

# KENDRIYA VIDYALAYA HATTA, DAMOH

## COMMITTEES FOR SESSION 2026-27

| S.No. | Name of Committee                                                                | Name of In-charge                       | Name of Members                       |
|-------|----------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------|
| 1     | Academic & Class Observation                                                     | MR. SACHIN UPADHYAY                     | MR. L. L. PATEL                       |
|       |                                                                                  |                                         | MR MANISH BANSAL                      |
|       |                                                                                  |                                         | MS. AMBIKA SHAKYA                     |
| 2     | Online Admission for Class-I                                                     | MR. SUYASH TIWARI                       | MR. ANAND KUSMARIYA                   |
|       |                                                                                  |                                         | MR SURYAKANT BHOI                     |
|       |                                                                                  |                                         | MRS. MANSI SRIVASTAVA                 |
|       |                                                                                  |                                         | MS. AMBIKA SHAKYA                     |
|       |                                                                                  |                                         |                                       |
| 3     | Offline Admission & Withdrawal (TC)                                              | MR. L. L. PATEL                         | MR. MANISH BANSAL                     |
|       |                                                                                  |                                         | MR. ROHIT SHARMA                      |
|       |                                                                                  |                                         | MR. KULDEEP PAL                       |
|       |                                                                                  |                                         | MR. VIVEK KUMAR                       |
|       |                                                                                  |                                         | MR. SHIVAMKANT MISHRA                 |
| 4     | EXAMINATION (HOME) SECONDARY AND SR. SECONDARY SECTION & LAT (SECONDARY SECTION) | MR. MANISH BANSAL                       | MR ROHIT SHARMA                       |
|       |                                                                                  |                                         | MR. SURYAKANT BHOI                    |
|       |                                                                                  |                                         | MR. AJAY RAIKWAR                      |
|       | EXAMINATION AND LAT (PRIMARY SECTION)                                            | MR VIVEK KUMAR                          | MR SHIVAMKANT MISHRA                  |
|       |                                                                                  |                                         | MRS. MANSI SRIVASTAVA                 |
|       |                                                                                  |                                         | MRS. ADITYA ASATI                     |
| 5     | CBSE                                                                             | MR. SACHIN UPADHYAY                     | MR S M TRIPATHI                       |
|       |                                                                                  |                                         | MR. MUKUL YADAV, PGT(BIO)             |
|       |                                                                                  |                                         |                                       |
| 6     | Competitions other than CCA                                                      | MR ROHIT SHARMA                         | ASHWINI K. VISHWAKARMA & All Cl. Trs. |
| 7     | CCA & EBSB (SECONDARY)                                                           | MR. S. M. TRIPATHI<br>MR. MANISH BANSAL | MR. KULDEEP PAL                       |
|       |                                                                                  |                                         | MR. S. K. BHOI                        |
|       |                                                                                  |                                         | MR. NAVAL KISHORE MISHRA              |
|       | CCA AND COMPETITIONS (PRIMARY)                                                   | MRS. MANSI SRIVASTAVA                   | MS AMBIKA SHAKYA                      |
|       |                                                                                  |                                         | MS. VAISHNAVI PATEL                   |
|       |                                                                                  |                                         | ALL CLASS TEACHERS                    |

