

PM SHRI KENDRIYA VIDYALAYA No.1 SATNA					
VIDYALAYA COMMITTEES 2025-26 W. E. F. 18.06.2025					
S.No.	Committee	Members	Designation	Signature	Duties/ Scope of Work
1	ACADEMIC AND ADMINISTRATIVE SUPPORT	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> • Monitor, review and make suggestions for all the academic activities of school. • Monitor student's personal data and other learning experience records systematically. • Enhance teachers' development through holding different professional development activities. • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.
		Mr. Pramod Kumar Gupta	PGT C S		
		Mr. Gopal Krishna Seth	PGT Physics		
		Mr. Niraj Kalwani	PGT Chemistry		
		Mr. Anshu Prasad Shukla	Head Master		
2	EXAMINATION (Secondary)	Mr. Niraj Kalwani (I/C)	PGT Chemistry		<ul style="list-style-type: none"> • Ensuring Smooth Conduct of Internal Exams as per KVS guidelines. • Prepare and communicate the examination schedule aligned with the academic calendar. • Ensure confidential handling of question papers, and organize invigilation and examination logistics. • Coordinate evaluation, compilation, and verification of answer scripts for timely result declaration. • Maintain accurate records of examinations, including attendance, marks, & handle grievances.
		Mr. Gopal Krishna Seth	PGT Physics		
		Mrs. Anuradha Kumari	TGT A E		
		Mrs. Varsha Khare	TGT Maths		
		Mr. Mayapati	TGT S Sc.		
	EXAMINATION (Primary)	Mrs. Manju Rani Sinha (I/C)	PRT		<ul style="list-style-type: none"> • Ensuring Smooth Conduct of CBSE Exams and Arrangement for External Exams as per guidelines issued by CBSE and the concerned agencies and as per the terms and conditions laid down by KVS guidelines.
		Ms. Pooja Verma	PRT		
		Ms. Suman	PRT		
	CBSE AND OTHER EXTERNAL EXAMINATION	Mr. Gopal Krishna Seth (I/C)	PGT Physics		<ul style="list-style-type: none"> • Ensuring Smooth Conduct of CBSE Exams and Arrangement for External Exams as per guidelines issued by CBSE and the concerned agencies and as per the terms and conditions laid down by KVS guidelines.
		Mr. Niraj Kalwani	PGT Chemistry		
		Mr. Mayapati	TGT S Sc.		
3	ADMISSION	Mr. Pramod Kumar Gupta (I/C)	PGT C S		<ul style="list-style-type: none"> • To process all admission related tasks strictly as per KVS admission guidelines. • Every month enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal-This has to be done a day prior to last working day of every month.
		Mr. Prashant Singh	PGT Economics		
		Mr. Anshu Prasad Shukla	Head Master		
		Mrs. Ekta Shahi	PRT		
		Ms. Disha Mishra	PRT		
		Ms. Shweta Srivastava	PRT		
4	TIME TABLE & SUBSTITUTION (Secondary)	Mr. Bihari Lal Tripathi (I/C)	PGT Maths		<ul style="list-style-type: none"> • Prepare the time table as per KVS guidelines and make necessary amendments from time to time as per requirement. • Manage and make arrangements for teacher substitutions promptly in case of absences, with the approval of the Principal, ensuring no disruption to classes. • Maintain accurate records of all substitutions and timetable changes in an organized file, and present them if needed. • Verify the attendance of contractual staff for making payments.
		Mrs. Nutan Gaud	Librarian		
		Mr. Nikhilesh Shrivastava	TGT Maths		
	TIME TABLE & SUBSTITUTION (Primary)	Mr. Anshu Prasad Shukla (I/C)	Head Master		
		Mr. Ankush Kumar	PRT		
		Ms. Pooja Verma	PRT		

S.No.	Committee	Members	Designation	Signature	Duties/ Scope of Work
5	C L A (SECONDARY)	Mr. Padam Singh (I/C)	PGT English		<ul style="list-style-type: none"> • Prepare the annual plan for interhouse cultural and literary competitions and submit it to the Principal for approval. • Organize and conduct various co-curricular activities in the Vidyalaya in accordance with KVS guidelines. • Observe and celebrate all important international, national, and local festivals as prescribed by KVS. • Identify and nurture talented students through talent search programs for participation in competitions within and outside KVS. • Submit timely reports, along with photographs and videos, to the Regional Office and other concerned authorities.
