – Overall for documentation and correspondence especially with CBSE and other organization.
2	MANJU NIKHARE	For conduct of CBSE examinations, moderation and evaluation
3	HEMRAJ SINGH	Incharge – To upload all the information and data desired by CBSE or other organization
4	J K PATEL	Incharge – Preparing list and arranging documents regarding various duties allotted to teachers

Olympiads and Lectures/Seminars

1	SANGEETA UMRE	In charge – for planning and execution throughout the year
2	NISHMA SINGH	Incharge – For all physical arrangements for the conduct of the Olympiad
3	SONIA SEHGAL	Incharge – To maintain records of all participants in various Olympiads
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

PURCHASE COMITTEE

1	SHAIENDRA BELWANSI	For all purchases made during the year
2	S K MISHRA	Incharge – For physical verification of the item to be purchased and to give quality suggestions.
3	ANUPRIYA	Incharge – To compile data of firms provided through GeM portal and maintain note sheet of procurement.
4	RADHIKA THAKUR	In charge – In charge of maintaining records of entire purchases made through GeM portal.
5	HEMRAJ SINGH THAKUR	Incharge – To assess the GeM portal and provide details to the committee

6	NISHMA SINGH	In-charge – Following procedure has been put in place in KVS Account Code for purchase of items not available on GeM portal
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE; THE COMMITTEE WILL ALSO SERVE AS LOCAL PURCHASE COMMITTEE AS AND WHEN DESIRED FOR THE WHOLE SESSION.	
GARDENING		
1	Mrs. Sangeeta Umre	I/C OVER ALL FOR PLANNING AND EXECUTION OF EFFECTIVE GARDENING; FOR CONDUCTING GSP AUDIT AND ORGANIZING COMPETITIONS RELATED TO GREEN SCHOOL. I/C for tendring through GEM for gardening services
2	Mrs. Manju Agarwal	I/C FOR MAINTAINING HERBAL GARDEN , ROSE GARDEN AND TO ESTABLISH FULLY FUNCTIONAL VERMICOMPOST UNIT
3	Mrs. SONAL NAIDU	I/C FOR MAINTAINING GARDEN NEAR SIDE EXIT
4	Mrs. SHILPA JUNEJA	I/C FOR MAINTAINING FRONT GARDEN AND ALSO TO MAKE CORROSPONDENCES FOR ESTABLISHING RAIN WATER HARVESTING UNIT COMPLETELY
5	Ms. KOMAL	I/C FOR GAREDN NEAR PRIMARY CLASSES AND ALSO TO MAINTAIN THE UNITS OF RAIN WATER HARVESTING
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
COMMITTEE AGAINST SEXUAL HARASSMENT		
1	Mrs. SANGITA UMRE	I/C OVERALL AND FOR COUNSELLING AND ARRANGING THE CONVERSATION WITH THE CHILD/ TEACHER, AS AND WHEN APPEARS
2	Mrs. MANJU NIKHARE	I/C FOR MAINTAINING THE PHYSICAL ARRANGEMENTS AS PER THE NEED OF THE HOUR
3	Mrs. Indira Yadav	I/C FOR CONTACTING THE PERSONS DESIRED FOR SETTLING THE CASES
4	Mr. S.K.MISHRA	I/C FOR MAINTAINING ALL THE CORROSPONDENCES AS PER HE NEED OF THE HOUR

5	Mr. AJEET KUMAR YADAV	I/C FOR RECORDING THE EVIDENCES
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE AUTHORITY AS AND WHEN DESIRED BY THE AUTHORITY	

GRIEVANCE REDRESSAL COMMITTEE

1	Ms. SANGEETA UMRE	I/C OVER ALL SPECIALLY TO REPORT THE GRIEVANCE
2	Mr. S.K.MISHRA	I/C FOR OBTAINING THE DOCUMENTS RELATED TO THE GRIEVANCE
3	Mr. N.A.KHAN	I/C FOR RECORDING THE DOCUMENTS
4	Mrs. Manju Nikhare	TO ASSIST IN REDRESSING THE GRIEVANCE
5	Mrs. NISHMA SINGH	TO ASSIST IN REDRESSING THE GRIEVANCE
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE AUTHORITY AS AND WHEN DESIRED BY THE AUTHORITY	

