PM SHRI

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

Staff Committies for the Session 2026-27 (Revised)

w.e.f. 05.08.2026

S. NO.	COMMITTEE	DUTIES
1	Academic/Curriculam committee • Mr. C.L. Joshi (I/C) • Mr. Jakir Khan • Mr. R.M.Ramawat • Mr. Ranjeet • Mr. Abhishek Kushwaha	• To Implement NEP 2020 • To Conduct Remedial Classes / PTM/VMC etc. • To Conduct Teacher's Training/CPD. • Preparation of Annual Plan etc. • Other Academic Work.
2	ADMISSION COMMITTEE • Mrs. Kritika Sharma (I/C) • Mr. Abhishek Kushwaha •Mrs. Arti Singh •Miss. Aastha Parihar	• To make regsitration and admission process as per KVS Guidelines. • To maintain data of various category wise enrollment of students regularly. • To keep record of Admission and TC cases
3	CBSE COMMITTEE • Mr. C.L. Joshi (I/C) • Mr. R. M. Ramawat • Mr. Mukulraj Chouhan • Ms. Meghna Kumarawat	• To conduct CBSE Exams and other CBSE related works. • LOC for Class X/XII • Registration of class IX/XI
4	EXAMINATION COMMITTEE • Mr. Sudarshan Dev (I/C) • Miss. Usha Gandhare • Mr. Ranjeet Kumar • Ms. Meghna Kumrawat • Ms. Ritika Yadav • Ms. Roshani Prajapat	• To plan and conduct home examinations as per schedule. • Conduct monthly examinations for Class-X and XII. • To give continuous feedback to students / parents for their academic growth through PTM.
5	TIME TABLE COMMITTEE (VI-XII) • Mr. R. M. Ramawat (I/C) • Mr. Jakir Khan • Mr. Aslam Khan TIME TABLE COMMITTEE (Primary Section) • Mr. Ranjeet Kumar (I/C) • Ms. Aastha Parihar • Ms. Nikita Dawar	• To prepare and implement time table for regular and remedial classes. • To make arrangements against leave. 04/08/2026

6	CCA / MORNING ASSEMBLY • Mrs. Monika Verma (I/C) • Mr. Vikas More • Mr. Anil Kumar Rawal • Ms. Arti Singh • Mr. Shivam Yadav • Mr. Ankit Kumar • Mrs. Anjali Verma • Mrs. Sushma Badole • Mr. Aashish Rokde • Ms. Shalini Prajapat	• To plan and organize Co-curriculum activities. • Publication of Vidydalaya magzine. • Celebration of Annual Day / Special days in the year. • Maintanance of CCA records. • To plan and ensure quality presentation of activities in the morning assembly with the help of students, class teachers and house masters. • To form student'S COUNCIL.
7	FLAG HOISTING COMMITTEE • Anil Kumar Rawal (I/C) • Mr. Gopal Gawshinde • Mr. Jakir Khan • Mr. Shivam Yadav • Mr. Mohanlal Tomar	• Flag hoisting and lowering as per the National Flag Code.
8	SPORTS COMMITTEE • Mr. R. M. Ramawat (I/C) • Mr. Shivam Yadav • Mr. Ranjeet Kumar	• To coach and train students in different sports and games according to their potential. • To prepare students for National / Regional level sports meet. • To prepare teams of various games/sports and practice them daily .
9	DISCIPLINE/COMMITTEE • Mr. R. M. Ramawat (I/C) • Mrs. Monika Verma • Ms. Aastha Parihar • Mr. Shivam Yadav	• To maintain overall discipline in the vidyalaya. • To develop etiquette and self discipline among students. • Keep record of dicipline cares. • Maintain Dicipline Register.
10	FIRST AID COMMITTEE • Ms. Arti Singh (I/C) • Mrs. Anjali Verma, Staff Nurse	• To maintain first aid kit and to provide first aid facilities to students. • To Conduct health check-up of students twice in a year. (In the month of July and January)
11	LIBRARY COMMITTEE • Mr. Gopal Gawshinde (I/C) • Vikas More • Mr. C.L. Joshi • Jakir Khan • Mr. Ranjeet Kumar	• Monitoring of library and selection of books etc. • To develop reading habbits among students. • To develop library as a learning centre.