		Mr. Vishwa Pratap Singh	TGT Hindi		
		Ms. Shailini Gupta	TGT English		
	C L A (PRIMARY)	Mrs. Sukshema Nigam (I/C)	PRT Music		
		Ms. Shweta Srivastava	PRT		
		Mr. Ankush Kumar	PRT		
6	राजभाषा समिति RAJBHASHA	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> • Planning and Carrying Out Activities and Programs related to Rajbhasha. • Send Monthly, Quarterly and online report to Regional Office. • Submit report to NARAKAS.
		Mr. Vishwa Pratap Singh	TGT Hindi		
		Mr. Shrikant Tiwari	TGT Sanskrit		
		Mr. Priyanshu Kumar	JSA		
7	GeM Purchase	Mr. Niraj Kalwani (I/C)	PGT Chemistry		<ul style="list-style-type: none"> • Ensure procurement of goods/services through GeM as per KVS norms and Government of India guidelines. • Verify specifications, quality, and price competitiveness before placing orders. • Proper documentation, and timely completion of the purchase process.
		Mr. Gopal Krishna Seth	PGT Physics		
		Mrs. Chandra Kiran Gupta	TGT W E		
		Mrs. Ekta Shahi	PRT		
8	DISCIPLINE	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> • Ensuring discipline from the time of arrival to dispersal, throughout the working hours. • Maintain a positive and orderly school environment by enforcing rules and promoting good behavior. • Address disciplinary issues promptly and fairly, encouraging students' self-discipline and responsibility. • Organize awareness programs on values, ethics, and the importance of discipline among students and staff.
		Mr. Gopal Krishna Seth	PGT Physics		
		Mrs. Arti Singh	TGT P & H E		
		Mrs. Anuradha Kumari	TGT A E		
		Ms. Swati Kumari	TGT English		
		Ms. Pooja Verma	PRT		
9	SCOUTS/GUIDE/ CUBS/BULBUL	Mr. Vishwa Pratap Singh (I/C)	TGT Hindi		<ul style="list-style-type: none"> • Online Registration of units. • Fresh registration for Pravesh, Cubs & Bulbuls etc. • Conducting upgrading camps & celebrations related to Scout. • Train Students for Scouting and Guiding /CUBS & BULBUL and carry out related activities • Conduct Weekly activities during C L A periods. • Plan for Pratham, Dwitiya, Tiritiya Sopan, Rajyapuruskar & Rashtrapati Puruskar.
		Mr. Nikhilesh Shrivastava	TGT Maths		
		Mr. Shrikant Tiwari	TGT Sanskrit		
		Mrs. Anuradha Kumari	TGT A E		
		Mrs. Nutan Gaud	Librarian		
		Ms. Shreyashi Mishra	PRT		
		Ms. Supriya Tripathi	PRT		
		Mr. Ankush Kumar	PRT		

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10	LIBRARY ADVISORY COUNCIL	Mrs. Nutan Gaud (I/C)	Librarian		<ul style="list-style-type: none"> Assist in maintaining the library efficiently by collecting book recommendations from staff and students and procuring books within the allocated budget. Maintain a suggestion book for library users to recommend new books and resources. Implement innovative plans to improve the library, including updating records through computerization. Update and manage the digital library in accordance with PM SHRI guidelines, ensuring effective use of e-Granthalaya 4.0 software.
		Dr. Arun Kumar Gupta	PGT Commerce		
		Mr. Vishwa Pratap Singh	TGT Hindi		
		Mr. Anshu Prasad Shukla	Head Master		
		Ms. Deeksha Tripathi	PRT		
11	GUIDANCE AND COUNSELLING	Dr. Arun Kumar Gupta (I/C)	PGT Commerce		<ul style="list-style-type: none"> Plan and conduct personal, social, and career counselling sessions, including administering suitable tests for students, and maintain proper records. Provide academic, career, and personal counselling support tailored to individual student needs. Identify students facing emotional, behavioral, or learning challenges and offer appropriate assistance.
		Ms. Swati Kumari	TGT English		
12	MAINTENANCE & REPAIR OF VIDYALAYA BUILDING/RO/ WATER COOLER	Mrs. Chandra Kiran Gupta (I/C)	TGT WE		<ul style="list-style-type: none"> Monitor the overall maintenance and repair work of the Vidyalaya to ensure timely resolution of all issues. Ensure continuous availability of safe drinking water for students and recommend necessary repairs or upgrades to R.O. systems and water coolers. Arrange for water quality testing every six months and take corrective action based on the reports.