Condemnation Committee

	Mr. Shailendra Belwanshi	I/C OVER ALL FOR PLANNING AND EXECUTION THROUGHOUT THE YEAR
1	Mrs. SONAL SEHGAL	I/C for electrical condemenation
2	Mrs. REKHA YADAV	I/C for book/paper condemenation
3	Mr. AJEET YADAV	I/C for weeding out
4	Mrs. BHAWNA JATAV	I/C process of official document

5	Mr. C.P. NAPIT (Sub-staff)	to coordinate
6	Mr. VINOD (Sub-staff)	to coordinate

SAFETY AND SECUTIRY

1	Mr. SHAIENDRA BELWANSHI	OVER ALL INCHARGE SPECIALLY FOR OBTAINING THE CERTIFICATE OF FIRE SAFETY AND MOCK DRILLS I/C for tendering of security services on GEM
2	Simran Juneja	I/C FOR ENSURING THE ATTENDANCE OF GUARDS AND TO ENSURE THE AVAILABLITY OF SAND AT SPECIF
3	Mr.AJEET YADAV	I/C FOR PHYSICAL ARRANGEMETS DESIRED FOR SAFETY AND SECURITY OF SCHOOL AND ENSURE THE FIL EXTINGUISHERS IN TIME.
4	Mrs. SONIA SEHGAL	I/C FOR COMPLATION OF DOCUMENTS AND BILLS, AND OF POLICE VERIFICATION OF GUARDS
5	Mr. HEMRAJ SINGH	I/C FOR ASSESING THE NEED OF NEW CCTV CAMERA DESIRED AND FOR PROPER FUNCTIONING OF ALREAD CAMERAS
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

ELECTRICAL MAINTENANCE

1	Mrs. SONIA SEHGAL	OVER ALL I/C AND I/C SPECIALLY FOR ELECTRICAL MAINTENANCE OF STREET LIGHTS AND STAFF QUART
2	Mrs. SURBHI MISHRA	I/C FOR ELECTRICAL MAINTENANCE IN MUSIC ROOM AND STAGE
3	Mrs.Bhavna Jatav	I/C FOR ELECTRICAL MAINTENANCE IN ALL THE CLASSES OF FIRST FLOOR
4	Mrs. ANUPAMA BAJPAI	I/C FOR ELECTRICAL MAINTENANCE OF ALL THE CLASSES OF GROUND FLOOR

5	Mrs. Manju Agarwal	I/C FOR ELECTRICAL MAINTENANCE OF ALL THE LADIES AND GIRLS TOILET
6	Mr.AJEET YADAV	I/C FOR ELECTRICAL MAINTENANCE OF ALL THE GENTS AND BOYS TOILET
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

CIVIL MAINTENANCE

1	Mr. S.K.MISHRA	OVERALL I/C SPECIALLY FOR COLOUR WASH,FITTINGS AND FIXTURES
2	Mr. Shailendra Belwanshi	MAINTENANCE OF RAMPS, STAIRS AND RAILINGS
3	Mr. S.K.KHANDELWAL	MAINTENANCE OF EQUIPMENTS OF GYM, PRIMARY CHILDREN PARK AND SPORTS GROUNDS
4	Komal (PRT)	MAINTENANCE OF CLASSES AND CORRIDORS
5	Ms. ASHITA	MAINTENANCE OF ALL THE TOILETS AND WATER POINTS
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

