

PM SHRI KENDRIYA VIDYALAYA CHOURAI

VIDYALAYA COMMITTEE DETAILS FOR THE SESSION 2024-25

	Name of Committees	Name Of Teacher	Duties/ Responsibilities	Signature
1.	Academic and Administrative Support Committee	<ol style="list-style-type: none"> 1. Mrs. MANJULA KUJUR (Convener) 2. Mrs. HEMLATA 3. Mrs. SHRADDHA AGRAWAL 4. Mrs. RASHMIBALA KANYAL 5. Mr. SAYARE KHAN 6. Ms. NISHA SISODIA 7. Mrs. RABECA THOMAS 8. Ms. NISHA PRT 9. Ms.SUSHMITA PANWAR 	<ul style="list-style-type: none"> • It is the sole responsibility of Academic coordinator to check the academic activities of teachers with the help of committee members. He/She will prepare plan and schedule for Notebooks (C/W & H/W) checking. • To ensure collection of teachers diary as per schedule and to check quality of lesson plans and entry of other details in the diary. • Collection of records and necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • Interacting with the teachers and directing them on their academic duties. • To ensure quality teaching inside classroom with syllabus coverage as per split up plan. • Preparation of Academic and Vidyalaya Plan for 2024-25. • Preparing academic calendar department wise for 2024-25 	
2.	Admission Committee	<ol style="list-style-type: none"> 1. Mrs. MANJULA KUJUR (Convener) 2. Mr. SUNIL KAMLE 3. Mr. AKASH JAIN 4. Mr. HKMESHAM 5. MS. SUSHMITA PAWAR 6. CLASS TEACHERS (Class IA&B) 	<ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS norms. • Planning & Conducting of Admission Test for class IX, if any. • Monthly review Meetings on admissions done. This work has to continue till November 30. • Maintenance of Register of data required for submission to KVS (HQ). • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work 	

3.	CBSE / NIOS /EXTERNAL EXAMS	<ol style="list-style-type: none"> 1. Mr. SAYARE KHAN (Convener) 2. Mrs. MANJUBALA KASARE 3. Ms. SHIKHA KUMARI 	<ul style="list-style-type: none"> • Necessary correspondence to CBSE/ KVS RO/ HQ etc. as per the direction of Principal. • Maintenance of all data required for submission to CBSE. • To Prepare result analysis of board classes • Registration/LOC work done as per schedule • Complete all arrangement during board exams • Update Oasis/Saras/Safal portals timely • Provide academic syllabus issue by CBSE for board classes. 	
4.	Internal Exam Committee	<ol style="list-style-type: none"> 1. Ms. NISHA SISODIA (Convener Sec.) 2. Mrs. SHRADDHA AGRAWAL 3. MR. PRAVEEN KUMAR SINGH 4. Mr. SHIKHAR SINGH BIST 5. Ms. NISHA PRT (Convener Primary) 6. Mr. DEEPAK KUMAR 	<ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement • Planning & conducting of CT/ PT/HY/SEE Exam as per schedule. • Listing out absentees and Planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. • To ensure distribution of Printed result after every examination. • Distribution of the split-up syllabus supplied by R.O to teachers and students. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • It is mandatory for all the question paper setters to provide the Blue Print, Question paper and Marking Scheme both in soft and hard copies, without which Exam Department shall not accept the hand written papers. 	
5.	Time Table, Arrangements, calling/attendance verification of contractual teachers	<ol style="list-style-type: none"> 1. Mr. BASANT PATKAR(Convener Sec.) 2. Mrs. MANJUBALA KASARE 3. Mrs. SHRADDHA AGRAWAL 4. Mr. SUNIL GAVANDE (Convener Primary) 5. Ms. NISHA PRT 6. Ms. SHIKHA KUMARI 	<ul style="list-style-type: none"> • Preparation of class & teacher’s Time Table as per KVS norms. • Arrangements for free periods as per availability of free periods and workload of the teachers. • To submit consolidated report of number of arrangements taken by the teachers. • Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and zero period. • Monitoring of bell timing. • Distribution of Registers to all the class monitors to note every day’s activity period-wise. • Collecting the registers and submitting the same to Principal for his supervision. • Random checking for teachers attending the classes during their arrangement. • To ensure no teacher who is absent is left without arrangement. • Showing the arrangement sheet to teacher and obtaining the signature. • Displaying the arrangement sheet in prominent places of the Vidyalaya 	

