

PM SHRI KENDRIYA VIDYALAYA NO 2 AFS SRINAGAR

SESSION 2025-26

The following committee have been constituted for the smooth & effective functioning of various activities in the Vidyalaya during the academic year 2025-26. The in-charges are hereby requested to hold meeting of their committee under intimation to the undersigned. The committee will meet at regular intervals & review the progress of their program. The convener will maintain the record of their planning, implementation and follow up. The current committee will come into effect from **01.04.2025**. Changes / modification whenever applicable will be notified accordingly. The committee like admission, time table may start their duty immediately. Active co-operation is solicited.

PRINCIPAL

S/ N	Committee	Incharge /Members		Sign.	Nature of duties
		NAME	DE GN.		
1	ACADEMIC	Mr. Sanjay Singh	PGT		Monitor And Providing Inputs In All Aspects Of Scholastic Domain, Conducting Subject Committee Meeting Monthly (Last Working Day 11.30 Am To 12.30 Pm) Ensure About Quality Of Question Paper.
		Ms. Sujata Verma	PGT		
		Mr. Rajendra Prasad Meena	PGT		
		Ms. Shreshtha Yadav	PGT		
		Smt. Vandana Sharma	PGT		
		Ms. Shabnam	PRT		
2	ADMISSION	Smt. Vandana Sharma I/C	PGT		Registration And Scrutiny Of Forms, Preparing Of The List For Admission And Conducting Admission As Per The Admission Guidelines Maintenance Of All Admission Related Records For Onward Transmission To KVS As Required.
		Mr. Rammehar	PRT		
		Ms Meenakshi	PRT		
3	TIME TABLE (SECONDARY)	Ms. Prachi Mathur (I/C)	PGT		Framing The Time Table As Per The Guidelines. Absentee's Arrangement, Checking Of Monthly Salary Of Regular And Contractual Staffs
		Mr. Manoj Kumar (2 I/C)	TGT		
			TGT		
	TIME TABLE (PRIMARY)	Mr. Avirat (I/C)	PRT		
		Ms Kirti	PRT		
		Ms Richa	PRT		
4	EXAMINATION (INTERNAL)	Ms. Sujata Verma (I/C)	PGT		Conduct Of All Internal Examinations. Maintaining Records, Preparation & Consolidation And Forwarding Result Analysis As And When Needed.
		Ms. Amita	TGT		
	EXAMINATION (PRIMARY)	Mr. Mohd. Yousuf	Sub Staff		
		Mrs Sushila (I/C)	PRT		
		Ms Shabnam	PRT		
	EXAMINATION (CBSE)	Mr. Saravjeet	PRT		
		Mr. Sanjay Singh (I/C)	PGT		Conduct Of All Examinations Related To CBSE, Documentation Of CBSE Data, Registration Etc.
		Ms. Amita	TGT		

	OLYMPIADS, JMO, NSE	Ms. Amita	TGT		Making Arrangements For The Smooth Conduct Of All Olympiads With Corresponding Dept. In-Charges & Science Teachers.
		Ms. Prachi Mathur	TGT		
5	CCA & MORNING ASSEMBLY	Mr. Rajendra Prasad Meena (I/C)	PGT		Preparation & Execution Of Morning Assembly Schedule. Preparing CCA Chart, House Boards And Conduct Of CCA. Maintenance Of Achievement Record For The Vidyalaya. Students Council
		Ms. Madhu Yadav(2I/C)	TGT		
		Ms Beant Kaur	PRT		
		All Class & Co - Class Teachers			
6	SPORTS & GAMES, YOGA	Mr. Shivam Kumar (I/C)	TGT		Conduct Of Inter House Competition, Sports Day & Related Activities As Per Norms.
		Mr. Saravjeet	PRT		
7	SCOUTS	Mr. R P Meena (I/C)	PGT		Carry Out The Duties As Assigned. Timely Conduct Of All Activities Related To NCC, BS&G, Cubs And Bulbuls, Maintenance Of Records
		MR. Rajendra Patel	TGT		
	NCC	Mr Sanjay Singh I/C	PGT		
		Mr Shivam Kumar	TGT		
	GUIDES	Ms. Kiran bala I/C	TGT		
	CUBS	Mr. Saravjeet Mr Avivart Vats Mr Rammehar	PRT		
	BULBULS	Ms. Meenakshi	PRT		
	ALL TRAINED TEACHERS OF BS & G				
8	E-CLASSROOM	Smt. Vandana Sharma I/C	PGT		Maintaining Stock Register
9	TEACHING AIDS	Ms. Sabha Parveen	TGT		Maintaining Stock Register & Issuing Teaching Aids.
		MR. Rajendra Patel	TGT		
		Ms Shabnam	PRT		
10	SCHOOL DIARY AND VIDYALAYA PATRIKA/CLASS PATRIKA/ NEWS LETTER	Mr. Rajendra Prasad Meena I/C	PGT		Collecting Material For The Concerned Publication. Organizing & Release Of The Same On Appropriate Occasion. Looking After Drafting & Printing Of Student Diary & Newsletter.
		Ms Meenakshi	PRT		
		Ms Beant Kaur	PRT		
		All Language Teachers			