PUSTAKOPAHAR

1	Mrs. REKHA YADAV	OVER ALL I/C COMPLETELY RESPONSIBLE FOR PLANNING AND EXECUTION BEFORE 05.04.2023. I/C FOR MA RECORD FOR OVERALL COLLECTION AND DISTRIBUTION CLASSWISE
2	Mrs. Anupriya	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS VI TO VIII
3	Mrs. ANUPAMA BAJPAI	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS IX TO X
4	Mis. Ashita Verma	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS III TO V

5	Mrs. SONAL NAIDU	I/C FOR PROPER COLLECTION AND DISTRIBUTION OF OLD BOOKS FROM CLASS I TO II
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
PRINTING OF SCHOOL DIARY		
1	MrS. NISHMA SINGH	I/C TO COMPILE ALL THE DATA GIVEN BY THE OVER ALL INCHARGE AND TO PROVIDE IT TO THE PRINTER
2	Mrs. Surbhi Mishra	I/C TO PROVIDE THE CALENDAR OF CCA ACTIVITIES(BOTH PRIMARY AND SECONNDARY) ALONG WITH PH PREVIOUS YEARS ACTIVITY
3	Mr. S.K. MISHRA	I/C TO PROVIDE ALL THE DETAILS RELATED TO THE ADMISSION PROCEEDURE AND FEE STRUCTURE
4	Mr. N.A.KHAN	I/C TO PROVIDE ALL THE INFORMATION RELATED TO THE EXAMINATION PROCEEDURE
5	Mr. Omprakash Urattee	I/C TO PROVIDE THE LIST OF HOIDAYS AND OTHER MISCELLANEOUS NEEDED FOR STUDENT'S DIARY
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
PRINTING OF SCHOOL MAGAZINE DIGITAL		
1	Mrs. Indira Yadav (I/C)	I/C OVER ALL ; TO ENSURE, EVERY STUDENT COULD BE HANDED OVER THE MAGAZINE ON 01.07.2024
2	Mrs. Anupriya	I/C TO COLLECT ALL THE ARTICLES IN ENGLISH FROM THE STUDENTS/TEACHERS BY 25.04.2024
3	Mrs Anupama Bajpai	I/C TO COLLECT ALL THE ARTICLES IN ENGLISH FROM THE STUDENTS/TEACHERS BY 25.04.2024
4	Mrs.BHAWANA JATAV	I/C TO COLLECT ALL THE ARTICLES IN SANSKRIT AND HINDI FROM THE STUDENTS/TEACHERS BY 25.04.2024
5	Mr.Omprakash Urattee	I/C TO PROVIDE THE PHOTOGRAPHS FOR THE MAGAZINE BY 25.04.2024

ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE

RTI

1 Mr. S.K.MISHRA I/C TO PROVIDE THE DESIRED INFORMATION TO REGIONAL OFFICE VIA PRINCIPAL

2 Mr. JITENDRA PATEL I/C TO COMPILE THE DESIRED INFORMATION

ACADEMIC ADVISORY COMMITTEE

1 Ms. SANGITA UMRE I/C OVERALL SPECIALLY TO ORGANISE THE MEETING OF COMMITTEE BEFORE STAFF MEETING ON LAST W
TO MAINTAIN ITS RECORD

2 Mr. S.K.MISHRA TO ADVICE THE STRATEGIC REFORMS DESIRED WHILE TAKING ADMISSION

3 Mr.MUKESH NIGAM TO ADVICE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO TIME TABLE

4 Mr.N.A.KHAN TO ADVICE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO INTERNAL EXAMINATION

5 Ms. Radhika Thakur TO ADVICE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO THE SPOKEN ENGLISH AND IMPROVE
TEACHING

6 Mr. JITENDRA PATEL TO ADVICE THE STRATEGIC REFORMS DESIRED WITH REFERENCE TO THE SPEAKING EFFECTIVE HINDI AN
LANGUAGE TEACHING

