



PM SHRI KENDRIYA VIDYALAYA NARAYANPUR

Committees and Responsibilities

SESSION: 2026-27



SNO	COMMITTEE	RESPONSIBILITIES	Name Of The I/C & Members	SIGNATURE
1	Academic Advisory Committee	Prepare an action plan for the academic activities of the Vidyalaya and monitor its effective implementation. The plan shall cover aspects such as student welfare, staff welfare, the overall working system of the Vidyalaya, academic progress, and co-curricular activities. A review meeting shall be conducted on the first Monday of every month to assess progress and ensure proper implementation of the planned activities.	Mr Vivek Kumar Gupta(I/C) Ms Shivani Yadav Mr Prince Gupta Mr Sourav Kumar Mr Pawan Kumar Ms Karishma Shukla Mrs Ravina	
2	Admission, Local Transfers & KVTC's	Ensure completion of the Online Admission (OLA) process as per the guidelines issued by KVS, including UID creation, fee collection, section allotment, and submission of the required data to RO/HQ as and when required, with the approval of the undersigned. Assist parents by providing the necessary information related to admissions and monitor the processing of local transfer applications to ensure timely completion of all admission-related activities.	Mr Krishna Kantiwal(I/C) Ms Shivani Yadav Mr Shivendra Pratap Singh Ms Karishma Shukla Computer Instructor	
3	Time Table	Preparation of the school timetable and daily substitution arrangements for teachers who are absent. Inform the concerned department for arranging PTC teachers in case of teachers proceeding on long leave or official duty. Prepare compact timetables during revision periods, Annual Day, Sports Day, or any other occasions as and when required to ensure smooth conduct of academic activities.	Mr Prince Gupta (I/C Secondary) Mr Mahesh Dewangan Mr. Abhitesh Jangir (I/C Primary) Mr. Kumar Shatkarni	
4	CCA(SECONDARY)	Prepare a comprehensive calendar of activities for Co-Curricular Activities (CCA), prize and certificate distribution, celebration of important days, and the planning and conduct of effective morning assemblies. Organize and conduct the Investiture Ceremony in a systematic manner. Plan, organize, and monitor Inter-Class School Assembly Competitions. A rolling (ruling) trophy shall be awarded to the best performing class based on overall performance in the assemblies and related activities.	Dr Sangita Mahata(I/C) Mr Sourav Kumar Mr Giriraj Verma Mr Manoj Pareek All Class Teachers	
5	CCA(PRIMARY)	Prepare a comprehensive calendar of activities for Co-Curricular Activities (CCA), including prize and certificate distribution, celebration of important days, planning and	Ms Jyoti Sharma (I/C) Mrs Ravina	

		conduct of effective morning assemblies, and organization of the Investiture Ceremony to ensure systematic execution of these activities throughout the academic session.	Mr Pawan Kumar Mr Goverdhan Singh All PRTs and Balvatika Teachers	
6	Examination (Internal) (SECONDARY)	Ensure effective planning and conduct of examinations for all classes in accordance with the pattern prescribed by KVS, including proper coordination, smooth execution of examination procedures, and timely preparation and declaration of results.	Mr Vinay Kumar(I/C) Mr Mahesh Dewangan Mr Vivek Kumar Gupta Mr Sourav Kumar Mr Rakesh Kumar Mr Rohit	
7	Examination (Internal) (PRIMARY)	Ensure effective planning and conduct of examinations for all classes in accordance with the pattern prescribed by KVS, including proper coordination, smooth execution of examination procedures, and timely preparation and declaration of results.	Mr Ashish Bhalariao(I/C) Mr Pawan Kumar Mrs Ravina Mr Muzaffaruddin	
8	Examination (CBSE)	Effective coordination with the Central Board of Secondary Education for smooth and timely submission of CBSE registration data and conduct of Board Examinations. Ensure submission of all related information to RO/HQ as and when required. Record and maintain the schedule of activities, send consent letters, arrange invigilators as and when required, ensure dispersal of remuneration, and maintain proper records of all related documents.	Mr Vivek Kumar Gupta(I/C) Mr Prince Gupta	
9	Scouts	Ensure registration of Scout students and prepare an action plan for Scout activities for the academic year 2026–27. Organize and conduct Scout activities as per the guidelines and directions issued by KVS. Provide voluntary services during special occasions and monitor overall discipline in the Vidyalaya.	Mr Manoj Pareek (I/C) Mr Satish Kumar	
10	Guides	Ensure registration of Guide students and prepare an action plan for Guide activities for the academic year 2026–27. Organize and conduct Guide activities as per the guidelines and directions issued by KVS. Provide voluntary services during special occasions and assist in monitoring the discipline of the Vidyalaya.	Ms Karishma Shukla (I/C) Mr Shubham Gupta	
11	Cubs/Bulbul	Ensure registration of Cubs and Bulbul students and prepare an action plan for Cubs and Bulbul activities for the academic year 2025–26. Organize and conduct activities as per the guidelines and directions issued by KVS. Provide voluntary services during special occasions and assist in maintaining discipline in the Vidyalaya.	Ms Jyoti Sharma(I/C) Mrs Ravina	
12	ID card/Student Data & Scooty pass for U-16	Invite quotations, negotiate rates, and finalize the design for the preparation of students' ID cards. Coordinate the collection of required data, arrange photography, verify the details, collect the prescribed amount, and ensure timely preparation and	Mr Rohit (I/C) Mr Pawan Kumar	