12	WEBSITE UPDATION COMMITTEE • Mr. Abhishek Kushwaha (I/C) • Mrs. Jitendra Chouhan	• To update information on the school website regularly.
13	RAJBHASHA HINDI COMMITTEE • Mr. Sudarshan Dev (I/C) • Mr. Vikas More • Mr. Gopal Gawshinde • Mr. Mayank, JSA	• To implement Rajbhasha Act in the vidyalaya.
14	PURCHASING/ GeM Committee • Mr. Sudarshan Dev (I/C) • Mr. Anil Kumar Rawal • Mr. Shyam Bihari Yadav • Ms. Abhishek Kushwaha • Mr. Ranjeet Kumar	• To make arrangement of purchase of articles and services for the Vidyalaya as per purchase procedure of KVS.
15	FURNITURE COMMITTEE • Mr. Shyam Bihari Yadav (I/C) • Mr. Ankit Kumar • Ms. Gaytri Verma • Mrs. Mayuree Solanki	• To look after and repair of furniture of vidyalaya. • To make proper arrangement and distribution of furniture.
16	BHARAT SCOUTS AND GUIDES COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mr. Anil Kumar Rawal • Ms. Arti Singh • Mr. Ranjeet Kumar • Mr. Ankit Kumar	• To conduct Scout and Guide / Cub and Bulbul activities as per KVS rules.
17	WEL COME AND REFRESHMENT COMMITTEE • Mr. Sudarshan Dev (I/C) • Mrs. Kritika Sharma • Ms. Arti Singh • Mr. Aalam Khan • Mrs. Anjali Verma • Mr. Shyam Bihari Yadav	• to make necessary arrangements for various activities.

18	CLEANLINESS COMMITTEE • Mr. Shyam Bihari Yadav (I/C) • Mrs. Kritika Sharma • Mr. Shivam Yadav • Mrs. Anjali Verma	• To monitor the work of outsourcing agency related to cleaning of the vidyalaya. • To ensure cleanliness of the vidyalaya.
19	MAINTENANCE AND REPAIRING COMMITTEE • Mr. Anil Kumar Rawal (I/C) • Mr. Gopal Gawshinde • Ms. Roshani Prajapat • Mr. Ankit Kumar	• To look after the maintenance and repair work of the vidyalaya building and surrounding.
20	CMP / NIPUN BHARAT COMMITTEE • Mr. Abhishek Kushwaha (I/C) • Ms. Sushma Badole • Ms. Nikita Dawar	• To conduct CMP activities as per KVS calendar. • To release CMP newsletter half yearly.
21	EDUCATIONAL EXCURSION COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mr. Anil Kumar Rawal • Mrs. Rikita Yadav • Mr. Shivam Yadav	• To organise educational excursions and trips.
22	SUBJECT COMMITTEE • Hindi / Sanskrit - Mr. Sudarshan Dev • English - Mr. Jakir Khan • Science - Mr. Aslam Khan • Commerce / So. Science - Mrs. Kritika Sharma • Maths - Mr. C.L. Joshi • Computer/WE - Mrs. Monika Verma • Primary (All Subjects) - Mrs. Arti Singh	• To conduct subject committee meeting at least once in a month.
23	RTI 2005 COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mr. Mayank	• To provide information under RTI Act.

24	ONLINE FEES COLLECTION COMMITTEE • Mr. Abhishek Kushwah (I/C) • Mrs. Monika Verma • Mr. Mayank,JSA	• To maintain fee record. • To ensure collection of fees.
25	UDISE COMMITTEE/ APAAR • Mr. Gopal Gawshinde (I/C) • Mr. Anil Kumar • All The Class Teachers	• To update the school information regularly.
26	TEACHING AIDS / SOCIAL SCIENCE DEPT. COMMITTEE • Ms. Shivani Puranik (I/C) • Ms. Usha Gandhare • Ms. Ritika Yadav	• To promte teaching aids • Keep teaching aids property. • Issue teaching aids to teaches for effective teaching.
27	STAFF COUNCIL COMMITTEE • Mr. C.L. Joshi (I/C) • Mr. Sudarshan Dev (Secretary) • Ms. Arti Singh • Mr. Mayank, JSA	• To look after staff welfare. • To arrange farewell of teachers etc. • Liasioning with Social activities.
28	SBSB (स्वस्थ बच्चे स्वस्थ भारत) AND FIT INDIA COMMITTEE • Mr. R. M. Ramawat (I/C) • Mr. Shivam Yadav • Mrs. Anjali Verma • Mr. Ankit Kumar	• To conduct activities of SBSB as per KVS Schedule. • To conduct FIT India activities. • To keep record of SBSB and FIT India activities.
29	INTERNAL COMPLAIN COMMITTEE • Mrs. Kritika Sharma (I/C) •Mr. Sudarshan Dev • Mrs. Jyoti Kushwah, Social Worker • Ms. Mayuree Solanki • Ms. Arti Singh	• To look after the grievance of the girls students and female staff.
30	ADOLESCENT EDUCATION PROGRAM (AEP) COMMITTEE • Mrs. Monika Verma (I/C) • Ms. Arti Singh • PGT Bio	• To conduct AEP in the vidyalaya as per KVS Guidelines.