11	DISCIPLINE COMMITTEE	Mr Sanjay Singh I/C	PGT		Ensuring Perfect Discipline In The Vidyalaya. Checking The Students For Coming Late, Ensuring They Are In Proper Uniform Etc. Maintaining Records For The Same.
		Ms. Sujata Verma	PGT		
		Mr. Shivam Kumar	TGT		
		Ms. Sabha Parveen	TGT		
		Ms. Sushila	PRT		
		Mr. Saravjeet	PRT		
12	EXCURSION & ADVENTURE ACTIVITIES	Mr. Shivam Kumar I/C	TGT		Arranging For Educational Tour And Liaising With The Agency For Travel. Ensuring Safety & Security Of The Students.
		Ms. Sabha Parveen	TGT		
		Mr. Rajendra Patel	TGT		
		Mr. Saravjeet	PRT		
13	BEAUTIFICATION & HORTICULTURE	Ms. Shreshtha Yadav I/C	PGT		Decoration Of School Campus
		Mr. Rajendra Patel	TGT		
		Ms Richa	PRT		
		Ms Meenakshi	PRT		
14	PA SYSTEM	Mr. Rajendra Patel I/C	TGT		To Arrange Maintain The Same.
		Mr Madhav	PRT (M)		
15	MEDICAL & HEALTH CHECK-UP, FIRST AID	Mr. Shivam Kumar (I/C)	TGT		To Coordinate The Health Check Up Of Students. Trauma Movement Team
		Ms Shabnam	PRT		
		Ms Beant Kaur	PRT		
		Special Educator			
16	REPAIR & MAINTENANCE OF SCHOOL BUILDING	Mr. Rajendra Patel I/C	TGT		Plan And Monitor The Work Related To M & R
		Mr. Sanjay Singh	PGT		
		Mr. Rammehar	PRT		
		Mr. Sanjiv Kumar	JSA		
17	SAFTY SECURITY COMMITTEE &	Mr. Sanjay Singh	PGT		Committee Will Act According To Guidelines Of KVS
		Ms Sujata Verma	PGT		
		Mr. Manoj Kumar	TGT		
		Mr Shivam Kumar	TGT		
		Mr Avirat	PRT		
18	WEBSITE MAINTENANCE & UPDATION	Smt. Vandana Sharma I/C	PGT		Regular Updating Of Website
		Computer Instructor			
		Mr Avirat	PRT		

