

**KENDRIYA VIDYALAYA KASRAWAD, DIST. KHARGONE (M.P.)**

Staff Committees for the Session 2024-25

W E F 01/04/2024

S. NO.	COMMITTEE	DUTIES
1	ADMISSION COMMITTEE • Mr. Sudarshan Dev (I/C) • Mr. Abhishek Kushwaha • Mr. Pratik Patel	<ul style="list-style-type: none"> <li>To make registration and admission process as per KVS Guidelines</li> <li>To maintain data of various category wise enrollment of students regularly</li> <li>To keep record of Admission and TC case</li> </ul>
2	CBSE COMMITTEE • Mr. Deepak Singh Mandloi (I/C) • Mr. R.M. Ramawat	<ul style="list-style-type: none"> <li>To conduct CBSE Exams and other CBSE related works</li> </ul>
3	EXAMINATION COMMITTEE • Mr. Sudarshan Dev (I/C) • Mr. Gopal Gavshinde • Ms. Neha Agrawal • Ms. Anuradha Rawat	<ul style="list-style-type: none"> <li>To plan and conduct home examinations as per schedule.</li> <li>Conduct monthly examinations for Class-X and XII.</li> <li>To give continuous feedback to students / parents for their academic growth through PTM.</li> </ul>
4	TIME TABLE COMMITTEE • Mr. R. M. Ramawat (I/C) • Mr. Jakir Khan	<ul style="list-style-type: none"> <li>To prepare and implement time table for regular and remedial classes.</li> <li>To make arrangements against leave.</li> </ul>
5	CCA / MORNING ASSEMBLY / FLAG HOASTING COMMITTEE • Mrs. Kirti Chaturvedi (I/C) • Mr. Marcus Jamra • Ms. Arti Singh • TGT (WE) • SH. Harjeet Kumar • PRT (Music)	<ul style="list-style-type: none"> <li>To plan and organize Co-curriculum activities.</li> <li>Publication of Vidyalyaya magazine.</li> <li>Celebration of Annual Day / Special days in the year.</li> <li>Maintanance of CCA records.</li> <li>To plan and ensure quality presentation of activities in the morning assembly with the help of students, class teachers and house masters.</li> <li>To form students' council</li> </ul>
6	SPORTS COMMITTEE • Mr. R. M. Ramawat (I/C) • Sh. Harjeet Kumar • Mr. Ranjeet Kumar	<ul style="list-style-type: none"> <li>To coach and train students in different sports and games according to their potential.</li> <li>To prepare students for National / International level sports meet</li> </ul>
7	DISCIPLINE COMMITTEE • Mr. R. M. Ramawat (I/C) • Mrs. Kirti Chaturvedi • Ms. Neha Agrawal • Mr. Jakir Khan	<ul style="list-style-type: none"> <li>To maintain overall discipline in the vidyalaya.</li> <li>To develop etiquette and self discipline among students.</li> </ul>

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8	<p>FIRST AID COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Staff Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain first aid kit and to provide first aid facilities to students</li> <li>• To Conduct health check-up of students twice in a year (in the month of July and January)</li> </ul>
9	<p>LIBRARY COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• Mrs. Kirti Chaturvedi</li> <li>• Mr. Marcus Jamra</li> <li>• Mr. Ranjeet Kumar</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of library and selection of books etc.</li> <li>• To develop reading habits among students</li> </ul>
10	<p>WEBSITE UPDATION COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Mayank, I/C</li> <li>• Mr. Pratik Patel</li> <li>• Ms. Sheetal solanki</li> </ul>	<ul style="list-style-type: none"> <li>• To update information on the school website regularly</li> </ul>
11	<p>RAJBHASHA HINDI COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mrs. Kirti Chaturvedi (I/C)</li> <li>• Mr. Sudarshan Dev</li> <li>• Mr. Mayank, JSA</li> </ul>	<ul style="list-style-type: none"> <li>• To implement Rajbhasha Act in the vidyalaya</li> </ul>
12	<p>PURCHASING COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Sudarshan Dev (I/C)</li> <li>• Mr. Deepak Singh Mandloi</li> <li>• Mr. Shyam Bahari Yadav</li> <li>• Ms. Arti Singh</li> <li>• Mr. Ranjeet</li> </ul>	<ul style="list-style-type: none"> <li>• To make arrangement of purchase of articles and services for the Vidyalaya as per purchase procedure of KVS</li> </ul>
13	<p>FURNITURE COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Sharm Bahari Yadav (I/C)</li> <li>• Mr. Mukesh Khote</li> <li>• Ms. Arti Singh</li> </ul>	<ul style="list-style-type: none"> <li>• To look after and repair of furniture of vidyalaya</li> <li>• To make proper arrangement and distribution of furniture</li> </ul>
14	<p>OLYMPIAD AND OTHER EXAMS COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Mr. R. M. Ramawat</li> <li>• TGT (S. Sc.)</li> <li>• PRT I</li> </ul>	<ul style="list-style-type: none"> <li>• To motivate students to participate in such exams.</li> <li>• To support students for participations in such exams.</li> </ul>