31	AWAKENED CITIZEN PROGRAM (ACP) COMMITTEE • Mr. Gopal Gawshinde (I/C) • Miss. Usha Gandhare • Mr. Sudarshan Dev • Mr. Shyam B. Yadav	• To conduct activites of ACP as per schedule.
32	CBT COMMITTEE • Mr. Sudarshan Dev (I/C) • Mr. Abhishek Kushwaha • Ms.Jitendra Chouhan	• To conduct CBT test as per KVS schedule. • To ensure maximum participation of students. • To manage other activities related to CBT.
33	Education Portal / Scholarship • Mr. Gopal Gawshinde (I/C) • Mr. Anil Kumar • All Class Teachers	• Update the information on portal in time - to - time.
34	GARDNING COMMITTEE/ Beautification • Mr. Shyam Bihari Yadav (I/C) • Ms. Arti Singh • Mr. Ankit Kumar • Mrs. Monika Verma • Mr. Mukulraj Chouhan	• To maintain Vidyalaya Garden. • To maintain beautification of the vidyalaya.
35	GUIDENCE AND COUNSELLING COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mrs. Monika Verma • Mr. R.M.Ramawat • Ms. Sushma Badole	• To maintain psycological / mental health of students. • To organise guidence and couselling for students. • To Guide the students in various fields.
36	VIDYANJALI COMMITTEE • Mrs. Monika Verma (I/C) • Mr. Ranjeet Kumar • Mr. Jitendra	• To update and manage information on portal. • To organise activity under vidyanjali.

37	SAMAGAM/PIMS COMMITTEE • Mr. Kritika Sharma (I/C) • Mr. Anil Kumar Rawal • Mr. Abhishek Kushwaha • Mr. Mayank, JSA • Mr. Jitendra Chouhan	• To update the PIMS information regularly.
38	FLN COMMITTEE • Mr. Abhishek Kushawaha (CT I) • Ms. Arti Singh (CT III) • Ms. Mayuree Solanki • Ms. Ritika Yadav	• To Conduct activities related to FLN
39	SATHEE COMMITTEE • Mr. R.M.Ramawat (I/C) • Mrs. Monika Verma	• To promote SATHEE potal among students. • To Ensure maximum particiaption of students on SATHEE portal.
40	ICT INFRASTRUCTURE COMMITTEE • Mrs. Monika Verma (I/C) • Mr. Abhishek Kushwaha • Mr. Jitendra Chouhan	• To maintain data of computer labs and computer equipments.
41	INCOME TAX COMMITTEE • Mr. R.M.Ramawat (I/C) • Mr. Gopal Gawshinde • Mr. Mayank, JSA	• To look after income tax matters.
42	PHOTOGRAPHY COMMITTEE • Mrs. Monika Verma (I/C) • Mr. Shyam Bihari Yadav • Mr. Vikas More • Mr. Ankit Kumar • Mr. Mukulraj Chouhan • Ms. Gayatri Verma • Ms. Arti Singh • Mr. Jitendra Chouhan • Mr. Anil Rawal	• To capture (Photos/Videos) various school events. • Maintain record of Photos/Videos of various events of the vidyalaya.