|    |                                                               |                                                       |                                                                 |
|----|---------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------|
| 8  | CCA HOUSE MASTERS                                             | SHIVAJI- MR. L. L. PATEL                              | MR. SUYASH TIWARI, MS. AASTHA JAIN, MR. VIVEK KUMAR             |
|    |                                                               | TAIGORE-MRS. SAROJ ARYA                               | MR S. K. UPADHYAY, MR. ANAND KUSMARIYA, MRS. AMBIKA SHAKYA      |
|    |                                                               | ASHOKA- MR. MUKUL YADAV                               | MR. ROHIT SHARMA, MR SUDAMA AHIRWAR, MR. S K MISHRA,            |
|    |                                                               | RAMAN-MR. KRISHAN KUMAR                               | MS. PRIYESH KURMI, MR. A. K. VISHWAKARMA, MRS. VAISHNANI PATEL, |
| 9  | TIME TABLE & ARRANGEMENT (SECONDARY)                          | MR. KRISHAN KUMAR                                     | MR. SUYASH TIWARI                                               |
|    |                                                               |                                                       | MR. ANAND KUSMARIYA                                             |
|    | TIME TABLE, ARRANGEMENT & ORF                                 | MR. SHIVAMKANT MISHRA                                 | MS AMBIKA SHAKYA                                                |
| 10 | Cubs & Bulbul, Scouts & Guide /Adventure Programme/ Excursion | MR. ROHIT SHARMA<br>MRS. MANSI SRIVASTAVA             | MR. KULDEEP PAL                                                 |
|    |                                                               |                                                       | MR VIVEK KUMAR                                                  |
|    |                                                               |                                                       | MS. AMBIKA SHAKYA                                               |
| 11 | Discipline Committee                                          | MR. KULDEEP PAL- I/C<br>/<br>MR. YAGYA NARAYAN PANDEY | 1. MR. S. M. TRIPATHI                                           |
|    |                                                               |                                                       | 2. MR. KRISHAN KUMAR                                            |
|    |                                                               |                                                       | 3. MRS. SAROJ ARYA/ MR. G. PATEL                                |
|    |                                                               |                                                       | 4. MR. CHHATRAPAL PATEL                                         |
|    |                                                               |                                                       | All the Class/Co-class teachers                                 |
| 12 | Account Checking                                              | MR. KRISHAN KUMAR                                     | MR. L L PATEL, MR.SUYASH TIWARI                                 |
| 13 | Office, Establishment and Stationery                          | MR. SHIVAM YADAV, JSA                                 | MR.SUYASH TIWARI                                                |
|    |                                                               |                                                       | MR. AJAY RAIKWAR                                                |
| 14 | Condemnation                                                  | MR. SACHIN UPADHYAY                                   | MR. ANAND KUSMARIYA                                             |
|    |                                                               |                                                       | MR. SUYASH TIWARI                                               |
|    |                                                               |                                                       | MR. S. K. BHOI                                                  |
|    |                                                               |                                                       | ALL DEPARTMENT HOLDER                                           |
| 15 | School Building Monitoring                                    | MR. SUYASH TIWARI                                     | MR. ANAND KUSMARIYA                                             |
|    |                                                               |                                                       | MR. VIVEK SAGAR                                                 |
| 16 | Furniture                                                     | MR. SURYAKANT BHOI                                    | MR. SHIVAMKANT MISHRA                                           |
| 17 | TEACHING AIDS /TLM/JADUI PITARA                               | MRS. MANSI SRIVASTAVA                                 | MS AMBIKA SHAKYA                                                |
|    |                                                               |                                                       | All PRTs                                                        |
|    | NIPUN, CMP/FLN & RECORD KEEPING                               | MS. AMBIKA SHAKYA                                     | MRS. MANSI SRIVASTAVA                                           |
|    |                                                               |                                                       | All PRTs                                                        |
| 18 | W.E. Lab, PA System & Audio Visual Aids                       | MR. SUYASH TIWARI                                     | MR. NAWAL KISHOR MISHRA                                         |
| 19 | FIRST AID & MEDICAL TEAM AND MEDICAL ROOM                     | MR. KULDEEP PAL- I/C                                  | MRS. SADHNA KORI, NURSE                                         |
|    |                                                               |                                                       | MR. YAGYA NARAYAN PANDEY                                        |