7 Mrs. NISHMA SINGH TO ADVICE THE STRATEGIC REFORMS DESIRED TO IMPROVE THE TEACHING LEARNING IN PRIMARY CLAS

* ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE

FURNITURE

1 Mrs. Manju Nikhare (I/c) I/C OVER ALL; SPECIALLY TO ARRANGE FOR REPAIRING OR PURCHASE OF NEW FURNITURE FOR STUDENT

2	Mr. Ajeet Yadav	I/C TO KEEP RECORD TO BROKEN FURNITURE, FURNITURE REPAIRED CLASSWISE AND PROVIDE IT FOR CL
3	Mrs. SONIA SEHGAL	I/C TO MAINTAIN FURNITURE FOR CLASSES IX TO XII
4	Bhawna Jatav	I/C TO MAINTAIN FURNITURE FOR CLASSES VI TO VIII
5	Mrs. Anupama Bajpai	I/C TO MAINTAIN FURNITURE FOR CLASSES VI TO VIII
6	Mrs. Shilpa Juneja	I/C TO MAINTAIN FURNITURE FOR CLASSES I TO V
7	Ms Parul	I/C TO MAINTAIN FURNITURE FOR CLASSES I TO V
8	Ms Meghna	I/C TO MAINTAIN FURNITURE FOR CLASSES I TO V
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

REFRESHMENT COMMITTEE

1	Ms. SANGEETA UMRE	I/C OVER ALL
2	Mrs. SONIA SEHGAL	I/C FOR PHYSICAL ARRANGEMENTS
3	Mrs. Rekha Yadav	I/C FOR ENSURING PROPER SERVINGS AND TO MAINTAIN THE VISITORS BOOK
4	Sonal Naidu	I/C FOR ENSURING PROPER SERVINGS AND TO MAINTAIN THE VISITORS BOOK
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

TENDER OPENING COMMITTEE

1	Mr. MUKESH NIGAM	I/C OVER ALL AND TO SUBMIT THE NOTE SHEET ON COMPLETION OF PROCESS
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2	Mr. S.K.MISHRA	I/C FOR VERIFICATION OF DOCUMENTS
3	Ms. Radhika Thakur	I/C FOR RECORDING OF DOCUMENTS
4	Mr. SHAIENDRA BELWANSHI	I/C for verification of Documents
5	Mr. N.A.KHAN	I/C FOR SUMMERIZING THE PROCESS
6	Mr.S.K.KHANDELWAL	I/C FOR VERIFICATION OF DOCUMENTS
7	Mr. Santosh Kumar / JSA/SSA	I/C FOR CORROSPONDENCES AND ADVICE AS PER KVS ACCOUNT CODE
*	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

DRINKING WATER FACILITY

1	Sangeeta Umre (I/c)	I/C OVER ALL SPECIALLY FOR TIMELY CLEANLINES OF WATER TANKS, SUMP AND FOR OBTAINING CLEAN AVAILABILITY CERTIFICATE BY GCF BY 30.04.2024
2	Manju Agarwal	I/C FOR SUPPLY OF CLEAN AND COLD WATER AT WATER PONT NEAR CLASS III-B, INTACT TAPS AND NO WA
3	Mrs. ANUPAMA BAJPAI	I/C for Supply of Clean & cold water at Water point New Building ground floor
4	Mrs. Bhawna Jatav	I/C FOR SUPPLY OF CLEAN AND COLD WATER AT WATER POINT NEAR OFFICE , INTACT TAPS AND NO WAS
5	Mrs. SONIA SEHGAL	I/C for Supply of Clean & cold water at Water point New Building first floor
6	Manisha	I/C FOR SUPPLY OF CLEAN AND COLD WATER AT WATER PONT NEAR SIDE EXIT , INTACT TAPS AND NO WA
	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	