43	INTEGRITY CLUB • Mrs. Shivani Puranik (I/C) • Ms. Usha Gandhare • Ms. Gayatri Verma	• To include National Integration and moral values in students by conducting activites and arranging lectures.
44	STUDENT ALUMNI COMMITTEE • Mr. Gopal Gawshinde (I/C) • Mr. R.M. Ramawat	• 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.
45	SALARY VERIFICATION COMMITTEE • Mrs. Kritika Sharma (I/C) • Mr. Anil Rawal	• To varify the salary of the vidyalaya staff.
46	MATHEMATICS CLUB • Mr. C.L. Joshi (I/C) • Mr. R.M. Ramawat • Mr. Abhishek Kushwaha • All Primary Maths Teachers	• To conduct Mathematical activities in the vidyalaya. • Maintain Maths Lab and prepare students for Maths Olympiad etc.
47	BALA COMMITTEE • Mr. Shyam Bihari Yadav (I/C) • Ms. Gayatri Verma • Mr. Aslam Khan • Mrs. Parvati Choudhary	• To conduct the acdtivities / programs under BALA.
48	JIGYASA COMMITTEE • Mr. R.M.Ramawat (I/C) • Ms. Gayatri Verma	• To conduct the acdtivities / programs under JIGYASA.
49	MEDIA COMMITTEE • Mr. C.L. Joshi (I/C) • Mr. Gopal Gawshinde • Mr. Vikas More • Mr. Jakir Khan • Ms. Arti Singh	• To ensure publication of reports of school acivites in Newspapers.

50	VIDYALAYA MAGZINE COMMITTEE • Mrs. Monika Verma (I/C) • Mr. Jakir Khan • Mr. Vikas More • Mr. Shyam Bihari Yadav • Mr. Sudarshan Dev • Mr. Jitendra Chouhan • Ms. Shalini Prajapat	• To ensure release of magzines in the month of July .
51	ELECTION COMMITTEE • Mr. Sudarshan Dev (I/C) • Mr. Abhishek Kushwaha	• To provide employee information on election portal.
52	KVS TRANFER COMMITTEE • Mr. R.M. Ramawat (I/C) • Mr. Gopal Gawshinde • Mr. Mayank, JSA	• To manage information on the KVS transfer portal.
53	TRANSPORTATION COMMITTEE (Students) • Mr. Gopal Gawshinde (I/C) • Mr. Sudarshan Dev • Ms. Arti Singh	• To manage transportation of students.
54	School Innovation Council (S.I.C) • Mr. R.M. Ramawat (I/C) • Mr. Gopal Gawshinde • Mr. Aslam Khan •Mrs. Parvati Chowdhary	• To Implement Policy for Promoting Innovation in the Vidyalaya
55	TARA Assessment/ORF Committee • Mr. Jakir Khan (I/C) • Mr. Vikas More •Mr. Abhishek kushwaha •Mr. TGT English • All Hindi / English Teachers	• To make assessment (Class 3 to 8 : Hindi & English) on TARA app as per KVS guideline.
56	BIS COMMITTEE • Mr. Gopal Gawshinde (I/C) • Ms. Gayatri Verma	• To conduct programmes related to BIS.
57	MP TAAS COMMITTEE • Mr. Gopal Gawshinde (I/C) • Ms. Roshani Prajapat	•To provide scholarship for eligible students.

58	ECO CLUB • Mr. Gopal Gawshinde (I/C) • Mrs. Usha Gandhare • Mr. Mukulraj Chouhan • Ms. Ritika Yadav	•To conduct activity related to Eco club.
59	Rashtriya Bal Vaigyanik Pradarshani Committee / YUVIKA • Mr. Mukulraj Chouhan (I/C) • Mr. Aslam Khan • Mr. Lokendra Rathod Manak Inspire Award Committee • Mr. Lokendra Rathod (I/C) • Mr. Aslam Khan • Mr. Mukulraj Chouhan NCSC Committee / VVM • Mr. Aslam Khan(I/C) • Mr. Mukulraj Chouhan • Mr. Lokendra Rathod	•To prepare students for RBVP / YUVIKKA / INSPIRE AWARD/ VVM / NCSC etc.