6.	Discipline Committee	<ol style="list-style-type: none"> 1. Mr. SHIKHAR SINGH BIST (Convener) 2. Mrs. MANJULA KUJUR 3. Ms. NISHA SISODIA 4. Mr. SUNIL KAMLE 5. Mr. PRAVEEN KUMAR SINGH 6. Mrs. RABECCA THOMAS 7. Mr. HIRENDRA KUMAR MESHARAM 8. Mr. DEEPAK RATHOUR 9. Ms. KALPANA 	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students missing assembly. • Maintaining records of Late comers. • A regular late comer student's parent must be informed in written through class teacher. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, Departure and to ensure safe passage to students. • Checking of student entry and exit in line from outside and inside school gates before morning assembly and after school hours. • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. • Checking the Movement of students in corridor without out-passes and recording the same to intimate the principal. • Subject teachers having last period in a particular class should be the last one to leave the class and should escort student till gate. • Maintaining late comer's register. • Checking class room during morning assembly. • Checking of student's bags and pockets on random basis. (at least once in a month) • The uniform should be checked with the help of the class teachers and Co-class teachers 	
7.	Teacher's gate and Lunch time duty Chart preparation and monitoring	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. SHIKHAR BIST 3. Mr. BASANT PATKAR 	<ul style="list-style-type: none"> • To depute teachers on duty during lunch time for the safety and security of students. • To ensure class teachers presence in classroom during lunch. • Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises. 	
8.	Morning Assembly	<ol style="list-style-type: none"> 1. Mrs. MANJULA KUJUR (Convener) 2. Mr. PRAVEEN KUMAR SINGH 3. Mr. AKASH JAIN 4. Ms. NISHA SISODIA 5. Mrs. RANJEETA MARAVI 6. Mr. HIRENDRA KUMAR MESHARAM 	<ul style="list-style-type: none"> • To plan the morning assembly program and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the program before presenting in the morning assembly. • Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her. • To provide a greeting card to all students have to wish them by presenting birthday song. • Special word should be displayed before all students in writing. • Schedule a talk on VALUE EDUCATION by a teachers. • To prepare compact program for developing good habits and moral value among the students. 	

			<ul style="list-style-type: none"> To encourage the students on the observation of good habits & behavior and award them. There should not be a long gap between different programs of assembly. To maintain silence at background of stage. Opening of curtain during assembly. Use of all mics and musical instruments in morning assembly programs. 	
9.	Co-Curricular Activities (CCA)	<ol style="list-style-type: none"> Mr. PRAVEEN KUMARSINGH(Convenor Sec.) Mr. AKASH JAIN Mr. BASANT PATKAR Mr.H.KMESHRAM(Convenor Primary) Ms. MEGHA DEVI Ms. SAPNA SINGH YADAV 	<ul style="list-style-type: none"> Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2023-24. House distribution activity. Selection and celebration of School Captains and Vice Captains under student’s council. Planning, preparation and Celebration of Annual Day Duty allotment and monitoring of assembly program. Checking of the information on the display board in corridor and class rooms. Theme selection for every month and carrying out the suggested activities. Maintaining the record of achievements of the students of house and maintaining transparency in the result process. Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day’s announcements. Important dates shall be collected and be celebrated appropriately. The committee can suggest Principal regarding different purposes. 	
10.	Infrastructure Enrichment, School Building & Staff quarters Civil Work	<ol style="list-style-type: none"> Mrs. RANJEETA MARAVI (Convener) Mr. SHIKHAR BIST Mr. PRAVEEN KUMAR SINGH 	<ul style="list-style-type: none"> Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. Monitoring and recording of civil work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. Certifying the proper usage of material at appropriate and required places. Informing Principal the areas of immediate attention 	