		Mr. Prashant Singh	PGT Economics		
		Mr. Ankush Kumar	PRT		
		Ms. Suman	PRT		
13	ADOLESCENCE EDUCATION PROGRAMME (AEP)	Ms. Shailini Gupta (I/C)	TGT English		<ul style="list-style-type: none"> Plan and conduct all AEP activities as per KVS guidelines and ensure timely submission of reports. Organize awareness sessions during CLA periods, including guest lectures and interactive meetings with parents. Ensure the AEP Question Box is opened monthly, address student queries appropriately, and maintain proper records.
		Mrs. Chandra Kiran Gupta	TGT W E		
		Ms. Deeksha Tripathi	PGT Biology		
14	STAFF QUARTER ALLOTMENT	Mr. Niraj Kalwani (I/C)	PGT Chemistry		<ul style="list-style-type: none"> Ensure allotment of staff quarters strictly as per KVS guidelines and eligibility criteria. Verify and inspect the condition of quarters at the time of vacancy or shifting. Maintain transparency, proper documentation, and oversee smooth handover/takeover processes.
		Mrs. Chandra Kiran Gupta	TGT W E		
		Mr. Ankush Kumar	PRT		
15	SPORTS	Mrs. Arti Singh (I/C)	TGT P & H E		<ul style="list-style-type: none"> Plan and conduct Vidyalaya sports activities as per the annual calendar and KVS norms, including Sports Meets and celebrations like Annual Sports Day and International Yoga Day. Ensure timely procurement of required sports materials and equipment. Conduct regular Mass PT, Yoga sessions, and integrate band/music during morning assemblies. Maintain records of all sports activities and ensure proper upkeep of playgrounds and sports courts.
		Ms. Shweta Srivastava	PRT		
		Ms. Shreyashi Mishra	PRT		
		Ms. Supriya Tripathi	PRT		
		Mr. Dilraj Singh Parihar	Yoga Instructor		

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16	WEBSITE, BLOG, F B PAGE AND TWITTER PAGE	Mr. Pramod Kumar Gupta (I/C)	PGT CS		<ul style="list-style-type: none"> • Upload necessary information regularly to keep the school website updated as per KVS instructions. • Update the school blog and upload photographs with appropriate descriptions on the website and social media platforms. • Maintain a register to track updates and ensure timely uploading of Transfer Certificate (TC) details at the end of each month. • Manage and monitor the school's official Facebook and Twitter pages for <u>timely sharing of events and announcements.</u>
		Mr. Shatendra Kumar Shukla	PGT Hindi		
		Mr. Niraj Kalwani	PGT Chemistry		
		Ms. Swati Kumari	TGT English		
		Ms. Pooja Verma	PRT		
		Mr. Balendra Kumar Gupta	Comp. Inst.		
17	UBI FEES AND STUDENT'S ENROLLMENT UPDATION	Mr. Pramod Kumar Gupta (I/C)	PGT C S		<ul style="list-style-type: none"> • Monitor fee collection through the UBI portal and promptly rectify any discrepancies. • Ensure that student data, including service category and social category, is accurate and consistent across all records. • Regularly update the enrollment register with details of newly admitted and TC-issued students. • Coordinate with the office to maintain error-free student records related to fees and enrollment.
		Mr. Balendra Kumar Gupta	Comp. Inst.		
		Mr. Priyanshu Kumar	JSA		
		All Class Teachers & Co - Class Teachers			
18	GARDENING	Mr. Vishwa Pratap Singh(I/C)	TGT Hindi		<ul style="list-style-type: none"> • Monitor maintenance of potted plants, flower beds, and green corners in the school premises. • Ensure regular watering, cleaning, and upkeep of plants by assigned staff. • Encourage eco-friendly practices and student participation in plant care activities.
		Ms. Pooja Verma	PRT		
		Mrs. Ekta Shahi	PRT		
		Mr. Ankush Kumar	PRT		
19	BEAUTIFICATION OF VIDYALAYA & BALA	Mrs. Anuradha Kumari (I/C)	TGT A E		<ul style="list-style-type: none"> • Develop and maintain an attractive, clean, and child-friendly school environment. • Integrate BaLA (Building as Learning Aid) concepts to make infrastructure a tool for joyful learning. • Promote active participation of students and staff in beautification and creative learning initiatives.