60	PM SHRI Committee • Mr. C.L. Joshi (I/C) • Mr. Anil Rawal • Mr. Abhishek Kushwaha	• To conduct programmes/activities related to PM SHRI.
62	STEM Committee • Mr. C. L. Joshi (I/C) • Mr. Aslam Khan • Mr. Lokendra Rathod • Mr. Mukulraj Chouhan	• To conduct activities related to STEM.
62	Rashtriya Ekata Parv • Mrs. Kritika Sharma (I/C) • Mrs. Shivani Puranik • Mr. Shyam Bihari Yadav • Ms. Usha Gandhare • Mr. Ankit Kumar	• To prepare students for Rashtriya Ekata Parv.
63	Youth Parliayament Committee • Mrs. Shivani Puranik (I/C) • Ms. Usha Gandhare	• To prepare students for Youth Parliament.
64	PTA Committee • Mr. C.L. Joshi (I/C) • Mr. Sudarshan Dev •Mr. Ranjeet Kumar •Mr. Sudhir Saraf (Parent) •Mrs. Jyoti Kushwah (Parent) •Mr. Sanjay Patel (Parent)	• To conduct programmes related to PTA.

65	HOUSE MASTERS AND ASSOCIATES COMMITTEE	• To select and prepare students for house/CCA activity.
	SHIVAJI HOUSE (BLUE) • Mr. Mukulraj Chouhan (I/C) • Mr. R. M. Ramawat • Mr. Lokendra Rathod • Ms. Nikita Dawar • Mr. Ranjeet Kumar • Ms. Parvati Choudhary	
	TAGORE HOUSE (GREEN) • Mr. Jakir Khan (I/C) • Mr. C.L. Joshi • Ms. Usha Gandhare • Ms. Meghna Kumrawat • Mr. Abhishek Kushwaha • Ms. Roshni Prajapat	
	ASHOKA HOUSE (RED) • Mrs. Shivani Puranik (I/C) • Mrs. Kritika Sharma • Mr. Sudarshan Dev • Ms. Aastha Parihar • Ms. Gaytri Verma	
	RAMAN HOUSE (YELLOW) • Mr. Aslam Khan (I/C) • Mr. Shyam Bihari Yadav • Mr. Gopal Gawshinde • Mrs. Mayuree Solanki • Ms. Ritika Yadav • Mr. Jitendra Chouhan	

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

Staff Committies for the Session 2026-27 (Revised)

w.e.f. 22.08.2026

S. NO.	COMMITTEE	DUTIES
66	UDISE Portal • Mr. Gopal Gawshinde (I/C) • Ms. Ritika Yadav • All Class Teacher	• To update the school information on portal regularly. • To import students from other school and update their profiles. • To update MBU of elligible students.
67	Automated Permanent Acedmic Account Registry (APAAR) • Mrs. Kritika Sharma (I/C) • Ms. Meghna Kumrawat	• To issue consent letter to parents for generate APAAR ID. • To generate APAAR ID of all students of class 1st to 12 th. • To update name, father name, mother name, DOB and Male/Female on aadhar portal and match with UDISE portal and School record. • For any correction in UDISE portal send letter to RO Bhopal. • After generating apaar intimate MP TAASC I/C.
68	Education Portal 3.0 • Mr. Anil Rawal (I/C) • Ms. Ranjita Kochak • All Class Teacher	• Update the information on portal in time - to - time. • Update the profile of all students and verify their bank details. • Intimate parents about their ward's scholarship amount and account.
69	Madhya Pradesh Tribal Affairs Automation System (MP TAAS) • Mr. Shivani Puranik (I/C) • Mr. Aastha Parihar	• Maintain account of every SC & ST students of class 9th to 12th and keep their record of details like cast certificate, income certificate, samagra, aadhar, MP TAAS ID and password.
70	One Time Registration (OTR) • Mr. Vikas More (I/C) • Ms. Roshni Prajapat	• To register every SC, ST & OBC students of class 9th to 12th on NSP OTR portal.
71	National Scholarship Portal (NSP) • Mr. Gopal Gawshinde (I/C) • Mr. Jakir Khan	• To register school in NSP Portal at district level by Principal and Nodal officer. • To verify applications of other scholarship PM Yashshvi and others.
73	Swach Evam Harit Vidyalaya Rating (SHVR) • Mr. Mukulraj Chouhan (I/C) • Ms. Usha Gandhare	• To register school on ECO Club misssion life and conduct activities as per SHVR.
73	Green School Program (GSP) • Mrs. Shivani Puranik (I/C) • Ms. Shalini Prajapat	• To register school on GSP portal and assign teacher and students as per GSP's 5 Module and conduct activities and record and enter in the portal.