19	SC/ST WELFARE	Ms. Sujata Verma (I/C)	PGT		Disposal Of RTE Grants And Addressing The Grievance If Any.
		Ms Kirti	PRT		
20	QUARTER ALLOTMENT, MAINTAINENCE & REPAIR WORK	Ms Vandana sharma (I/C)	PGT		Plan And Monitor The Work Related To Maintenance Of Staff Quarters.
		Mr. Rajendra Patel	TGT		
		Mr Saravjeet	PRT		
		Ms Sushila	PRT		
		Mr. Sanjiv Kumar	JSA		
21	GRIEVANCES, SUGGESTION/ SUGGESTION BOX &SEXUAL HARRASMENT	Ms. Sujata Verma (I/C)	PGT		Record Of Opening The Suggestion Box Every Month, Dealing With Case Related To Subject Mentioned
		Mr. Shivam Kumar	TGT		
		Ms Shabnam	PRT		
		Counsellor			
22	PHOTOGRAPHY & PRESS	Ms. Shreshtha Yadav	PGT		To Take Photos Of Activities In The Vidyalaya, Prepare Hard Copies Where Necessary & Upload In The System. Prepare CD
		Mr Manoj Kumar	TGT		
		Mr Avirat	PRT		
23	GUIDANCE AND COUNSELLING	Ms. Shreshtha Yadav I/C	PGT		Arranging Guidance &Counselling Sessions At Regular Intervals.
		Counsellor			
24	AEP & GENDER SENSITISATION	Ms. Shreshtha Yadav I/C	PGT		Planning And Carrying Out Aep & Gender Sensitisation Activities.
		Sepcial Educator			
25	SANITATION & SWATCHHH VIDYALAYA CAMPUS CLEANING	Mr. Rajendra Prasad Meena (I/C)	PGT		Addressing Issues Related To Water And Sanitation. Monitoring The Overall Cleanliness. To Look After The Cleanliness Of Vidyalaya Campus And Taking Necessary Steps To Keep It Cleans.
		Mr. Rajendra Patel	TGT		
		Mr Saravjeet	PRT		
		All Class Teacher			
26	RESOURCE ROOM & TLM	Ms Shabnam	PRT		Effective Use And Its Maintenance
		Ms Sushila	PRT		
		Ms Beant Kaur	PRT		
27	CLASS LIBRARY	All Class Teacher			Proper Maintenance Of Class Library And Ensure Its Usage Among Students
28	PM SHRI COMMITTEE	Ms. Shreshtha Yadav I/C	PGT		Update All Activities Related To PM SHRI
		Mr Sanjay Singh	PGT		
		Smt. Vandana Sharma	PGT		
		Mr. Rajendra Patel	TGT		
		Ms Shabnam	PRT		
		Mr Sanjiv Kumar	JSA		
29	RAJ BHASHA, MIL	Mr. Rajendra Prasad Meena (I/C)	PGT		Attending To Circulars Regarding Implementation Of Rajbhasha.
		Mr Manoj Kumar	TGT		
		Mr. Sanjiv Kumar	JSA		

30	STOCK VERIFICATION & CONDEMNATION	ALL STOCK INCHARGE			Timely Verification And Preparation Of Condemnation List. Action Of Written Off Articles
31	INTERVIEW COMMITTEE	Mr Sanjay Singh	PGT		Advertisement And All Formalities Related To Interview For Contractual Appointment.
		Ms. Shreshtha Yadav	PGT		
		Mr. Sanjiv Kumar	JSA		
32	QUOTATION, PURCHASE COMMITTEE, OUTSOURCING SERVICES (GEM)	Mr Sanjay Singh	PGT		Registration Of The Firms; Procuring The Quotations For Purchase & Checking The Veracity Of The Same; Local Purchase, Certification Of Bills Ensure Effectively Use Of Services Of Outsourcing Staff
		Mr. Rajendra Patel	TGT		
		Mr. Sanjiv Kumar	JSA		
		ALL DEPTT HEADS			
33	ALUMNI ASSOCIATION	Ms. Sabha Parveen I/C	TGT		Collect Data Pertaining To Alumni.
		Ms Shabnam	PRT		
34	STAFF MEETING MINUTES	Mr. Rajendra Prasad Meena (I/C)	PGT		Maintain The Register Of Staff Meeting & Obtaining The Signature From The Members Of Staff.
		Ms Madhu Yadav	TGT		
35	PTA MEETING	Ms. Sabha Parveen I/C	TGT		Prepare A Schedule For PTA Meeting & Conduct Of The Same.
		Ms Shabnam	PRT		
36	PUSTAK UPAHAR	ALL CLASS TEACHER			To Collect The Books From Students & Distribute It.
37	FURNITURE	Mr. Rajendra Patel I/C	TGT		Liaisoning The Agencies & See The Benefit Reaches The Students.
		Mr Shivam Kumar	TGT		
		Mr. Rajendra Prasad Meena	PGT		
		Ms Beant Kaur	PRT		
38	UDISE	Ms. Vandana Sharma (Secondary) I/C	PGT		Plan And Conduct Activities With The Assistant Of Class teacher
		Mr. Avirat (Primary) I/C	PRT		
39	UBI & SCHOOL FEE	Ms. Vandana Sharma I/C	PGT		Admission & Fee Collection UBI Related Activities
		ALL CLASS TEACHER			
40	CMP (Primary)	Ms Shabnam I/C	PRT		Monitoring & Conducting CMP Activities.
		Ms Richa	PRT		
	CCA (Primary)	Ms Beant Kaur I/C	PRT		
		Mr Madhav	PRT(M)		
41	ACP	Ms. Sabha Parveen I/C	TGT		Formation Of Clubs, Conducting Club