	<p><b>BHARAT SCOUTS AND GUIDES COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• Mr. R. M. Ramawat</li> <li>• Mr. Deepak Singh Mandloi</li> <li>• Mr. Ranjeet Kumar</li> <li>• Ms. Arti Singh</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct Scout and Guide / Cub and Bulbul activities as per KVS rules.</li> </ul>
15	<p><b>WELCOME AND REFRESHMENT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Mrs. Kirti Chaturvedi (I/C)</li> <li>• Ms. Arti Singh</li> <li>• Mr. Mukesh Khothe</li> </ul>	<ul style="list-style-type: none"> <li>• to make necessary arrangements for various activities.</li> </ul>
16	<p><b>CLEANLINESS COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Mr. Shyam Bhari Yadav (I/C)</li> <li>• Mr. Deepak Singh Mandloi</li> <li>• Mr. Marcus Jamra</li> <li>• Ms. Anuradha Rawat</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the work of outsourcing agency related to cleaning of the vidyalaya.</li> <li>• To ensure cleanliness of the vidyalaya.</li> </ul>
17	<p><b>MAINTENANCE AND REPAIRING COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• Mr. Jakir Khan</li> <li>• Ms. Damini Kanungo</li> </ul>	<ul style="list-style-type: none"> <li>• To look after the maintenance and repair work of the vidyalaya building and surrounding.</li> </ul>
18	<p><b>CMP / NIPUN BHARAT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Mr. Abhishek Kushwaha (I/C)</li> <li>• Mr. Ranjeet Kumar</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct CMP activities as per KVS calendar.</li> <li>• To release CMP newsletter half yearly.</li> </ul>
19	<p><b>EDUCATIONAL EXCURSION COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Ms. Neha Agrawal</li> </ul>	<ul style="list-style-type: none"> <li>• To organise educational excursions and trips.</li> </ul>
20	<p><b>SUBJECT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>• Hindi / Sanskrit / Social Science - Mrs. Kirti Chaturvedi</li> <li>• English - TGT (Eng.)</li> <li>• Science / Environmental Studies - Mr. Deepak Singh Mandloi</li> <li>• Maths / English- Mr. R. M. Ramawat</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct subject committee meeting at least once in a month.</li> </ul>
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22	<p>RTI 2005 COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• Mrs. Kirti Chaturvedi</li> </ul>	<ul style="list-style-type: none"> <li>• To provide information under RTI Act</li> </ul>
23	<p>ONLINE FEES COLLECTION COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mrs. Kirti Chaturvedi</li> <li>• Mr. Pratik Patel</li> <li>• Mr. Mayank</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain fee record.</li> <li>• To ensure collection of fees</li> </ul>
24	<p>UDISE COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• All the Class Teachers</li> <li>• Mr Pratik Patel</li> </ul>	<ul style="list-style-type: none"> <li>• To update the school information regularly.</li> </ul>
25	<p>TEACHING AIDS / SOCIAL SCIENCE DEPT. COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• TGT (S. Sc.)</li> <li>• Ms. Neha Agrawal</li> </ul>	<ul style="list-style-type: none"> <li>• To promote teaching aids</li> </ul>
26	<p>STAFF COUNCIL COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mrs. Kirti Chaturvedi (I/C)</li> <li>• Mr. Sudarshan Dev (Secretary)</li> <li>• Ms. Arti Singh</li> <li>• Mr. Mayank, JSA</li> </ul>	<ul style="list-style-type: none"> <li>• To look after staff welfare.</li> <li>• To arrange farewell of teachers etc.</li> <li>• Liasioning with Social activities.</li> </ul>
27	<p>SBSB (स्वस्थ बच्चे स्वस्थ भारत) AND FIT INDIA COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. R. M. Ramawat (I/C)</li> <li>• Mr. Harjeet Kumar</li> <li>• Mr. Mukesh khote</li> <li>• Ms. Damini Kanungo</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct activities of SBSB as per KVS Schedule</li> <li>• To conduct FIT India activities.</li> <li>• To keep record of SBSB and FIT India activities.</li> </ul>
28	<p>INTERNAL COMPLAIN COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mrs. Rani Dange, Assistant Commissioner</li> <li>• Mrs. Kirti Chaturvedi</li> <li>• Mr. Deepak Singh Mandloi</li> <li>• Mrs. Vaishali Mandloi, Social Worker</li> <li>• Ms. Neha Agrawal</li> </ul>	<ul style="list-style-type: none"> <li>• To look after the grievance of the girls students and female staff.</li> </ul>