11.	Electrical supply and Safety Management committee	<ol style="list-style-type: none"> 1. Mrs. RANJEETA MARAVI (Convener) 2. Mr. AKASH JAIN 	<ul style="list-style-type: none"> • Ensuring uninterrupted power supply • Collection of information from Department holders and class teachers about working/ not working of electric equipment. • Replacement of electric equipment, if needed 	
12.	Purchase and physical verification of purchased items	<ol style="list-style-type: none"> 1. Mrs. SHRADDHA AGRAWAL (Convener) 2. Mrs. RANJEETA MARAVI 3. Mrs. MANJUBALA KASARE 4. Mr. SHIKHAR SINGH BIST 5. Mr. DEEPAK RATHOUR 	<ul style="list-style-type: none"> • To estimate the requirements in the beginning of the academic year. • To procure the required items following the purchase procedure preferably through GEM. • To conduct market survey and collect quotations from local market. • To take items purchased into stock. • Any other related work. 	
13.	UBI Fee Portal, Fee Collection, Checking of Entry Of Fee Detail In Attendance Register	<ol style="list-style-type: none"> 1. Mr. BASANT PATKAR (Convener) 2. Mr. RAJESH MEHRA 3. Mrs. MONIKA RANI 	<ul style="list-style-type: none"> • To monitor activities of UBI fees collection. • To follow up all work related to UBI fees collection. • Ensuring Letter to parents have been sent for fees not paid. 	
14.	UDISE, Shiksha Portal and Scholarship Portal	<ol style="list-style-type: none"> 1. Mr. SAYARE KHAN (Convener) 2. Mr. BASANT PATKAR 3. Mr. SHIKHAR SINGH BIST 	<ul style="list-style-type: none"> • Timely completion of the reports and submission of the same with the appropriate authority 	
15.	Cub Bulbul & Scout Guide	<ol style="list-style-type: none"> 1. Mrs. RABECCA THOMAS (Convener) 2. Mr. RAJESH MEHRA 3. Mrs. MANJUBALA KASARE 4. Ms. SUSHMITA PAWAR 5. All cub-bulbul & scoutguide trainers 	<ul style="list-style-type: none"> • Registration of units. • Fresh registration for Pravesh, Cubs & Bulbuls etc. • Scout and Guide & Cubs and Bulbul activities must be ensured once in a week, preferably on Wednesday. • Conducting upgrading camps & celebrations related to Scout. • Taking up Community development and service works once in a month. • Submitting monthly Reports & carrying out other work related. • Getting colour party and Bulbuls ready for Guard of honour and welcome of guests. 	

16.	Reception & Guard of Honour	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. SHIKHAR BIST 3. Mrs. MANJULA KUJUR 4. Mrs. HEMLATA KUMARI 	<ul style="list-style-type: none"> • The committee should ensure to get the front elevation of the Vidyalaya fully decorated with the help of fine art committee and reception formalities shall be made to the perfection. • Getting members of students' council, Bulbuls with song and Colour party ready for welcome.
17.	Furniture Procurement and Repair-Maintenance Committee	<ol style="list-style-type: none"> 1. Mr. RAJESH MEHRA (Convener) 2. Ms. DEEPSHIKHA 3. Ms. MEGHA DEVI 	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2022-23 in the new format and keep ready for Physical Verification. • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, department, library, office etc. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
18.	Condemnation	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. HK MESHARAM 3. Ms. SHIKHA KUMARI 	<ul style="list-style-type: none"> • To Ensure stock verification of all the department is done by the end on March. • Stock verification committee must be constituted and circulated. • Getting the list of items to be condemned within the ceiling. • Completing all the process of condemnation.
19.	Photography, Videography, Editing	<ol style="list-style-type: none"> 1. Mr. AKASH JAIN (Convener) 2. Ms. DEEPSHIKHA 3. Ms. KALPANA 4. Ms. MEGHA DEVI 	<ul style="list-style-type: none"> • Display of photographs on display boards along with proper headings. • Maintaining the album of the Vidyalaya Year-wise. • During the inspections Albums have to be presented to Inspection officers • Providing best photos for Press Note.
20.	Social Media Handling (Youtube, Facebook, Instagram, Twitter)	<ol style="list-style-type: none"> 1. Mr. DEEPAK RATHOUR (Convener) 2. Mr. PRAVEEN KUMAR SINGH 3. Ms. KALPANA 	<ul style="list-style-type: none"> • Timely updation of the events taken place in the Vidyalaya on social media platforms.
21.	Web Site Update Committee	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. MEHANDI HASAN 3. COMPUTER INSTRUCTOR 	<ul style="list-style-type: none"> • Update Vidyalaya website once in every fortnight and as when it is required. • Updating of Enrollment of student class-wise and sectionwise. • Staff vacancy position. • Computer infrastructure data. • Other allied information that is required by KVS, photographs and videos uploading
22.	Report/Press and Public Relation	<ol style="list-style-type: none"> 1. Mr. SAYARE KHAN (Convener) 	<ul style="list-style-type: none"> • To prepare press note well in advance and making correction, if any after the event is completed.