					Activities And Maintenance Of its Record
42	INTEGRITY CLUB	Mr. Rajendra Prasad Meena (I/C)	PGT		
43	ECO/GREEN CLUB	Ms. Shreshtha Yadav I/C	PGT		Formation Of Clubs, Conducting Club Activities And Maintenance Of its Record
		Ms Amita	TGT		
44	READERS CLUB	Librarian	TGT		Formation Of Clubs, Conducting Club Activities And Maintenance Of its Record
45	LITERACY CLUB	Mr. Rajendra Prasad Meena (I/C)	PGT		
		Ms. Madhu Yadav	TGT		
46	CCTV	Ms. Vandana Sharma I/C	PGT		M &R And Effective Use
47	OFFICIAL WORK	Mr Sanjay Singh	PGT		Cash Book & Ledger Checking Income Tax, Salary Checking
		Mr. Sanjiv Kumar	JSA		
48	COMP DEPTT	Ms. Vandana Sharma I/C	PGT		Update Labs And Its Maximum Utilisation
		Mr. Avirat	PRT		
49	J. SC. LAB	Ms Amita	TGT		
50	MATHS LAB	Ms. Prachi Mathur	PGT		
51	BIO LAB	Ms. Shreshtha Yadav	PGT		
52	LANG. LAB	Ms. Madhu Yadav	TGT		
53	PHYSICS	Mr. Rajendra Patel	TGT		
54	CHEMISTRY	Ms Sujata Verma	PGT		
55	ATL LAB	Mr. Rajendra Patel	TGT		
56	SPORTS ROOM	Mr. Shivam Kumar	TGT		To conduct sports events and maintain record
57	LIBRARY	Ms Kiran Bala	TGT		
58	SCHOOL EXHIBITION, NCSC, INSPIRE	Ms Sujata Verma	PGT		Prepare And Work As Per Guidelines
		Ms. Shreshtha Yadav	PGT		
		Ms. Amita	TGT		
		Mr. Rajendra Patel	TGT		
		Mr Madhav	PRT (M)		
59	HOSPITALITY TEAM	Ms. Shreshtha Yadav I/C	PGT		To Look After Hospitality Of Dignitaries
		Ms Shabnam	PRT		
60	ANTI BULLING	Mr Sanjay Singh	PGT		Dealing With The Such Complains

	ACTIVITIES				And Taking Remedial Measures
		Mr. Shivam Kumar	TGT		
		Ms Shabnam	PRT		
		Ms Sushila	PRT		
61	EBSB	Ms. Sabha Parveen I/C	TGT		To Conduct Activites As Per KVS Guideline
		Mr. Rajendra Prasad Meena	PGT		
		Ms Kirti	PRT		
62	SBSB	Mr. Shivam Kumar	TGT		To Conduct Activites As Per KVS Guideline
63	VMC	Ms. Shreshtha Yadav	PGT		To conduct VMC Meeting and maintain record
		Mr Sanjay Singh	PGT		
64	Social Media Incharge	Ms. Vandana Sharma	PGT		To handle social media platform of Vidyalaya
		Mr Avirat	PRT		
65	Headmaster	Ms Shabnam I/C	PRT		Headmaster Will Completely Monitor The Primary Wing Of The Vidyalaya In All Aspects.
66	Balvatika	Ms Meenakshi	PRT		Ensure For The Implementation Of All Activities As Per KVS Guideline

66. VIDYALAYA STEERING COMMITTEE :

MEMBERS	NATURE OF DUTY	SIGN
Mr Sanjay Singh	TO KEEP AWARE SCHOOL AUTHORITY ON THE DETAILS OF VIDYALAYA, TO PLAN & IMPLEMENT WHOLE ACADEMIC PROGRAMME FOR THE YEAR, PREPARE& IMPLEMENT SPECIAL PROGRAMME FOR LATE BLOOMERS & GIFTED CHILDREN. ENCOURAGE NEW METHODOLOGIES AND INNOVATIVE IDEAS. PREPARATION OF INSTITUTIONAL PLAN AND ITS EXECUTION. SAFETY AND SECURITY OF STUDENTS PREPARATION LIST OF HOLIDAYS CERTIFICATION OF BILLS	
Ms. Sujata Verma		
Mr. Rajendra Patel		
Mr. Shivam Kumar		
Ms Shabnam		

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