		Ms. Shreyashi Mishra	PRT		
		Ms. Shweta Srivastava	PRT		
		Mrs. Pinki Sahu	Balvatika Teacher		
		Ms. Savita Tiwari	Balvatika Teacher		
20	School Magazine Committee	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> • Encourage and compile creative and academic contributions from students and staff for the Vidyalaya magazine. • Foster writing, artistic, and editorial skills among students through active participation and mentorship. • Screen and select quality submissions for inclusion and ensure proper compilation and timely publication of the Vidyalaya Patrika. • Coordinate with subject teachers and house masters to ensure wide representation of student work. • Maintain records of past editions and promote readership and appreciation of the school magazine within the Vidyalaya community.
		Mr. Padam Singh	PGT English		
		Mr. Vishwa Pratap Singh	TGT Hindi		
		Mr. Shrikant Tiwari	TGT Sanskrit		
		Ms. Shailini Gupta	TGT English		
		Ms. Swati Kumari	TGT English		
		Ms. Disha Mishra	PRT		
21	CCTV SURVEILLANCE MANAGEMENT	Mrs. Chandra Kiran Gupta (I/C)	TGT W E		<ul style="list-style-type: none"> • Ensure proper functioning and regular maintenance of all CCTV cameras installed on campus. • Monitor CCTV footage to enhance school security and address safety concerns promptly and maintain day to day records.
		Mr. Balendra Kumar Gupta	Comp. Inst.		
		Ms. Shweta Srivastava	PRT		

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22	HOUSE MASTERS Secondary	Mr. Pramod Kumar Gupta	SHIVAJI HOUSE MASTER		<ul style="list-style-type: none"> Organize and oversee house-wise activities to ensure active student engagement. Foster leadership qualities, teamwork, and a sense of responsibility among house members. Track participation and performance, promoting fair play and a positive competitive spirit. To make sure that every student participates in one item or the other. Maintain accurate records of activities, student participation and results in the house register.
		Mr. Bihari Lal Tripathi	TAGORE HOUSE MASTER		
		Mr. Prashant Singh	ASHOKA HOUSE MASTER		
		Mr. Padam Singh	RAMAN HOUSE MASTER		
	HOUSE MASTERS Primary	Ms. Supriya Tripathi	SHIVAJI HOUSE MASTER		
		Ms. Shreyashi Mishra	TAGORE HOUSE MASTER		
		Ms. Disha Mishra	ASHOKA HOUSE MASTER		
		Mrs. Manju Rani Sinha	RAMAN HOUSE MASTER		
23	FURNITURE	Mr. Shrikant Tiwari (I/C)	TGT Sanskrit		<ul style="list-style-type: none"> Monitor the condition and proper use of school furniture in classrooms and other areas. Identify and report damaged or worn-out furniture for timely repair or replacement. Ensure optimal utilization and maintenance of furniture to support a conducive learning environment.
		Ms. Shailini Gupta	TGT English		
		Ms. Deeksha Tripathi	PRT		
		Ms. Suman	PRT		
24	HYGIENE & SANITATION (CLEANLINESS OF VIDYALAYA AND SURROUNDINGS)	Mr. Nikhilesh Shrivastava (I/C)	TGT Maths		<ul style="list-style-type: none"> Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly & Submitting Monthly report on observations. The committee shall take up the work in a very effective manner so that children get hygienic environment and sanitized toilets. Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. Plan the cleaning campaign and get the work done with the help of contractor Labourer & Submit the requisition and report on the work completion.
		Mrs. Chandra Kiran Gupta	TGT W E		
		Mr. Ankush Kumar	PRT		
		Ms. Deeksha Tripathi	PRT		
		Mrs. Pinki Sahu	Balvatika Teacher		
		Mr. Dilraj Singh Parihar	Yoga Instructor		
25	INCOME TAX	Mr. Bihari Lal Tripathi (I/C)	PGT Maths		<ul style="list-style-type: none"> Collect salary and other income details duly signed by regular employees, along with necessary rebate and exemption documents, as per applicable Income Tax rules. Coordinate with the accounts section to ensure accurate deduction of TDS (Tax Deducted at Source). Prepare and submit employee-wise income tax calculations to the school administration. Ensure timely issuance of Form 16 to employees. Share updates on tax deadlines, exemptions, and changes to ensure compliance with government norms.