		<ol style="list-style-type: none"> 2. Mr. SUNIL KAMLE 3. Mr. HIRENDRA KUMAR MESHARAM 	<ul style="list-style-type: none"> • To ensure Press note is sent to all the reporters along with good photographs. 	
23.	Flag Hosting Committee	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. SHIKHAR SINGH BIST 3. Mr. PRAVEEN KUMAR SINGH 	<ul style="list-style-type: none"> • To ensure raising of National Flag every morning and its lowering before sunset in our KV. • To position the flag post at prominent place. • To follow DO's and Don'ts to honour our National Flag. • To ensure compliance of the Flag Code. 	
24.	GREEN SCHOOL & Eco Club	<ol style="list-style-type: none"> 1. Mrs. HEMLATA (Convener) 2. Mrs. Rashmi Bala Kanyal 3. Ms. DEEPSHIKHA 	<ul style="list-style-type: none"> • Planning of educational tour for different classes as per schedule given by the KVS. • Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children. • Taking students to local places of educational and tourist interest. • Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval. 	
25.	Adventure & Excursion Club	<ol style="list-style-type: none"> 1. Mr. SHIKHAR SINGH BIST (Convener) 2. MR. SUNIL KAMLE 3. Mrs. MANJUBALA KASARE 4. Mrs. RABECCA THOMAS 5. Mr. HIRENDRA KUMARMESHARAM 	<ul style="list-style-type: none"> • Necessary correspondence under PM Shri Scheme to KVS RO/ HQ etc. as per the direction of Principal. 	
26.	Drinking water and water supply	<ol style="list-style-type: none"> 1. Mr. RAJESH MEHRA (Convener) 2. Mr. AKASH JAIN 3. Mrs. MANJUBALA KASARE 	<ul style="list-style-type: none"> • Ensure uninterrupted supply of clean and potable water for the students. • Regular cleaning of water tanks. 	
27.	NDMA, FIRE SAFETY, School Response Team: Evacuation Team Search and Rescue Team	<ol style="list-style-type: none"> 1. Mr. BASANT PATKAR (Convener) 2. Mrs. MANJUBALA KASARE 3. Mr. HIRENDRA KUMAR MESHARAM 	<ul style="list-style-type: none"> • To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. • Comprehensive action plan to implement the guidelines. • Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. • Take preventive measures as given in the guidelines in consultation with the local police. • Keep the security personnel of the school on the alert. 	

			<ul style="list-style-type: none"> • Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. • Conduct advance reconnaissance of the school with the help of the local police. • Hold mock drills for students, teachers and staff twice in a year. • Identification of the problem areas and taking timely action for preventing any untoward incident and taking proper action in case of any emergency 	
28.	Staff Quarter Allotment Committee	<ol style="list-style-type: none"> 1. Mrs. Hemlata (Convener) 2. Mr. SHRADDHA AGRAWAL 3. Mrs. RABECCA THOMAS 4. Mr. HK MESHRAM 	<ul style="list-style-type: none"> • As per KVS guidelines. 	
29.	Child Rights Protection & POCSO Cell	<ol style="list-style-type: none"> 1. Mrs. MANJUBALA KASARE (Convener) 2. Ms. DEEPSHIKHA 3. Mr. RAJESH MEHRA 4. Mrs. RABECCA THOMAS 	<ul style="list-style-type: none"> • Taking care of the rights and concerns of the children as per the guidelines of the NCPCR, MOE and CBSE 	
30.	Divyang Cell	<ol style="list-style-type: none"> 1. Mrs. RASHMIBALA KANYAL (Convener) 2. Ms. KALPANA 3. SPECIAL EDUCATOR 	<ul style="list-style-type: none"> • As per RPWD Act 2016 etc. 	
31.	Grievance & Internal Complaint Committee (ICC)	<ol style="list-style-type: none"> 1. Mrs. HEMLATA (Convener) 2. Mr. SUNIL KAMLE 3. Mrs. RABECCA THOMAS 4. Mr. H K MESHRAM 5. Ms. RASHMIBALA KANYAL 	<ul style="list-style-type: none"> • To periodically open suggestion box at least once in a month. • To keep a record of suggestions or grievances received from the students, staff or parents. • To maintain the minutes of the meetings. 	
32.	Housekeeping and Vidyalaya Cleanliness (Including Toilets)	<ol style="list-style-type: none"> 1. Mr. BASANT PATKAR (Convener) 2. Mr. SHIKHAR SINGH BIST 3. Mrs. RASHMIBALA 4. Ms. DEEPSHIKHA 5. Mrs. MONIKA RANI 6. Mr. MENHADI HASAN 	<ul style="list-style-type: none"> • Schedule of cleaning for Toilets mentioning Date, Time and name of the worker should be prepared and must be pasted on each toilet. • The same must be ticked by a sub-staff. • In the same manner schedule for dusting of outside must also be prepared. • 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. • Please ensure that, the labours use disinfectants. Keep the contact number of the 	

