

ANNUAL COMMITTEES AND CLUBS 2026-2027

The following committees are formed for the smooth functioning of the Vidyalaya for the session 2026-2027 with immediate effect.

All the members of the staff are directed to carry out the duties assigned with full devotion and coordination for the harmonious ambience in the school.

In the absence of the I/C the next member in sequence will be responsible for the functioning of the works assigned to the committee.

The tasks assigned may be amended and extended as per the need of the hour and during the special events.

	COMMITTEE	MEMBERS	DESIGNATION	SIGN
1	ACADEMIC COMMITTEE (TASKS: Planning and monitoring of coverage/completion of syllabus, monitoring of checking of notebooks, CALP, promoting better academic environment, enhancing performance, implementation of KVS policies and NEP guidelines.)	1.Mr. Pawan Kumar Jain (IC) 2.Mrs.Vandana Deepak Shukla 3.Mr. D.P. Sharma 4.Mr.A.P. Singh 5.Mr. Om Prakash 6.Mr. Puneet Kumar 7.Mr.M.L. Mahawar	VICE-PRINCIPAL PGT (Eng) PGT (Phy) PGT (Math) PGT (Hin) PGT(Com) PGT (Hist)	
2	ADMISSION COMMITTEE (TASKS: Ensuring timely conduction and completion of Admission process as per KVS guidelines. Other admissions over the year)	1.Mr. Pawan Kumar (IC) 2.Mr Om Prakash G 3.Mrs.Bharti Yadav 4.Mr Radhey Shyam Nandwaniya 5.Ms. Reena 6. Mr. Jai Hind Kumar	PGT PGT HM TGT PRT PRT	
3	ADOLESCENT EDUCATION PROGRAMME. (AEP)	1.Mrs.Alka Rani Dubey (IC) 2.Dr S.K Baghel 3.Mr.M.K. Badai 4.Mrs Shalu Agrawal 5.Counsellor 6.Nurse	TGT TGT TGT TGT ---- ----	
4	ALUMNI ASSOCIATION	1.Mrs.Vandana D Shukla 2.Mrs. Deepa Tiwari 3.Mr Mukesh Kumar 4.Mrs Ishmeet Kaur 5.Dr. Bharti Yadav	PGT PGT PGT PGT HM	

5	AWAKENED CITIZEN PROGRAMME	1.Dr.S.K. Baghel 2.Mr. Radhey Shyam Nandwaniya 3.Mrs.Vijayata Jadoun 4.Mr Rakesh 5.Mrs Monika Sengar	TGT TGT TGT TGT TGT	
6	ATL & VOCATIONAL LAB/ SKILL DEVELOPMENT	1.Mrs. Seema Singh (IC) 2.Mr Santosh (II Shift) 3.PGT PHYSICS II 4.Mr. Mukesh Kumar 5.PGT (CS)	TGT TGT PGT PGT PGT	
7	BUILDING MAINTENANCE	1.Mr Mukesh Kumar 2.Mrs Seema Singh 3.Mr Santosh Kumar 4.Mr Dheeraj 5.Mr. Sonu Soni	PGT TGT TGT PRT PRT	
8	BHARAT SCOUTS &GUIDES	1.Mr M.L. Mahawar 2.Mr Babu Lal Ahirwar 3.Mr Radhey Shyam Nandwaniya 4.Mrs Santosh Mishra 5.Mr Kuldeep Meena (SII) (All the members of Scout and Guide Unit of the Vidyalaya)	PGT TGT TGT TGT TGT	
9	BEAUTIFICATION AND GARDENING	1.Mr Virendra Gangwar (IC) 2.Mrs Alka Rani Dubey (IC Gardening) 3.Mr Rajeev Gupta 4.Mrs Jayati Dwivedi 5.Mrs Megha Yadav 6.Mrs Namita	TGT TGT TGT TGT PRT PRT	
10	CLA	1.Vandana D Shukla (IC) 2.Dr Arun Khewariya 3.Mrs Sita Singh Chauhan 4.Mrs Vijayata Jadon 5.Mr Rajeev Gupta	PGT TGT TGT TGT TGT	
11	CPD (conduction and monitoring)	1.Mrs Vandana Deepak Shukla (IC) 2.Mrs Deepa Tiwari 3.Mrs Vaibhavi Patwardhan 4.Dr. Bharti Yadav 5.Computer Instructor	PGT PGT TGT HM ----	