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		SCOUTS AND GUIDES
1	Mr. Ajeet Yadav (I/c)	I/C OVER ALL TO COMPLETE THE REGISTRATION OF SCOUT-GUIDE UNIT OF VIDYALAY IN TIME. TO PREPARE THE SCOUTS FOR RASHTRAPATI AWARD AND REGISTER THE CANDIDATES IN TIME FOR PM S
2	Mr.N.A.KHAN	I/C TO PREPARE THE SCOUTS FOR PRATHAM AND DWITIYA SOPAN ALONG WITH THEIR LOG BOOKS
3	Mr.Ajeet Yadav	I/C TO PREPARE THE SCOUTS FOR TRITIYA SOPAN AND RAJYA PURUSKAR ALONG WITH THEIR LOG BOOKS
4	Mrs. MANJU NIKHARE	I/C TO PREPARE THE GUIDES FOR RASHTRAPATI PURUSKAR ALONG WITH THEIR LOG BOOKS
5	Mrs. REKHA YADAV	I/C TO PREPARE THE GUIDES FOR PRATHAM AND DWITIYA SOPAN ALONG WITH THEIR LOG BOOKS
6	Mrs. BHAWANA JATAV	I/C TO PREPARE THE GUIDES FOR TRITIYA SOPAN AND RAJYA PURUSKAR ALONG WITH HEIR LOG BOOKS
7	Ms. UDITA TIRKEY	I/C TO PREPARE THE CUBS AND BULBULS FOR GOLDEN ARROW BADGE ALONG WITH THEIR LOG BOOKS
8	Komal	I/C TO PREPARE THE CUBS AND BULBULS FOR GOLDEN ARROW BADGE ALONG WITH THEIR LOG BOOKS
9	Mrs. SONAL NAIDU	I/C TO PREPARE THE CUBS AND BULBULS FOR CUB-BULBUL UTSAV
10	Ashita	I/C TO PREPARE THE CUBS AND BULBULS FOR CUB-BULBUL UTSAV
		ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE
		PUBLIC ADDRESS SYSTEM
1	Mrs. SONIA SEHGAL	I/C OVER ALL
2	MrS. SURBHI Mishra	I/C TO ARRANGE THE P.A.SYSTEM AT TIMES OF FUNCTION

3	Mr. Hemraj Singh	I/C TO ARRANGE THE LED SCREEN WHEN EVER DESIRED FOR ANY FUNCTION
	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
		RAJBHASHA
1	Mrs. INDIRA YADAV	I/C OVERALL
2	Mrs. BHAWANA JATAV	I/C TO ARRANGE THE ORGANNISATION OF COMMITTEE MEETING ON THIRD FRIDAY OF EVERY MONTH
3		I/C TO RECORD THE PROCEEDINGS OF EVERY MEETING
	Mrs. Nishma Singh	TO SUGGEST THE ENRICHMENT ACTIVITIES AND TO DETAIL THE COMPETITIONS EXTENDED BY DIFFEREN
4	Ms. KOMAL	I/C TO SUGGEST THE ACTIVITIES DESIRED FOF PRIMARY SECTION
	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
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		M.I AND HEALTH CHECK UP
1	PGT Bio (I/c)	I/C OVER ALL; TO PLAN AND EXECUTE THE SCHEDULE FOR MEDICAL CHECK-UP OF SECONDARY STUDENT VACCINATION;IF ANY
2	Manju Agarwal	I/C TO ARRANGE THE STUDENTS OF CLASS VI TO XII FOR MEDICAL CHECK-UP AND VACCINATION ;IF ANY THE RECORDS
3	Mrs. NISHMA SINGH	I/C OVER ALL; TO PLAN AND EXECUTE THE SCHEDULE FOR MEDICAL CHECK-UP OF PRIMARY STUDENTS T VACCINATION;IF ANY
4	Ms. KOMAL BANSAL	I/C TO ARRANGE THE STUDENTS OF CLASS I TO V FOR MEDICAL CHECK-UP AND VACCINATION ;IF ANY AN RECORDS