			<ul style="list-style-type: none"> contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. 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 /Labour Submit the requisition and report on the work completion. 	
33.	RAJBHASHA	<ol style="list-style-type: none"> Mr. PRAVEEN KUMARSINGH (Convener) Mr.AKASH JAIN 	<ul style="list-style-type: none"> Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation. So, Year planner may be prepared for the purpose. Hindi Pakhwada has been the sole work, we do for Raj Bhasha. So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Bhasha implementation will be decorative and acceptable. Every month a test on intricacies of Rajbhasha has to be conducted for teachers. 	
34.	Medical Room and First Aid & Health Checkup	<ol style="list-style-type: none"> Ms. DEEPSHIKHA (Convener) Mrs. HEMLATA NURSE 	<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 bind and kept as a record. 	
35.	Gardening And Beautification	<ol style="list-style-type: none"> Ms. DEEPSHIKHA (Convener) Ms.MEGHADEVI Mr. RAJESH MEHRA 	<ul style="list-style-type: none"> Garden maintenance and observation and making suggestions to gardener. Monthly review of garden and suggestions to improvement. Submitting of monthly review of garden & Beautification of Vidyalaya. Raising the requirement for Garden and Vidyalaya beautification. 	
36.	Staff Room	<ol style="list-style-type: none"> Mr. PRAVEEN KUMAR SINGH (Convener) Mrs. MANJUBALA KASARE 	<ul style="list-style-type: none"> To take care about notice board, functioning of all almirah, multi locker, Computer, Printer and Cleanliness of staff room. 	
37.	Olympiads	<ol style="list-style-type: none"> Mrs. RASHMIBALA KANYAL (Convener) Mrs. HEMLATA 	<ul style="list-style-type: none"> Necessary correspondence to CBSE/ KVS RO/ HQ etc. as per the direction of Principal. 	

38.	CMPRoomI/C	<ol style="list-style-type: none"> 1. Ms. SUSHMITA (Convener) 2. Mr. HIRENDRAKUMAR MESHARAM 3. Mr. SUNIL GAVANDE 	<ul style="list-style-type: none"> • The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. • Planning of CMP room usage by PRTs’. • Exploring resources planning and developing room to ensure strengthening of primary education. • Acquiring material, teaching aids, CD’s books, play material etc., to display in the CMP room so as to make it a better resource room. • Re-charging of Dish TV activation and prepare a plan to show film shows live on Dish TV • Plan has to be submitted by the Committee. • Monthly Report Submitting a report on activities taken up. • Planning for Film show and maintaining the record. • Ensuring that all the necessary things are in working condition 	
39.	Resource Room I/C	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. SAYARE KHAN 	<ul style="list-style-type: none"> • Planning for ICT based teaching and maintaining the record. • Ensuring that all the necessary things are in working condition. 	
40.	Alumni Association	<ol style="list-style-type: none"> 1. Mrs. SHRADDHA AGRAWAL(Convener) 2. Mr. PRAVEEN KUMAR SINGH 	<ul style="list-style-type: none"> • To maintain Alumni Register and Record as per KVS. 	
41.	ART CLUB	<ol style="list-style-type: none"> 1. Mr. BASANT PATKAR (Convener) 2. Mr. PRAVEEN KUMAR SINGH 3. Ms. KALPANA 	<ul style="list-style-type: none"> • Planning and executing the work of decoration of Vidyalaya walls and rooms with the help of students. • Ensuring Paintings, greeting cards, plants with vase etc. getting ready to be given to the guests of various occasions. • Decoration with the help of flowers and rangoli on various occasions. • Motivating and assisting students to enhance their skills in arts and crafts and conducting workshop for them. 	
42.	Vidyanjali	<ol style="list-style-type: none"> 1. Mrs. HEMLATA (Convener) 2. Mr. PRAVEEN KUMAR SINGH 3. Mrs. MANJUBALA KASARE 	<ul style="list-style-type: none"> • Record Maintain as required • Participate in school service activity • Contribute Assets/Material/Equipment 	
43.	Awakened Citizen Program	<ol style="list-style-type: none"> 1. Mr.SUNILKAMLE (Convener) 2. Mr. SAYARE KHAN 	<ul style="list-style-type: none"> • Proper implementation of ACP activities in the targeted classes and timely submission of the reports thereon. 	