12	CLUBS	1.ECO CLUB 2.HERBAL PARK 3.NATURE CLUB 4INTEGRITY CLUB 5.STEM CLUB	Mr. M.S. Padam Mrs. Shikha Sharma Mrs. Alka Rani Dubey Mr. Puneet Mr. D P Sharma	TGT PGT TGT PGT PGT	
13	CBSE	1.Mr.A.P. Singh (IC) 2.Mr. S.P. Singh 3.Mr. Kuldeep Sarholiya 4.Ms. Deepika 5.PGT ECONOMICS		PGT TGT TGT TGT PGT	
14	CLEANLINESS AND SANITATION : supervision& VVN items (Except the committee all the Department Heads and Class Teachers will be responsible for the upkeeping of their respective Class rooms)	1.Mrs Anjali (Ic) 2.PGT English- 2 3.Mrs P Renu (SII) 4.Mr M.K. Badai 5.Mr Krishna Kant 6.Mrs Sunita 7.Mr Lavlesh		TGT PGT PGT TGT PRT PRT PRT	
15	DISCIPLINE COMMITTEE/SAFETY/SAFE ARRIVAL AND DEPARTURE OF STUDENTS	1.Mr. Rahul Singh (IC) 2.PGT English 2 3.Mr M.L. Mahawar 4.Mrs Santosh Mishra 5.Dr Arun Khewariya 6. Mrs. Sangeeta Saini		TGT PGT PGT TGT TGT TGT	
16	EXAMINATION HOME & EXTERNAL	1.Mrs.Shikha Sharma (IC) 2.Mr. Hemender Singh 3.Mrs. Urvashi Badhala 4.Mr. Rampal		PGT TGT TGT SUB STAFF	
17	ELECTRIC WORK	1.Mrs.Seema Singh (IC) 2.Mr. Santosh Kumar(S2) 3.Mr. Ashutosh 4.Mr Rakesh Kumar 5.Mr Ravi		TGT TGT TGT TGT PRT	
18.	EXCURSION AND ADVENTURE	1.Mr Rahul Singh (IC) 2.Mr Mukesh Kumar 3.PGT Chemistry-2 4.Dr R.K. Meena 3.Dr Bharti Yadav 4.Mrs.Priyanka Upadhyaya		TGT PGT PGT PGT HM PRT	
19	FEE COLLECTION(UBI)	1.Mrs Monika Sengar (IC) 2.Mr Vinayak Soni(S2) 3.Mr Rakesh Kumar 4.Mrs Seema Chauhan		TGT PGT TGT TGT	

		5.Mr Rohit Diwan(S2) 6.Computer Instructor 7.PGT CS(SI)	TGT TGT PGT	
20	FIRST AID & MEDICAL CHECK UPS	1.Mrs Santosh Mishra (IC) 2.Mrs K. K. Bharti(S2) 3. Mrs. Alka Rani Dubey 4.Mrs Archana Rajesh 5.Mr D.K. Lawaniya 6.Nurse	TGT PGT TGT TGT TGT -----	
21	FIRE SAFETY/DISASTER MANAGEMENT	1.Mr. Santosh Kumar (IC) 2.Mrs. Seema Singh 3.Mr. Suresh Katariya 4.Mr. Shiv Kumar (S II) 5Mr. S P Singh 6.Mr. Sanjay Singh	TGT TGT PGT TGT TGT PRT	
22	FURNITURE	1.MrPuneet Singh Sikarwar (Ic) 2.Mr. Kuldeep Meena(S2) 3.Mr.PGT Chemistry-2 4.Mr Krishna Kumar 5.Mrs Anjali Devi 6.Mr Shiv Kumar Yadav(S2) 7.Ms. Harshita	PGT TGT PGT PRT TGT TGT PRT	
23	GRIEVANCE REDRESSAL/SUGGESTION BOXES /PREVENTION OF SEXUAL HARRASMENT AT WORK PLACE	1.Mr Pawan Kumar Jain (IC) 2.Mrs Vandana Deepak Shukla 3.Dr Bharti Yadav 4.Dr S.K. Baghel 5.Mr Babu Lal Ahirwar	VICE-PRINCIPAL PGT HM TGT TGT	
24	GUIDANCE AND COUNSELLING	1.Mr.P.K. Jain 2.Mrs Vandana Deepak Shukla 3.Mr M.L. Mahawar 4.Mrs Vijayata Jadon 5.Mrs Santosh Mishra 6.counsellor	VICE-PRINCIPAL PGT PGT TGT TGT -----	
25	INNOVATION/TLM	1.Mr P.K. Jain (IC) 2.Mrs Vandana Deepak Shukla 3.Dr Bharti Yadav	VICE-PRINCIPAL PGT HM	
26	HOSPITALITY	1.Mrs Shikha Sharma (IC) 2.Mrs Urvashi Badhala 3.Mrs Neeru Agrawal 4.Mrs Priyanka Upadhyaya 5.Mrs Kusum	PRT TGT PRT PRT SUB-STAFF	
27	LIBRARY COMMITTEE	1.Mrs Archana Rajesh 2.Mrs Vandana Deepak Shukla 3.Dr Arun Khewariya	TGT PGT TGT	