		Mr. Prashant Singh	PGT Economics		
		Mr. Anshu Prasad Shukla	Head Master		

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26	READERS, LITERARY & THEATRE CLUB	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> Promote reading habits and literary appreciation by encouraging students to express themselves through language. Organize activities such as debates, recitations, storytelling, and book reviews to develop communication skills. Foster theatrical talents through skits and plays, ensuring at least one activity is presented weekly during the morning assembly to build confidence and creativity.
		Mr. Padam Singh	PGT English		
		Mr. Vishwa Pratap Singh	TGT Hindi		
		Ms. Shailini Gupta	TGT English		
		Mr. Shrikant Tiwari	TGT Sanskrit		
		Ms. Swati Kumari	TGT English		
	FINE ARTS AND PHOTOGRAPHY CLUB	Mrs. Anuradha Kumari (I/C)	TGT A E		<ul style="list-style-type: none"> Nurture students' creativity through drawing, painting, and other visual art forms. Develop photography skills and encourage capturing important school events and moments. Organize art displays, photo exhibitions, and competitions to showcase student talent and visual storytelling.
		Mr. Mayapati	TGT S Sc		
		Ms. Anchal Pandey	TGT S Sc		
		Mr. Balendra Kumar Gupta	Comp. Inst.		
	ECO CLUB FOR MISSION LiFE	Ms. Monika Verma (I/C)	TGT Science		<ul style="list-style-type: none"> Create awareness among students about sustainable lifestyles and environmental conservation. Organize eco-friendly activities promoting reduce, reuse, recycle, and responsible consumption. Involve students in Mission LiFE initiatives like energy saving, waste management, and water conservation.
		Mrs. Chandra Kiran Gupta	TGT W E		
		Ms. Deeksha Tripathi	PGT Biology		
	MATHS CLUB	Mr. Bihari Lal Tripathi (I/C)	PGT Maths		<ul style="list-style-type: none"> Organise interactive sessions and competitions to foster students' interest and enthusiasm in mathematics. Facilitate training and brainstorming sessions for teachers and students to explore innovative methods of learning and teaching mathematics.
		Mr. Nikhilesh Shrivastava	TGT Maths		
		Mrs. Varsha Khare	TGT Maths		
27	OFFICE	Mr. Priyanshu Kumar (I/C)	JSA		<ul style="list-style-type: none"> Manage School Fund, VVN Account, salary processing, and all financial transactions. Handle TCs, filing, inward/outward mail, and official correspondence as per KVS norms. Maintain Principal's chamber, office setup, and support postal/bank-related work. Assist in exams, lab upkeep, letter circulation, and coordinate with sub-staff for smooth operations.
		Mr. Gopal Krishna Seth	PGT Physics		
		Mr. Niraj Kalwani	PGT Chemistry		
		Mr. Balendra Kumar Gupta	Comp. Inst.		
		Mr. Ramlal Mishra	Sub-Staff		
		Mr. Shiv Kumar	Sub-Staff		
		Mrs. Baby Prajapati	Sub-Staff		
28	TLM (Balvatika- V)	Mrs. Ekta Shahi (I/C)	PRT		<ul style="list-style-type: none"> Encourage preparation and use of effective teaching-learning materials to enhance classroom instruction. Maintain a record of TLM developed and used by teachers across subjects. Promote innovative, low-cost, and subject-specific TLMs aligned with curriculum objectives.
		Mrs. Manju Rani Sinha	PRT		
		Ms. Savita Tiwari	Balvatika Teacher		

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29	SAMGRA, APAR & UDISE	Mr. Pramod Kumar Gupta (I/C)	PGT C S		<ul style="list-style-type: none"> • Ensure accurate collection and verification of student data using government-issued Samagra IDs and APAR unique student IDs. • Compile and submit comprehensive school data through SAMGRA and maintain updated UDISE records. • Facilitate smooth coordination for all data-related reporting and compliance with state education guidelines. • Class teachers should work along with the in charge/members to ensure that all required data related to their class are uploaded and is correct.
		Mr. Prashant Singh	PGT Economics		
		Mr. Balendra Kumar Gupta	Comp. Inst.		