	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
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		STAFF QUARTER ALLOTTMENT AND STAFF QUARTER MAINTENANCE
1	Ms. SANGITA UMRE	I/C OVER ALL
2	Mr. SHAILENDRA BELWANSI	I/C TO PREPARE THE NOTE SHEET AS PER KVS ACCOUNT CODE FOR QUARTER ALLOTTMENT
3	Mr. AJEET YADAV	I/C TO PREPARE THE REQUISITION FOR MAINTENANCE OF STAFF QUARTER
4	Mr. N.A.KHAN	I/C FOR PHYSICAL VERIFICATION OF STAFF QUARTERS FOR NEED OF MAINTENANCE
5	Ms. Ashita	I/C TO MAINTAIN THE RECORD OF STAFF QUARTER MAINTENANCE
6	Mr. Santosh Kumar/JSA/SSA	I/C TO PREPARE THE NOTE SHEET AS PER KVS ACCOUNT CODE FOR STAFF QUARTER MAINTENANCE
	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
*		BEAUTIFICATION
1	Mr. Omprakash Urattee (I/c)	I/C Over all specially for Administrative wings & Ramps
2	MRS. SONIA SEHGAL	I/C for Upper Wing from Physics Lab to Stairs Near VII-A
3	MRS. SHILPA JUNEJA	I/C for Upper Wing from VI-B to Computer Lab
4	MS. UDITA TIRKEY	I/C Lower Wing from Class-I-A to III-B including both Stairs
5	MRS. BHAWNA JATAV	I/C Lower Wing from Chemistry Lab to Stairs near X-A

	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
*		PRESS AND PHOTOGRAPHY
1	Mr. Omprakash Urattee (I/c)	I/C Over all specially to arrange for Photographs of functions
2	MRS. ANUPAMA BAJPAI	I/C English Press release/report within half an hour of completions of event
3	MRS. BHAWNA JATAV	I/C Hindi Press release/report within half an hour of completions of event
		PARENT TEACHER ASSOSICATION
1	MR. NAZIR AHMAD KHAN	I/c Overall – to plan & execute PTA as per schedule
2	Mr. Jitender Patel	To maintain the record & minutes of PTA
3	MRS. NISHMA SINGH	To arrange the PTA
4	MRS SONAL NAIDU	To Co-ordinate the Circular suggested in PTA
	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
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		WEBSITE MAINTENANCE COMMITTEE
1	MR. HEMRAJ SINGH THAKUR	I/c Overall – to maintanance & update the content on website as per KVS instructions

2	Mr. Omprakash Urattee	I/c to provide photographs on monthly basis for updating in website by 25th of every month
3	MRS. MANJU NIKHARE	I/c to visit the website on last working day & submit the report about updated versions on same day
4	Ms. ASHITA VERMA	I/C to complete the information from various departments to be uploaded in Website
ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE		
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AEP		
1	MRS. MANJU NIKHARE	I/c Overall for conducting the activities of AEP
2	Mrs/ Bhawna Jatav	I/c to plan the Calender of Activities
3	PGT Bio	I/c to arrange/conduct the activites as per plan
4	Manju Agarwal	I/s to record the details of activied on monthly basis
5	MRS NISHMA SINGH.	I/c to arrange the meeting of AEP Committee on third Friday of every month after school hours.
ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE		
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CMP		
1	MRS. NISHMA SINGH	I/c overall to plann & execute CMP activities throught the session
2	MRS. SHILPA T. JUNEJA	To decorate CMP room- Theme wise & subject wise & helps in co-ordination of CMP activities