		<ol style="list-style-type: none"> 3. Mr. PRAVEEN KUMAR SINGH 4. Mrs. NISHA SISODIA 	<ul style="list-style-type: none"> • Ensure that block periods are utilized for ACP modules. 	
44.	Adolescence Education	<ol style="list-style-type: none"> 1. Mrs. HEMLATA (Convener) 2. Mr. BASANT PATKAR 3. Mr. AKASH JAIN 4. Ms. DEEPSHIKAHA 	<ul style="list-style-type: none"> • To provide necessary guidelines as contained in the manual, arrangement of guest lectures and preparation of the requisite reports etc. 	
45.	Guidance and Counselling	<ol style="list-style-type: none"> 1. Mrs. MANJUBALA KASARE (Convener) 2. Mr. BASANT PATKAR 3. Ms. KALPANA 4. COUNSELLOR 	<ul style="list-style-type: none"> • Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. • Collection of information and providing to students. Arrangement of Guest Lectures • Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register. • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent stage, Awareness about STIs/STDs, Solution for stress related problems. Planning, Preparation and conducting the program. • Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal. 	
46.	Student Council	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. PRAVEEN KUMAR SINGH 3. Ms. NISHA SISODIA 	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating. • Syllabus coverage from classes VI to XII once in a month 	
47.	Library Committee	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mrs. MANJUBALA KASARE 3. Mrs. RABECCA THOMAS 	<ul style="list-style-type: none"> • Planning and preparing the books for condemnation. • Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. • Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. • Note: Librarians are to prepare a Yearly planner of activities and submit the same to the Principal. 	
48.	Sports/ Fit India Committee	<ol style="list-style-type: none"> 1. Mr. SHIKHAR SINGH BIST (Convener) 2. Mr. SUNIL KAMLE 3. Mr. DEEPAK RATHOUR 	<ul style="list-style-type: none"> • Planning Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. • Purchasing required material. 	

			<ul style="list-style-type: none"> • Arrangement of sports meets as per KVS norms. • Planning and conducting Annual Sports Day celebration for 2024-25. 	
49.	NIPUN/FLN	<ol style="list-style-type: none"> 1. Mrs. RABECCA THOMAS (Convener) 2. Ms. SUSHMITA PAWAR 3. Mr. MEHANDI HASAN 4. Ms. KALPANA 	<ul style="list-style-type: none"> • Planning and monitoring the activities • Ensuring the work is done timely and report submission and updation on the site is completed on time 	
50.	Fun Day	<ol style="list-style-type: none"> 1. Ms.SUSHMITAPAWAR (Convener) 2. Ms. NISHA PRT 3. Ms. SAPNA 	<ul style="list-style-type: none"> • Planning for fun day with the help of time table in-charge. • Monitoring the activities of fun day and ensuring that students are enjoying the same 	
51.	School Readiness Program	<ol style="list-style-type: none"> 1. Mrs.RABECCA THOMAS(Convener) 2. Mr.HIRENDRA MESHRAM 	<ul style="list-style-type: none"> • To prepare booklet for school readiness program. • To organize school readiness program for the students of class I. • To provide students of class-I welcome gift. 	
52.	TLM	<ol style="list-style-type: none"> 1. Ms. SUSHMITA (Convener) 2. Mr. MEHANDI HASAN 	<ul style="list-style-type: none"> • Preparation for TLM and guiding and assisting others for the same. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets bind and displayed in CMP room. All works related to primary education. 	
53.	Record Keeping	<ol style="list-style-type: none"> 1. Mr. SUNIL KAMLE (Convener) 2. Mr. PRAVEEN KUMAR SINGH 3. Mr. MEHANDI HASAN 	<ul style="list-style-type: none"> • Keeping records of all activities throughout the year in the form of a album along with report and photos that can be represented during annual inspection or any important occasion. 	
54.	JIGYASA/NTSE/INSPIRE	<ol style="list-style-type: none"> 1. Mrs. HEMLATA (Convener) 2. Mrs. RASHMIBALA KANYAL 	<ul style="list-style-type: none"> • Students Registration and lab activities, Science exhibition, Projects, NCSC etc. 	
55.	Skill Hub/21st Century Skills	<ol style="list-style-type: none"> 1. Mrs. RANJEETA MARAVI (Convener) 2. Ms.DEEPSHIKHA 	<ul style="list-style-type: none"> • According to KVS letter and NEP 2020. 	
56.	Toy Based Pedagogy	<ol style="list-style-type: none"> 1. Mrs. RABECCA THOMAS(Convener) 2. Ms. SUSHMITA PAWAR 	<ul style="list-style-type: none"> • Provide timely guidance to teachers and implement Toy Based teaching as per KVS & NEP 2020. 	