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29	<b>ADOLESCENT EDUCATION PROGRAM (AEP) COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Ms. Arti Singh</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct AEP in the vidyalaya as per KVS Guidelines</li> </ul>
30	<b>AWAKENED CITIZEN PROGRAM (ACP) COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (IX) (I/C)</li> <li>• Mrs. Kirti Chaturvedi (VIII)</li> <li>• Mr. Sudarshan Dev (VII)</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct activities of ACP as per schedule</li> </ul>
31	<b>SECURITY COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mr. R. M. Ramawat (I/C)</li> <li>• Mr. Harjeet Kumar</li> <li>• Ms. Damini Kanungo</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure safety and security of the students and vidyalaya assets in the vidyalaya</li> <li>• To make the vidyalaya environment free from anger and anxiety</li> </ul>
32	<b>CBT COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mr. Sudarshan Dev (I/C)</li> <li>• Ms. Neha Agrawal</li> <li>• Mr. Pratik Patel</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct CBT test as per KVS schedule</li> <li>• To ensure maximum participation of students.</li> <li>• To manage other activities related to CBT</li> </ul>
33	<b>SAMGRA PORTAL COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• Mr. Mukesh Khote</li> <li>• Mr. Jakir Khan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
34	<b>GARDNING COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mrs. Kirti Chaturvedi (I/C)</li> <li>• Ms. Arti Singh</li> <li>• Ms. Damini Kanungo</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain Vidyalaya Garden</li> <li>• To maintain beautification of the vidyalaya.</li> </ul>
35	<b>GUIDENCE AND COUNSELLING COMMITTEE</b> <ul style="list-style-type: none"> <li>• Mr. Gopal Gawshinde (I/C)</li> <li>• Mrs. Kirti Chaturvedi</li> <li>• Ms. Neha Agrawal</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain psychological / mental health of students</li> <li>• To organise guidance and counselling for students</li> <li>• To Guide the students in various fields.</li> </ul>

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36	<p>VIDYANJALI COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. R. M. Ramawat (I/C)</li> <li>• Mr. Ranjeet Kumar</li> </ul>	<ul style="list-style-type: none"> <li>• To update and manage information on portal.</li> <li>• To organise activity under vidyanjali.</li> </ul>
37	<p>PIMS COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Shyam Bihari Yadav (I/C)</li> <li>• Mr. Mayank, JSA</li> <li>• Computer Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• To update the PIMS information regularly.</li> </ul>
38	<p>GEM COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Ranjeet Kumar (I/C)</li> <li>• Mr. Deepak Singh Mandloi</li> <li>• Mr. Mayank, JSA</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct online bid / purchasing on GEM portal.</li> </ul>
39	<p>FLN COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Abhshek Kushwaha (CT I)</li> <li>• Ms. Neha Agrawal (CT II)</li> <li>• Ms. Arti Singh (CT III)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
40	<p>SAMAGAM PORTAL COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Shyam Bihari Yadav (I/C)</li> <li>• Mr. Deepak Mandloi</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain information on SAMAGAM portal.</li> </ul>
41	<p>SATHEE COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Mr. R.M.Ramawat</li> </ul>	<ul style="list-style-type: none"> <li>• To promote SATHEE portal among students.</li> <li>• To Ensure maximum participation of students on SATHEE portal.</li> </ul>
42	<p>FUNDAY COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Ranjeet Kumar (I/C)</li> <li>• Ms. Anuradha Rawat</li> </ul>	<ul style="list-style-type: none"> <li>• To organise smooth conduction of Funday activities.</li> </ul>
43	<p>COMPUTER DEPT. COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Mr. Pratik Patel</li> <li>• Ms. Anuradha Rawat</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain computer related records.</li> </ul>

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44	ICT INFRASTRUCTURE COMMITTEE • Mr. Deepak Singh Mandloi (I/C) • Mr. Pratik Patel	• To maintain data of computer labs and computer equipments
45	INCOME TAX COMMITTEE • Mr. R. M. Ramawat (I/C) • Mr. Gopal Gawshinde	• To look after income tax matters.
46	PHOTOGRAPHY COMMITTEE • Mr. Shyam Bihari Yadav (I/C) • Mr. Marcus Jamra • Mr. Mukesh khote • Ms. Anuradha Rawat • Mr. Jakir Khan	• To capture various school events in camera and maintain photo-album fo the vidyalaya
47	INTEGRITY COMMITTEE • TGT (S.Sc.) • PRT2	• To include National Integration and moral values in students by conducting activites and arranging lectures.
48	STUDENT ALUMNI COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mr. Deepak Singh Mandloi	• To keep record of KV Kasrawad Alumni. • To get assistance from KV Alumni for the development of the Vidyalaya. • Organize special programme for KV Alumni.
49	SALARY VERIFICATION COMMITTEE • Mr. R. M. Ramawat (I/C) • Ms. Neha Aaggrawal	• To varyify the salary of the vidyalaya staff.
50	STUDENT COUNCIL • Mrs. Kirti Chaturvedi I/C • Mr. Marcus Jamra • Mr. Harjeet Kumar • Ms. Neha Aaggrawal	• To select appropriate students for various portfolios.