3	Ms. ASHITA	To Co-ordinate
4	MS. UDITA TIRKEY	To Co-ordinate
5	Ms. Manisha	To Co-ordinate
6	Ms. Parul	To Co-ordinate
	ALL THE ASSISTANCE BY THE COMMITTEE MEMBERS TO BE GIVEN TO THE INCHARGE AS AND WHEN DESIRED BY THE INCHARGE	
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		GAMES AND SPORTS
1	MR. S.K.KHANDELWAL	I/c Overall – to plan & execute the calendr of activites of Sports.
2	MR. S.K.MISHRA	to Co-ordinate with sports department during Regional Sports Meet.
3	MR. SHAIENDRA BELWANSHI	to Co-ordinate with sports department during School Level Sports Event.
4	MRS NISHMA SINGH	To Co-rodinate all the sports activities for Primary Sections
5	Ms. KOMAL BANSAL	To get the sports articles from I/c and issue to each Class Teacher of Primary Sections maintain its records.
	Each Primary Teacher should get few sports articles issued so that it may be handed to students during Games Period	
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		SCHOLARSHIPS/STAE GOVT. FLAGSHIP PROGRAMME (Samgra Portal)
1	Mrs. MANJU NIKHARE	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES

2	Mr. S. Belwanshi	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES FOR C
3	Mrs. BHAWNA JATAV	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES FOR C
4	Ms. KOMAL BANSAL	I/C OVERALL TO EXECUTE AND MONITOR ALL STATE GOVT. SCHOLARSHIP AND FLAGSHIP SCHEMES FOR
5	Ms. Parul	To co-ordinate
6	Ms. Simran	To co-ordinate
		ROUTES TO ROUTES/ VIRSA/ CULTURAL PROGRAMME
1	Mrs. SURBHI MISHRA	I/C OVERALL FOR PARTICIPATION OF STUDENTS AND COORDINATION WITH CONCERNED GROUP/NGO
2	MS. ASHITA	I/C TO PROVIDE ALL TECHNICAL SUPPORT FOR PARTICIPATION AND UPLOADING OF VIDEOS AND DATA
		ACP
1	Mr. Ajeet Yadav	I/C FOR PLANNING AND CONDUCTION OF ACP CLASSES IN THE SCHOOL
2	Mrs BHAWANA JATAV	I/C TO PREPARE A TIME TABLE OF ACP CLASSES BY 05.04.2024
3	Mr. JITENDRA PATEL	I/C TO COORDINATE ACP CLASSES OF CLASS 7 AND TO KEEP RECORD OF ACTIVITIES CONDUCTED DURING
4	Mr. Omprakash Urattee	I/C TO COORDINATE ACP CLASSES OF CLASS 8 AND TO KEEP RECORD OF ACTIVITIES CONDUCTED DURING
5	Mrs.SONIA SEHGAL	I/C TO COORDINATE ACP CLASSES OF CLASS 8 AND TO KEEP RECORD OF ACTIVITIES CONDUCTED DURING
		UBI FEE VERIFICATION

1	Mr. HEMRAJ SINGH THAKUR	Overall Incharge
2	Ms Ashita	primary (1-5)
3	Ms. Anupriya	secondary (6-10)
4	Mr. BELWANSHI	senior secondry (11-12)
		Maintenance of Computer pheripherls & ICT Infrastructure
1	Mr. HEMRAJ SINGH THAKUR	Overall Incharge
2	Mr. S. Belwanshi	ALL DEPARTMENT
3	Mr. Ajeet Yadav	ALL E-CLASSROOM
		TRANSFER CERTIFICATE
1	Ms. KOMAL	Overall Incharge
2	Ms. UDITA	To Maintain TC Register
3	Manisha	To Maintain TC Register
		UDISE Committee
1	Mr. Jitender Patel (I/c)	Overall Incharge
2	Ms. Komal	Member monitoring (III – V)

3	Ms. Meghna	Member monitoring (I – II)
4	Manju Agarwal	Member monitoring (VI – VIII)
5	Mr. S.S. Belwanshi	Member monitoring (XI – XII)
6	Ajeet Yadav	Member monitoring (IX – X)
		PM SHRI Committee
1	Mr. Mukesh Nigam (I/c)	Incharge
2	Miss Soniya	Member (Record Keeping & Bill)
3	Mr. Om Prakash	Member (Record Keeping & Bill)
4	Miss Nishma	Member