57.	Balvatika	<ol style="list-style-type: none"> 1. Mrs. RABECCA THOMAS (Convener) 2. Mr. HIRENDRAKUMAR MESHARAM 	<ul style="list-style-type: none"> • Monitoring all academic activities of balvatika and submit a monthly report. 	
58.	ROUTES TO ROOT/ SPICMACY/ FILMSHOW	<ol style="list-style-type: none"> 1. Mr. HIRENDRA KUMAR MESHARAM (Convener) 2. MS. SAPNA SINGH YADAV 	<ul style="list-style-type: none"> • Execution Of Instructions As Per KVS Letters Related To Programs. 	
59.	SAFETY, SECURITY & ARRIVAL / DEPARTURE SUPERVISION (Students)	<ol style="list-style-type: none"> 1. Mr. SHIKHAR SINGH BIST(Convener) 2. Mr. SUNIL KAMLE 3. Mr. RAJESH MEHRA 4. Mrs. RABECCA THOMAS 5. BALVATIKA TEACHERS 6. YOGA COACH 	<ul style="list-style-type: none"> • To monitor and ensure safety and security of children during school hours. • To be present at different locations (gate, assembly stage, primary entry gate, secondary entry gate, inside building (ground and first floor) during arrival and departure of students and ensure arrival /departure in a queue. 	
60.	ICT/ DIGITAL /SMART CLASS	<ol style="list-style-type: none"> 1. Mr. SAYARE KHAN (Convener) 2. Mr. SUNIL KAMLE 3. Computer instructor 	<ul style="list-style-type: none"> • Ensuring that every subject teacher is teaching through Interactive Boards and maintaining the record. • Preparation of schedule for classes with the help of time table l/c 	
61.	WORKSHOP &TRAINING	<ol style="list-style-type: none"> 1. Ms. NISHA SISODIA (Convener) 2. Mrs.MANJUBALA KASARE 	<ul style="list-style-type: none"> • Make sure to provide training to teachers at the Vidyalaya level as per instruction received from KVS RO/HQ. 	
62.	PTA/PTM	<ol style="list-style-type: none"> 1. Ms. NISHA SISODIA (Convener) 2. Mrs. SHRADDHA AGRAWAL 3. Ms. NISHA 	<ul style="list-style-type: none"> • To plan for periodical meetings with the parents. • PTA should be formed for the Session 2024-25 • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow-learners for improvement. • To invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory. 	

63.	PM SHRI CORE COMMITTEE	<ol style="list-style-type: none"> 1. MRS. MANJULA KUJUR (Convener) 2. Mrs.RANJEETA MARAVI 3. Mrs. RABECA THOMAS 4. Mr. SHIKHAR SINGH BIST 	<ul style="list-style-type: none"> • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • To execute the instructions of KVS RO/HQ and implement the work as per budget estimate of PM SHRI scheme. 	
64.	Staff Club	<ol style="list-style-type: none"> 1. Mr. HIRENDRAKUMAR MESHRAM (Convener) 2. Mrs.MANJUBALA KASARE 3. Mr.AKASH JAIN 	<ul style="list-style-type: none"> • Get all the teachers to deposit money for the staff club. • Keep details of income and expenditure. • Make arrangements for welcome ceremonies and various other events throughout the year. 	
65.	RECEPTION & REFRESHMENT/ HOSPITALITY COMMITTEE	<ol style="list-style-type: none"> 1. Ms. SAPNA SINGH YADAV (Convener) 2. Mrs. MONIKA RANI 3. Mr. DEEPAK RATHOUR 	<ul style="list-style-type: none"> • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst the members is the main responsibility to be executed meticulously. 	
66.	PAYBILL VERIFICATION	<ol style="list-style-type: none"> 1. Mrs. SHRADDHA AGRAWAL(Convener) 2. Mrs. MANJUBALA KASARE 	<ul style="list-style-type: none"> • Checking of pay bill every month before uploading the salary. 	
67.	INCOME TAX & FORM 16 VERIFICATION	<ol style="list-style-type: none"> 1. Mrs. SHRADDHA AGRAWAL(Convener) 2. Mrs. MANJUBALA KASARE 	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax. 	
68.	STAFF & GENERAL MEETING ARRANGEMENT	<ol style="list-style-type: none"> 1. Mrs. MANJULA KUJUR(Convener) 2. Mr. SUNIL KAMLE 3. Ms.NISHASISODIA 	<ul style="list-style-type: none"> • Making proper arrangements for the meetings and recording minutes of the same. 	