|    |                                                                                                                                   |                                          |                           |
|----|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------|
| 20 | Guidance & Counselling                                                                                                            | MR. ANAND KUSMARIYA                      | MR. SACHIN UPADHYAY       |
| 21 | AEP                                                                                                                               | MR MUKUL YADAV                           | MRS. SABIHA ANJUM         |
| 22 |                                                                                                                                   |                                          | MRS. SADHNA KORI, NURSE   |
| 23 | Cleanliness, Swaccha Vidyalaya Abhiyan & Monitoring of Work of Cleaning Staff.                                                    | MR. KULEEP PAL                           | MR. SURYAKANT BHOI        |
|    |                                                                                                                                   |                                          | MR. SUYASH TIWARI         |
|    |                                                                                                                                   |                                          | MR. NEELESH RAI           |
|    |                                                                                                                                   |                                          | MR. YAGYA NARAYAN PANDEY  |
|    |                                                                                                                                   |                                          | MRS. SADHNA KORI, NURSE   |
| 24 | Water potability                                                                                                                  | MR. SUYASH TIWARI                        | MR. SURYAKANT BHOI        |
| 25 | Beautification & Gardening                                                                                                        | MR. SURYAKANT BHOI                       | MR. MUKUL YADAV, PGT(BIO) |
|    |                                                                                                                                   |                                          | MR. NAWAL KISHORE MISHRA  |
|    |                                                                                                                                   |                                          | MRS. MANSI SRIVASTAVA     |
| 26 | Value Education & Awaken Citizen Programme (ACP)                                                                                  | MR. SUYASH TIWARI                        | MR. SURYAKANT BHOI        |
|    |                                                                                                                                   |                                          | MR. ANAND KUSMARIYA       |
| 27 | Maintenance & Repair                                                                                                              | MR.SUYASH TIWARI                         | MR. SURYAKANT BHOI        |
|    |                                                                                                                                   |                                          | MR. NAVAL KISHORE MISHRA  |
|    |                                                                                                                                   |                                          | MS. AMBIKA SHAKYA         |
| 28 | PTA                                                                                                                               | MR. SACHIN UPADHYAY & ALL CLASS TEACHERS | MR. L. L. PATEL           |
|    |                                                                                                                                   |                                          | MR. ROHIT SHARMA          |
|    |                                                                                                                                   |                                          | MR.VIVEK KUMAR            |
| 29 | UDISE PORTAL                                                                                                                      | MR. ROHIT SHARMA                         | MR. MANISH BANSAL, PGT    |
| 30 | SAMAGAM PORTAL                                                                                                                    | MR. KRISHAN KUMAR                        | MR. SUYASH TIWARI         |
|    |                                                                                                                                   |                                          | MR. SHIVAM YADAV          |
| 31 | EDUCATION (SHIKSHA) PORTAL                                                                                                        | MR. ANAND KUSMARIYA                      | MR. SUYASH TIWARI         |
|    |                                                                                                                                   |                                          | MR. SHIVAMKANT MISHRA     |
| 32 | Safety Security and Disaster Management /Evacuation Team/ SEARCH & EMERGENCY RESPONSE TEAM & Monitoring of work of Security Guard | MR. KULDEEP PAL- I/C                     | MR. ANANAD KUSMARIYA      |
|    |                                                                                                                                   |                                          | MR. SUYASH TIWARI         |
|    |                                                                                                                                   |                                          | MR. YAGYA NARAYAN PANDEY  |
|    |                                                                                                                                   |                                          | MR. ANURAG CHAURASIYA     |
|    |                                                                                                                                   |                                          | MRS. SADHNA KORI, NURSE   |
| 33 | Rajbhasha (Hindi) Samiti                                                                                                          | MR. SIDDHARTH MANI TRIPATHI              | MR. ANAND KUSMARIYA       |
|    |                                                                                                                                   |                                          | MS. AMBIKA SHAKYA         |