		Ms. Shweta Srivastava	PRT		
		ALL CLASS TEACHERS			
30	FLN & NIPUN	Ms. Disha Mishra (I/C)	PRT		<ul style="list-style-type: none"> • Ensure foundational literacy and numeracy skills among primary students as per FLN and NIPUN Bharat guidelines. • Support and monitor effective teaching-learning practices and conduct regular assessments to identify and address learning gaps.
		Ms. Shreyashi Mishra	PRT		
		Ms. Shweta Srivastava	PRT		
31	MEDICAL ROOM, FIRST AID & HEALTH CHECKUP	Mrs. Arti Singh (I/C)	TGT P & H E		<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. • Planning with doctor for a medical checkup for children twice a year. • Collection of medical Certificate from class teachers. • Keep first aid item readily available in staff room, sports room and principal room. • After the medical checkup getting the cards binded and kept as a record.
		Ms. Deeksha Tripathi	PGT Biology		
		Ms. Suman	PRT		
		Ms. Shreyashi Mishra	PRT		
		Mrs. Baby Prajapati	Sub Staff		
32	MORNING ASSEMBLY	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> • Ensure all items for the morning assembly are well prepared and presented within the scheduled time. Collect the weekly assembly plan from class teachers and coordinate with them for smooth execution. • Check that the PA system and all instruments are properly set up and functioning effectively before the assembly. • Maintain detailed and organized records of the assembly program, including the names of students and their classes for each performance.
		Mr. Padam Singh	PGT English		
		Mrs. Chandra Kiran Gupta	TGT W E		
		Ms. Shailini Gupta	TGT English		
		Mrs. Sukshema Nigam	PRT Music		
33	STAFF QUARTER MAINTENANCE	Mrs. Chandra Kiran Gupta (I/C)	TGT W E		<ul style="list-style-type: none"> • Conduct regular inspections and ensure cleanliness and basic upkeep of staff quarters. • Plan and carry out yearly maintenance activities as per budget received. • Coordinate necessary repairs and promptly address staff complaints related to quarters. • Maintain records of maintenance work and budget utilization.
		Mr. Niraj Kalwani	PGT Chemistry		
		Mr. Ankush Kumar	PRT		
		Ms. Suman	PRT		

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34	FOUNDATION OF CITIZENSHIP (FCP) & AWAKENED AMBASSADOR FOR COMMUNITY TRANSFORMATION (AACT)	Mr. Vishwa Pratap Singh (I/C)	TGT Hindi		<ul style="list-style-type: none"> Implementation of Foundation of Citizenship (FCP) & Awakened Ambassador for Community Transformation (AACT)- during the session 2025-26 in Vidyalaya.
		Ms. Swati Kumari	TGT English		
		Mr. Shrikant Tiwari	TGT AE		
		Mr. Mayapati	TGT S Sc		
35	REFRESHMENT FOR SPECIAL OCCASIONS & STUDENTS	Mr. Gopal Krishna Seth (I/C)	PGT Physics		<ul style="list-style-type: none"> Plan and organize refreshments for special school occasions and events efficiently. Ensure hygienic and adequate arrangements for student refreshments during functions. Coordinate with vendors and staff to maintain quality and timely service.
		Mr. Mayapati	TGT S Sc		
		Mrs. Nutan Gaud	Librarian		
		Ms. Disha Mishra	PRT		
		Mr. Balendra Kumar Gupta	Comp. Inst.		
36	SCHOOL INNOVATION COUNCIL	Mr. Padam Singh (I/C)	PGT English		<ul style="list-style-type: none"> Foster ideation, creativity, design thinking, and problem-solving. Provide training, orientation, and exposure through various programs. Connect schools with HEIs, industry, and innovation platforms.
		Mrs. Chandra Kiran Gupta	TGT W E		
		Ms. Shailini Gupta	TGT English		
		Mr. Mayapati	TGT S Sc		
37	EK BHARAT SHRESHT BHARAT/ KALA UTSAV	Ms. Shailini Gupta (I/C)	TGT English		<ul style="list-style-type: none"> Promote cultural exchange and understanding between paired states through Ek Bharat Shreshtha Bharat activities. Encourage student participation in Kala Utsav to showcase and celebrate diverse artistic talents.