		(ENGLISH) 4. Mr. SHIKHAR SINGH BIST		
69.	VMC Meeting scheduling and arrangements	1. Mrs. MANJULA KUJUR (Convener) 2. Mr. SUNIL KAMLE	<ul style="list-style-type: none"> • Planning for the VMC meeting. • Preparation of Agenda, Action taken report, Report of previous activities, etc. • Necessary seating, P.A.System, refreshment arrangement, welcome of the members, guard of honour, Saraswati Poojan, etc. • Preparation of Minutes before the meeting on the basis of agenda and modification of the same, if needed at the time of meeting. 	
70.	PA System	1. Mrs. RANJEETA MARAVI (Convener) 2. Mr. HIRENDRA KUMAR MESHARAM 3. Mr. PRAVEEN KUMAR SINGH	<ul style="list-style-type: none"> • Proper maintenance of the equipment and putting them in best use as and when needed • For the morning assembly separate mikes should be given for each item as coir group, announcement, different instruments, etc. Preferably cordless mike should be given for announcement. 	
71.	Innovation Council	1. Mr. BASANT PATKAR (Convener) 2. Mr. RAJESH MEHRA 3. Ms. MONIKA RANI	<ul style="list-style-type: none"> • To ensure innovative work by the students as per guidelines of NEP 2020 an instruction of KVS HQ. • To work upon online portal of innovation council as per instruction of KVS RO Jabalpur. 	
72.	Suggestion / Complaint Box	1. Ms. DEEPSHIKHA (Convener) 2. Mrs. HEMLATA 3. Mrs. SHRADDHA AGRAWAL	<ul style="list-style-type: none"> • Taking out the letter from the complaint box. To resolve them. • Interactive with students and giving suggestions. 	
73.	SUBJECT COMMITTEE		<ul style="list-style-type: none"> • Every month these committees must invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. • Split up syllabus month wise and teacher wise. • Project work-term wise. Weightage of marks to each topic. • Evaluation scheme. Practical work. 	

74.	Subject Committees A-Secondary Hindi	<ol style="list-style-type: none"> 1. Mrs. MANJULA KUJUR (Convener) 2. Mr. PRAVEEN KUMAR 3. Mr. AKASH JAIN 	<ul style="list-style-type: none"> • Class room activities and teaching aids. Model question paper. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learner identification. • Strategy for effective monitoring for student improvements. Educational tour. • Class activities, Exhibition, Exam- PT/MT/HY/SEE. • Preparation of subject magazine. • CCE work, back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remedial class test carried out topic-wise by the teachers. • Innovations taken up and the reports thereof.
	English	<ol style="list-style-type: none"> 1. PGT English 2. Ms. NISHA SISODIA (CONVENER) 	
	Maths	<ol style="list-style-type: none"> 1. Mrs.SHRADDHA AGRAWAL(Convener) 2. Mrs. MANJU BALA KASARE 	
	Science Social	<ol style="list-style-type: none"> 1. Mr. RK Mehra (Convener) 2. Mr. SAYARE KHAN 	
	Science	<ol style="list-style-type: none"> 1. Mrs. Hemlata (Convener) 2. Mr. RashmibalaKanyal 3. PGT Physics 4. Ms. Deepshikha 	
	Primary Hindi English MathsEvs	<ol style="list-style-type: none"> 1. MRS. RABECCA THOMAS (CONVENER) 2. ALL PRIMARY TEACHERS 3. BALVATIKA TEACHERS 	
75.	House Masters		<ul style="list-style-type: none"> • Plan and ensuring participation of students in Various activities planned by CCA department. • It must be ensured that a student should participate in maximum 2 activities. • List of participants must be submitted to CCA department well in advance.
	Secondary	<ol style="list-style-type: none"> 1. Mrs. RASHMI BALA KANYAL 2. Mr. RAJESH MEHRA 3. Mr. AKASH JAIN 4. Ms. DEEPSHIKHA 	
	Primary	<ol style="list-style-type: none"> 5. MS. SHIKHA KUMARI 6. MS. MEGHA 7. MS. KALPANA 8. Ms. MONIKA RANI 	

76.	LAB INCHARGES			
	Physics	1. PGT PHYSICS/ 2. Mrs. SHRADDHA AGRAWAL	<ul style="list-style-type: none"> Keep the laboratory well organized and also there should be a list of necessary documents which are required. 	
	Chemistry	1. Mrs.RASHMIBALAKANY AL		
	Mathematics	1. Mrs. SHRADDHA AGRAWAL		
	Biology	1. Mrs. HEMLATA		
	Computer Lab	1. PGT CS (CONVENER) 2. Mrs.SHRADDHA AGRAWAL 3. COMPUTERINSTRUCTO R		<ul style="list-style-type: none"> Ensuring all the computers, projectors, printer, photocopier are in working condition.
77.	Reading And Writing Skills Improvement	All Subject Teachers	<ul style="list-style-type: none"> Reading / writing skills improvement during arrangement periods. 	