		4.Mr Om Prakash 5.Mr D.K. Lawaniya	PGT TGT	
28	MAINTENANCE:CS 54	1.Mrs Seema Chauhan (IC) 2.Mrs Seema Bhadouriya 3.Mr Rohit Deewan(S2)	SSA SSA SSA	
29	MATHS OLYMPIAD	1.Mr.A.P. Singh (Ic) 2 Mrs. Sangeeta Saini	PGT TGT	
30	MINUTES OF STAFF MEETING	1.Mrs Vandana Deepak Shukla 2.Mrs Shalu Agrawal 3.Mrs Sita Singh Chauhan 4.Mrs. Vijayta Jadon	PGT TGT TGT TGT	
31	NIOS	1.Mr. Om Prakash (I c) 2. Mr. Pawan Kumar 3.Mr B L Ahirwar 4.Mr M S Padam	PGT PGT TGT TGT	
32	NCC	1.Mrs Mamta Singh(S2) 2.R Rahul Singh Gurjar 3.Mr Santosh Kumar	TGT TGT TGT	
33	PROMOTION OF SPORTS	1.Mr Rahul Singh Gurjar (IC) 2.Mr. Mahesh Badai 3.Mr S.P. Singh 4.Mr Dheeraj Kumar 5.Mr. Shiv Kumar Yadav (SII)	TGT TGT TGT PRT TGT	
34	PHOTOGRAPHY	1.Mr Radhey Shyam Nandwaniya 2.Mrs.Vijayata Jadon	TGT TGT	
35	P M SHRI	1.Mr Vinayak Soni 2.Mrs Vandana D Shukla 3.Mrs Seema Chauhan 4.Mr M.L. Mahawar 5.Mr Rohit Diwan	PGT PGT SSA PGT SSA	
36	PURCHASE COMMITTEE (Conducting Market survey and obtaining quotations for items as and when required)	1.Mrs Seema Singh (IC) 2.Mrs Vandana Deepak Shukla 3.Dr Bharti Yadav 4.Mr. Manoj Kumar 5.Mrs.Mrs Seema Chauhan	TGT PGT HM ASO SSA	
37	PRESS AND PUBLILCITY/SOCIAL MEDIA PLATFORMS	Print and Electronic Media: 1.DR Bharti Yadav (IC) 2.Dr S.K. Baghel 3.Mrs. Vijayata Jadon (keeping record) Social Media: 4.Mrs.Vandana D Shukla 5.PGT CS 6.Computer Instructor	HM TGT TGT PGT PGT -----	
38	RAJBHASHA /HINDI PAKHWADA	1.Mr Om Prakash (IC)	PGT	