		Mr. Mayapati	TGT S Sc		
		Mrs. Anuradha Kumari	TGT A E		
		Mrs. Sukshema Nigam	PRT Music		
38	CHECKING AND VERIFICATION OF WORK OF OUTSOURCING AGENCIES/ CONTRACTORS	Mr. Gopal Krishna Seth	PGT Physics		<ul style="list-style-type: none"> Regularly inspect and verify the quality and timely completion of work done by outsourcing agencies/contractors. Ensure compliance with agreed terms, safety standards, and contract specifications. Maintain detailed records of inspections, payments, and any discrepancies for accountability.
		Mr. Nikhilesh Shrivastava	TGT Maths		
		Mrs. Chandra Kiran Gupta	TGT W E		
		Mrs. Anuradha Kumari	TGT A E		
		Mrs. Ekta Shahi	PRT		
39	ALUMNI ASSOCIATION & KVS SAMAGAM PORTAL	Mr. Pramod Kumar Gupta (I/C)	PGT C S		<ul style="list-style-type: none"> Facilitate alumni engagement to strengthen school-community ties and support ongoing development. Manage and update data on the KVS Samagam portal for effective communication and collaboration.
		Mrs. Varsha Khare	TGT Maths		
		Ms. Pooja Verma	PRT		
		Mr. Balendra Kumar Gupta	Comp. Inst.		
40	VIDYANJALI	Ms. Shailini Gupta (I/C)	TGT English		<ul style="list-style-type: none"> Manage and coordinate volunteer support and resources via the Vidyanjali portal to enhance school development and maintain proper records.
		Mr. Shrikant Tiwari	TGT Sanskrit		

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41	PM SHRI IMPLEMENTATION & MONITORING	Mr. Niraj Kalwani (I/C)	PGT Chemistry		<ul style="list-style-type: none"> • Ensure effective, timely, and judicious utilization of PM SHRI funds without exceeding head-wise ceilings. • Maintain separate and accurate stock registers (Consumable & Non-Consumable) . • Oversee procurement through a transparent process with proper requisitions, approvals, physical verification, and record-keeping as per KVS/GOI norms. • Monitor and support initiatives focused on NEP-2020 implementation, 21st-century skills, value education, and student well-being. • Coordinate timely review of progress, fund utilization, and documentation with the core committee to ensure the school exemplifies the PM SHRI vision.
		Mr. Shatendra Kumar Shukla	PGT Hindi		
		Mr. Gopal Krishna Seth	PGT Physics		
		Mrs. Chandra Kiran Gupta	TGT W E		
		Mr. Anshu Prasad Shukla	Head Master		
		Mrs. Sukshema Nigam	PRT Music		
		Mrs. Ekta Shahi	PRT		
42	SUBJECT COMMITTEE CONVENERS				<ul style="list-style-type: none"> • Coordinate regular subject committee meetings to plan and review academic progress. • Ensure syllabus completion, quality teaching practices, and adherence to academic calendar. • Maintain records of Subject Committee meetings. • Share best teaching strategies and resources among subject teachers. • Monitor implementation of NEP 2020 recommendations and subject-specific innovations.
	HINDI	Mr. Shatendra Kumar Shukla	PGT Hindi		
	ENGLISH	Mr. Padam Singh	PGT English		
	MATHEMATICS	Mr. Bihari Lal Tripathi	PGT Maths		
	SCIENCE	Mr. Niraj Kalwani	PGT Chemistry		
	COMMERCE & S Sc.	Dr. Arun Kumar Gupta	PGT Commerce		
	PRIMARY	Mr. Anshu Prasad Shukla	Head Master		
43	PROMOTION OF STEM				<ul style="list-style-type: none"> • Encourage scientific curiosity and innovation among students through hands-on learning. • Promote participation in national flagship programmes like INSPIRE, YUVIKA, and Olympiads. • Identify talented students and provide mentoring for STEM-related competitions. • Organize science exhibitions, quizzes, and project-based learning activities. • Foster a culture of research, critical thinking, and problem-solving from an early stage.