|    |                                                                            |                                         |                                    |
|----|----------------------------------------------------------------------------|-----------------------------------------|------------------------------------|
| 34 | Computer Deptt., ICT & Web-site committee                                  | MR. SACHIN UPADHYAY                     | MR.AJAY RAIKWAR                    |
| 35 | Morning Assembly                                                           | <b>MR. SIDDHARTH MANI TRIPATHI</b>      | MR. KULDEEP PAL                    |
|    |                                                                            | MR. MANISH BANSAL                       | MR. SUYASH TIWARI                  |
|    |                                                                            | MR. NAWAL KISHOR MISHRA                 | MRS. MANSI SRIVASTAVA              |
| 36 | ECO Club                                                                   | MR. MUKUL YADAV, PGT(BIO)               | MRS. SAROJ ARYA, PGT/ MR. G. PATEL |
|    |                                                                            | MR VIVEK SAGAR                          | MS. AASHTHA JAIN                   |
| 37 | School Magazine, News Letters Printing/ Publication and Editorial Board    | <b>MR. SIDDHARTH MANI TRIPATHI</b>      | MR. NEELESH RAI                    |
|    |                                                                            | MR. MANISH BANSAL                       | MS. PRIYESH KURMI                  |
|    |                                                                            | MR.SURYAKANT BHOI                       | MS AMBIKA SHAKYA                   |
|    |                                                                            |                                         | MR. AJAY RAIKWAR                   |
| 38 | Social Media Publicity, Photography, PRESS RELEASES & NEWS PAPER PUBLICITY | MR. SACHIN UPADHYAY                     | MR. ANAND KUSMARIYA                |
|    |                                                                            | MR. MANISH BANSAL                       | MR NAWAL KISHOR MISHRA             |
|    |                                                                            | MR. S M TRIPATHI                        | MR. AJAY RAIKWAR                   |
|    |                                                                            |                                         |                                    |
| 39 | UBI FeePortal                                                              | MR. SACHIN UPADHYAY & All Class Tr.     | MR. ANAND KUSMARIYA                |
|    |                                                                            |                                         | MR. VIVEK KUMAR                    |
|    |                                                                            |                                         | MR. AJAY RAIKWAR                   |
| 40 | Grievance & Redressal Cell & RTI                                           | MR. SACHIN UPADHYAY<br>MR.S M TRIPATHI  | MR L L PATEL                       |
|    |                                                                            |                                         | MR ROHIT SHARMA                    |
|    |                                                                            |                                         | MR. ANAND KUSMARIYA                |
|    |                                                                            |                                         | MRS.AMBIKA SHAKYA                  |
| 41 | Internal Complaints Committee on Sexual Harassment                         | AC, KVS (RO), JABALPUR - I/C            | (NGO Member)                       |
|    |                                                                            |                                         | MRS. AMBIKA SHAKYA, PRT            |
|    |                                                                            |                                         | MRS. MANSI SRIVASTAVA              |
|    |                                                                            |                                         | MR. ROHIT SHARMA, TGT              |
| 42 | TALENT HUNT                                                                | MR MANISH BANSAL<br>MR. ANAND KUSMARIYA | MR. KULDEEP PAL                    |
|    |                                                                            |                                         | MR. SURYAKANT BHOI                 |
|    |                                                                            |                                         | MR. NAWAL KISHOR MISHRA            |

|    |                                                                    |                                        |                          |
|----|--------------------------------------------------------------------|----------------------------------------|--------------------------|
| 43 | LIBRARY                                                            | MR. ANAND KUSMARIYA                    | MR. SACHIN UPADHYAY      |
|    |                                                                    |                                        | MR. KRISHAN KUMAR        |
|    |                                                                    |                                        | MR. NEELESH RAI          |
|    |                                                                    |                                        | MR. VIVEK KUMAR          |
| 44 | GAMES & SPORT,<br>SBSB                                             | MR. KULDEEP PAL- I/C                   | MR. SURYAKANT BHOI       |
|    |                                                                    |                                        | MR. VIVEK KUMAR          |
|    |                                                                    |                                        | MR. YAGYA NARAYAN PANDEY |
| 45 | PHYSICS LAB                                                        | MR. SACHIN UPADHYAY                    | MS. AASHTHA JAIN         |
| 46 | CHEMISTRY LAB                                                      | MRS. SAROJ ARYA, PGT(CHEM)             | MR. SUYASH TIWARI        |
| 47 | BIOLOGY LAB                                                        | MR. MUKUL YADAV, PGT(BIO)              | MR. L. L. PATEL          |
| 48 | JR. SCINCE LAB.                                                    | MR. MUKUL YADAV, PGT(BIO)              | MR ROHIT SHARMA, TGT     |
| 49 | STANDARD CLUB                                                      | MR. SUYAS TIWARI                       | MRS. SAROJ ARYA, PGT     |
|    |                                                                    |                                        | MS. AASHTHA JAIN         |
| 50 | NCSC, RSBVP,<br>INSPIRE AWARDS,<br>KVPY, SCIENCE<br>OLYMPIADS ETC. | MR. MUKUL YADAV, PGT(BIO)              | MR ROHIT SHARMA, TGT     |
|    |                                                                    | MR. KRISHAN KUMAR                      | MRS. SAROJ ARYA, PGT     |
|    |                                                                    |                                        | MS. AASHTHA JAIN         |
| 51 | MATHS OLYMPIAD<br>ETC.                                             | MR. KRISHAN KUMAR                      | MR ROHIT SHARMA, TGT     |
| 52 | Purchase Committee                                                 | MR. L. L. PATEL                        | MR. SACHIN UPADHYAY      |
|    |                                                                    |                                        | MR. S. K. BHOI           |
|    |                                                                    |                                        | MR. SUYASH TIWARI        |
|    |                                                                    |                                        | ALL DEPTT. HOLDERS       |
| 53 | SCHOOL CURRICULUM<br>COMMITTEE(PRIMARY)                            | MS. AMBIKA SHAKYA                      | MR SHIVAMKANT MISHRA     |
|    |                                                                    |                                        | MR VIVEK KUMAR           |
|    |                                                                    |                                        | MR NAWAL KISHOR MISHRA   |
| 54 | SCHOOL CURRICULUM<br>COMMITTEE(SECONDAR<br>Y & SR SECONDARY)       | MR. SACHIN UPADHYAY<br>MR. L. L. PATEL | MR. KRISHAN KUMAR        |
|    |                                                                    |                                        | MR. S M TRIPATHI         |
|    |                                                                    |                                        | MR MUKUL YADAV           |
|    |                                                                    |                                        | MR. ANAND KUSMARIYA      |