		2.Mr Pawan Kumar 3.Mrs. Seeta Singh Chauhan 4.Mrs. Vijayata Jadon 5.Mr.R.S. Nandwaniya	PGT TGT TGT TGT	
39	SAMAGAM PORTAL UPDATION	1.Mrs Deepa Tiwari (IC) 2.PGT CS 3.Mrs.Sangeeta Saini 4.Dr Bharti Yadav (supervision in Primary Section)	PGT PGT TGT HM	
40	SAMAGRA PORTAL (Shiksha)	1.Mr.M.L. Mahawar 2.PGT CS 3.Mrs Monika Sengar 4.Mrs.Vaibhavi Patwardhan	PGT PGT TGT TGT	
41	SCIENCE EXHIBITION/STEM/OLYMPIADS/INSPIRE/JIGYASA/NCSC	1.Mr. D. P. Sharma (IC) 2.Mrs Shikha Sharma 3.Mrs Deepa Tiwari 4.Mrs Alka Rani Dubey 5.Mr Hemender Singh 6.Mr. M. S. Padam	PGT PGT TGT TGT TGT TGT	
42	SCHOOL MAGAZINE	1.Mrs Vandana Deepak Shukla 2.Mr Om Prakash 3.Mrs Sita Singh Chauhan 4Mrs.Urvashi Badhala 5.Mrs Archana Rajesh 6.Mr D.K. Lawania	PGT PGT TGT TGT TGT TGT	
43	STAFF WELFARE	1.Mr.M.L. Mahawar 2.Dr Arun Khewariya 3.Mrs.Vaibhavi Patwardhan 4.Mrs.Neeru Agrawal 5.Mr. Manoj Kumar	PGT TGT TGT PRT SSA	
44	STAFF ROOM UPKEEPING	1.Mrs Vandana D Shukla 2.Mrs Santosh Mishra 3.Mrs.Shalu Agrawal 4.TGT Sanskrit -2	PGT TGT TGT TGT	
45	SUBJECT COMMITTEE	IN- CHARGE ENGLISH HINDI SCIENCE SO.SCIENCE/Comm MATHS MR P.K. JAIN Mrs. Vandana D Shukla MR PAWAN KUMAR MR D P SHARMA MR M L MAHAWAR MR A.P. SINGH	PGT PGT PGT PGT PGT	
46	TARA APP/READING CHALLENGE/PROMOTION OF READING SKILLS	1.Dr. Arun Khevariya 2.Mrs Urvashi Badhala 3.Mrs Vijayata Jadon 4.Mrs Seeta Singh Chauhan	TGT TGT TGT TGT	

47	TIME TABLE	1.Mr Puneet Singh Sikarwar (IC) 2.Mr Ashutosh Daily arrangements: 3.Mrs Vaibhavi Patwardhan 4.Mr Rajeev Gupta 5.Mrs Archana Rajesh 6.Mrs.Seema Singh	PGT TGT TGT TGT TGT TGT	
48	UDISE PORTAL	1.Mr.A.P. Singh (IC) 2.Mrs. K.K. Bharti (IC -SII) 3.Mr Vinayak Soni (SII) 4.PGT (CS) 5.Dr Bharti Yadav (Primary)	PGT PGT PGT PGT HM	
49	VIDYANJALI	1.Mrs.Vandana Deepak Shukla (SI) 2Mr Hemender Singh 3.Mrs Ishmeet Kaur 4.Mr Ashish Saxena	PGT TGT PGT TGT	
50	WATER SUPPLY AND MANAGEMENT	1.Mr Mukesh Kumar (IC) 2.Mr Om Prakash 3.Mr. Rakesh Kumar 4.Mr. Ashish Mudgal 5.Mr. Sonu Soni 6.Mr Omkar	PGT PGT TGT PRT PRT SUB-STAFF	
51	WEBSITE UPDATION/MAINTENANCE OF E- RESOURCES	1.Mr. Vinayak Soni (S II) 2. PGT CS 3.Computer Instructor	PGT PGT -----	

PM SHRI KENDRIYA VIDYALAYA NO 1 GWALIOR

DUTIES DURING ARRIVAL AND DISPERSAL OF STUDENTS

2026-27

S.NO	DAY	ARRIVAL	DEPARTURE
1	MONDAY	<u>MAIN GATE</u> 1.MR D P SHARMA 2.MRS SANGEET SAINI 3.MR KULDEEP SARHOLIYA 4.MR ASHUTOSH 5. MRS RAJNI 6.MRS NEERU AGRAWAL 7.MR JAI HIND KUMAR 8.TGT (P&HE)/SPORTS COACH 1AND 2)	<u>CYCLE STAND</u> 1. MR D P SHARMA 2. MRS SANGEET SAINI <u>MAIN GATE</u> 1. MR KULDEEP SARHOLIYA 2. MR ASHUTOSH 3. MRS SANGEET SAINI 4.ALL PRIMARY TEACHERS
2	TUESDAY	1. 2. 3. 4.	1. 2. 3. 4. ALL PRIMARY TEACHERS
3	WEDNESDAY	1. 2. 3. 4.	1. 2. 3. 4. ALL PRIMARY TEACHERS
4	THURSDAY	1. 2. 3. 4.	1. 2. 3. 4. ALL PRIMARY TEACHERS
5	FRIDAY	1. 2. 3. 4.	1. 2. 3. 4. ALL PRIMARY TEACHERS
6	SATURDAY	1. 2. 3. 4.	1. 2. 3. 4. ALL PRIMARY TEACHERS