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51	FINE ART CLUB • Mr. Shyam Bihari Yadav (I/C) • Mr. Anuradha Rawat	<ul style="list-style-type: none"> <li>• To motivate students to enhance their skills in painting and craft</li> <li>• To conduct workshops on art education</li> </ul>
52	MATHEMATICS CLUB COMMITTEE • Mr. R. M. Ramawat (I/C) • Mr. Abhishek Kushwaha	<ul style="list-style-type: none"> <li>• To conduct Mathematical activities in the vidyalaya</li> <li>• Maintain Maths Lab and prepare students for Maths Olympiad etc</li> </ul>
53	BALA COMMITTEE • Mr. R. M. Ramawat (I/C) • Mr. Shyam Bihari Yadav • Ms. Anuradha Rawat	<ul style="list-style-type: none"> <li>• To conduct the activities / programs under BALA</li> </ul>
54	JIGYASA COMMITTEE • Mr. Deepak Singh Mandloi (I/C) • Ms. Anuradha Rawat	<ul style="list-style-type: none"> <li>• To conduct the activities / programs under JIGYASA</li> </ul>
55	MEDIA COMMITTEE • Mrs. Kirti Chaturvedi (I/C) • Mr. Marcus Jamra • Ms. Arti Singh	<ul style="list-style-type: none"> <li>• To ensure publication of reports of school activities in Newspapers</li> </ul>
56	VIDYALAYA MAGZINE COMMITTEE • Mrs. Kirti Chaturvedi (I/C) • Mr. Marcus Jamra • Mr. Shyam Bihari Yadav • Mr. Sudarshan Dev • Mr. Pratik Patel	<ul style="list-style-type: none"> <li>• To ensure release of magazines in the month of July</li> </ul>
57	SCHOLARSHIP COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mr. MUKESH Khote • Mr. Ranjeet Kumar	<ul style="list-style-type: none"> <li>• To update the information of OBC students regularly for scholarship in portal</li> </ul>



58	<p>ELECTION COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Sudarshan Dev (I/C)</li> <li>• Mr. Abhishek Kushwaha</li> </ul>	<ul style="list-style-type: none"> <li>• To provide employee information on election portal</li> </ul>
59	<p>KVS TRANSFER COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Mr. Mayank, JSA</li> </ul>	<ul style="list-style-type: none"> <li>• To manage information on the KVS transfer portal.</li> </ul>
60	<p>NISHTA COMMITTEE</p> <ul style="list-style-type: none"> <li>• Mrs. Kirti Chaturvedi (I/C)</li> <li>• Ms. Neha Agrawal</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
61	<p>TRANSPORTATION COMMITTEE (Students)</p> <ul style="list-style-type: none"> <li>• Mr. Sudarshan Dev (I/C)</li> <li>• Mr. Gopal Gawshinde</li> <li>• Ms. Arti Singh</li> </ul>	<ul style="list-style-type: none"> <li>• To manage transportation of students.</li> </ul>
62	<p>HOUSE MASTERS AND ASSOCIATES (HANS)</p> <p>HIMALAYA HOUSE</p> <ul style="list-style-type: none"> <li>• Mr. R. M. Ramawat (I/C)</li> <li>• Mr. Marcus Jamra</li> <li>• Ms. Neha Agrawal</li> </ul> <p>ARAVALI HOUSE</p> <ul style="list-style-type: none"> <li>• Mr. Deepak Singh Mandloi (I/C)</li> <li>• Mr. Mukesh Khote</li> <li>• Mr. Abhishek Kushwaha</li> </ul> <p>NILGIRI HOUSE</p> <ul style="list-style-type: none"> <li>• Mr. Sudarshan Dev (I/C)</li> <li>• Mr. Harjeet Kumar</li> <li>• Mr. Ranjeet Kumar</li> </ul> <p>SATPURA HOUSE</p> <ul style="list-style-type: none"> <li>• Mr. Shyam Bihari Yadav (I/C)</li> <li>• Mr. Gopal Gawshinde</li> <li>• Ms. Anuradha Rawat</li> </ul>	<ul style="list-style-type: none"> <li>• To select and prepare students for house / CCA activities.</li> </ul>



PRINCIPAL