|    |                                                                                                                             |                                                |                                |
|----|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------|
|    |                                                                                                                             |                                                | ALL PGTs, TGTs & misc teachers |
| 55 | School Innovation Council                                                                                                   | MR. SACHIN UPADHYAY, PGT(CS)                   | MR. SUYASH TIWARI              |
|    |                                                                                                                             | MR. MUKUL YADAV, PGT(BIO)                      | ALL MATHS TEACHERS             |
|    |                                                                                                                             |                                                | ALL SCIENCE TEACHERS           |
|    |                                                                                                                             |                                                | BRANCH MANAGER, UBI HATTA      |
| 56 | Child Rights Protection Cell/ POC SO Committee                                                                              | MRS. AMBIKA SHAKYA                             | MR. ANAND KUSMARIYA            |
|    |                                                                                                                             | MRS. MANSI SRIVASTAVA                          | MR. VIVEK KUMAR                |
|    |                                                                                                                             |                                                | MRS. SABIHA ANJUM              |
| 57 | Team for Monitoring Implementation of facilities for Inclusive Equitable Education, Facilities for SEDG's (As per RPwD Act) | MR. MUKUL YADAV, PGT(BIO)<br>MRS. SABIHA ANJUM | MR. ROHIT SHARMA               |
|    |                                                                                                                             |                                                | MR. SHIVAMKANT MISHRA          |
|    |                                                                                                                             |                                                | MRS. MANSI SRIVASTAVA          |
|    |                                                                                                                             |                                                | MRS. AMBIKA SHAKYA             |
| 58 | REFRESHMENT COMMITTEE                                                                                                       | MRS. AMBIKA SHAKYA                             | MRS. MANSI SRIVASTAVA          |
|    |                                                                                                                             |                                                | MR. A. K. VISHWAKARMA          |
|    |                                                                                                                             |                                                | MR. SHIVAM YADAV               |
|    |                                                                                                                             |                                                | MR ISHWAR                      |
| 59 | INCOME TAX VERIFICATION                                                                                                     | MR. L. L. PATEL                                | MR. KRISHAN KUMAR              |
|    |                                                                                                                             |                                                | MR. SHIVAM YADAV               |

The following official to note that,

1. The letters received from the various offices, be handed over to the incharges immediately.
2. All letters duly reported by the concerned incharges be counter signed by the dealing clerk.
3. Timely compliance must be ensured as per the work allotted / defined by the KVS.
4. All the letters / documents/ files etc. be preserved and maintained nicely.

1. MR. SHIVAM YADAV, JSA

**RITESH KUMAR PATEL**  
**PRINCIPAL**