	SCIENCE & GREEN	Ms. Monika Verma (I/C)	TGT Science		
	IAPT OLYMPIAD	Mr. Gopal Krishna Seth (I/C)	PGT Physics		
	MATHS OLYMPIAD	Mr. Bihari Lal Tripathi (I/C)	PGT Maths		
	TECHNOTHLON, SAFAL	Mr. Pramod Kumar Gupta (I/C)	PGT CS		
	RBVP, Know Your Chandrayaan	Mr. Gopal Krishna Seth (I/C)	PGT Physics		
	PRAYAAS, JIGYASA	Mr. Niraj Kalwani (I/C)	PGT Chemistry		
	INSPIRE, NCSC, YUVIKA, VIGYAN PRATIBHA , GSP AUDIT, SOIL HEALTH PROGRAMME, VIGYAN JYOTI	Ms. Monika Verma (I/C)	TGT Science		
		Mr. Gopal Krishna Seth	PGT Physics		
		Mr. Niraj Kalwani	PGT Chemistry		
		Ms. Deeksha Tripathi	PGT Biology		
		Mrs. Chandra Kiran Gupta	TGT W E		
44	GRIEVANCE REDRESSAL	Mr. Shatendra Kumar Shukla (I/C)	PGT Hindi		<ul style="list-style-type: none"> • Address grievances of students, staff, and parents promptly, fairly, and confidentially. • Maintain a proper register and ensure timely resolution through appropriate action. • Promote a positive and transparent environment by encouraging open communication.
		Mr. Gopal Krishna Seth	PGT Physics		
		Mrs. Arti Singh	TGT P & H E		
		Mrs. Manju Rani Sinha	PRT		

S.No.	Committee	Members	Designation	Signature	Duties/ Scope of Work
45	EVACUATION TEAM/ SCHOOL DISASTER MANAGEMENT COMMITTEE/ SEARCH & RESCUE TEAM (As per NDMA Act)	Mr. Padam Singh	PGT English		<ul style="list-style-type: none"> • Prepare, update, and implement the School Disaster Management Plan in alignment with NDMA guidelines. • Conduct regular mock drills, awareness programs, and ensure safe and quick evacuation during emergencies. • Train designated staff and students in basic search, rescue, and first aid to respond effectively during disasters.
		Mr. Anshu Prasad Shukla	Head Master		
		Mr. Bhupendra Singh	Representative of Fire		
		Mr. Sudip Soni	TI Thana Kolgawan, Satna		
		Dr. R.N. Soni	M D		
		Master Abhishek Kushwaha	Member from Scout		
		Master Shrey Tiwari	Member from Scout		
46	Child Rights Protection Cell / POCSO Committee (As per NCPDR)	Mrs. Poonam Rahlan	President NGO Kalyani		<ul style="list-style-type: none"> • Ensure a safe, supportive, and child-friendly environment in the school as per POCSO Act provisions. • Create awareness among students and staff about child rights, protection laws, and mechanisms to report abuse. • Address and report any cases of child abuse or violation of rights with sensitivity, confidentiality, and in coordination with legal authorities.
		Mr. Gopal Krishana Seth	PGT Physics		
		Mrs. Arti Singh	TGT P & H E		
		Mrs. Preeti Agrawal	Parent's Representative		
		Mrs. Soniya Jolly	Member From NGO		
			Head Boy & Head Girl		
47	MONITORING IMPLEMENTATION OF FACILITIES FOR INCLUSIVE AND EQUITABLE EDUCATION, FACILITIES FOR SEDG'S (AS PER RPwD Act)	Mr. Anshu Prasad Shukla	Head Master		<ul style="list-style-type: none"> • Ensure availability and accessibility of inclusive infrastructure and learning resources for children with disabilities and SEDGs (Socially and Economically Disadvantaged Groups). • Monitor implementation of provisions under the RPwD Act and support equitable participation in academic and co-curricular activities. • Facilitate sensitization programs for staff and students to promote empathy, equity, and inclusive practices.
		Mr. Mayapati	TGT S Sc		
		Dr. R.N. Soni	M D		
		Mrs. Preeti Agrawal	Parent's Representative		
		Ms. Rupali Sharma	Parent's Representative		
48	INTERNAL COMPLAINT COMMITTEE (ICC) (As per directions of KVS HQ)	Mrs. Kiran Sharma	Assistant Commissioner KVS RO Jabalpur		<ul style="list-style-type: none"> • Conduct awareness programs and ensure visibility of anti-harassment guidelines. • Receive and handle complaints of sexual harassment with confidentiality and sensitivity. • Conduct fair inquiries and recommend appropriate action as per prescribed norms. • Maintain proper records and submit annual reports to the concerned authorities.
		Mrs. Poonam Rahlan	President NGO Kalyani		
		Mr. Shatendra Kumar Shukla	PGT Hindi		
		Mrs. Arti Singh	TGT P & H E		