		distribution of ID cards. Also procure the required forms and ensure their prompt filling and processing.		
13	Discipline Committee	Prepare and implement an action plan to maintain proper discipline in the school campus. Monitor late comers and ensure necessary follow-ups, check students' uniforms regularly, and communicate disciplinary issues to parents through the respective class teachers. Ensure proper supervision of students during lunch time, particularly in the eating area. Coordinate with Mrs. Jayanthi, the Yoga teacher, nurse, and coaches to assist in maintaining discipline and effective student supervision. Maintain proper records of late comers and incidents of indiscipline.	Mr Rohit (I/C) Mr Prince Gupta Mr Vivek Kumar Gupta Sports Coach Mr Ashish Bhalerao All Teachers	
14	Standard Operating Procedure	Ensure the safety and security of students by coordinating with hospitals, security personnel, and other relevant authorities. Conduct mock drills and take necessary measures to effectively handle emergency and untoward situations. Educate students on appropriate responses during emergencies and ensure preparedness within the school. Maintain coordination with the concerned authorities to bring situations under control when required. Disseminate public information strictly as per the directions of the undersigned. At least one SOP-related activity shall be planned and conducted every month, and proper records of the same shall be maintained. Maintain a record of water tank cleaning , clearly mentioning the date of cleaning . Ensure that a daily certificate/report regarding the safe departure of students from the Vidyalaya is submitted to the Principal before leaving the Vidyalaya . Keep proper records of the Fire Safety Certificate, Water Safety Certificate, and Building Safety Certificate , and inform the office well in advance for their timely renewal . Proper documentation of all such records should be maintained for verification and compliance.	Ms Shivani Yadav(I/C) Mr Rohit (Monday, Tuesday) Mr Rakesh Kumar (Wednesday, Thursday) Mr Ashish Bhalerao (Friday, Saturday) All primary teachers	
15	CS54, Online fee payment, verification, UID creation	Monitor month-wise fee collection and submit the report accordingly. Make necessary announcements regarding fee collection and ensure UBI verification. Update and verify related data from time to time. Issue notifications regarding payment of fees and remind class teachers as required. Send messages/information as per the directions of the competent authority.	Mr Vivek Gupta (I/C) Mr Ashish Bhalerao Computer Instructor All Class Teachers	
16	Income Tax	Collect details of savings declarations from staff members, calculate the applicable income tax, and inform the UDC on or before the 10th of every month. Also ensure that Form-16 is obtained and properly maintained/issued as required.	Mr Vivek Kumar Gupta(I/C) Mr Prince Gupta	
17	Vidyalaya Magazine	Make announcements for inviting articles, collect the submissions, obtain and process quotations, and place orders accordingly. Edit the content and ensure printing of the material with the approval of the undersigned, followed by proper distribution.	Dr Sangita Mahata(I/C) Mr Rajeshwar Paikra Mr Sourav Kumar Mr Shivendra Pratap Singh	

			Mr Manoj Pareek Mr Kumar Shatkarni Mr Ajay Kumar Meena Mr Pawan Kumar Mrs Chandni	
18	SOF, SCIENCE/MATHS/HINDI Olympiads AND JMO	Issue notifications and facilitate registration of students for Olympiads. Procure the required books/materials, guide students for preparation, ensure smooth conduct of the Olympiad examinations, and arrange for the distribution of certificates.	Ms Shivani Yadav (I/C Secondary) Mr Vinay Kumar Mr Krishna Kantiwal Mr Mahesh Dewangan Mr Sourav Kumar Mr Shivendra Pratap Singh Mr Shubham Gupta (I/C Primary) Mr Kumar Shatkarni	
19	Partnership with other schools	Plan, organize, and report programmes as per requirement. Provide coaching to students, facilitate online registration, issue hall tickets, make necessary announcements, and ensure smooth conduct of the programme and related activities.	Mr Satish Kumar(I/C) Mr Shubham Mr Pawan Kumar	
20	CSIR/JIGYASA/INSPIRE/N TSE/NCSC/VIGYAN JYOTI/NSO/IAPAT	Plan, organize, conduct, and submit reports of programmes as per requirement. Provide coaching to students, facilitate online registration, issue hall tickets, make necessary announcements, and ensure the smooth conduct of all related activities.	Mr Krishna Kantiwal(I/C) Mr Vinay Kumar Ms Shivani Yadav Mr Rakesh Kumar	
21	Fieldtrip/Educational Tours, Adventure Activities	Finalize the place and date for the educational tour, invite quotations, and discuss with the undersigned regarding the collection of money from students. Ensure the safe and smooth conduct of the educational tour, including proper arrangement of transport. Also arrange adventure activities for students as per the guidelines issued by KVS.	Mr Prince Gupta (I/C) Mr Satish Kumar Mr Pawan Kumar Mr Shubham Gupta Ms Jyoti Sharma	
22	Cleanliness & Security/House Keeping	• Ensure complete cleanliness of the Vidyalaya campus and its surroundings, and monitor the arrival and departure of cleaning staff. • Supervise housekeeping and security staff, issue necessary instructions, maintain their attendance records, and regularly check the quality of their work. • Maintain records related to cleanliness and certify bills for payment after proper verification. • The in-charges may distribute duties among themselves on a rotational basis. • Cleanliness should be given top priority. A daily report regarding cleanliness should be submitted by the person on duty.	Mr Prince Gupta (I/C) Mr Satish Kumar Mr Rohit Ms Jyoti Sharma Mr Kumar Shatkarni All Teachers	

		Ensure the availability of sufficient cleaning materials and other required items at all times.		
23	Computer literacy for Teacher development programmes.	Encourage staff and students to participate in ICT and other innovative projects. Provide guidance and training to staff for the effective and maximum utilization of smart classrooms and other digital resources available in the Vidyalaya	Computer Instructor	
24	School Website, BLOG Maintenance	Ensure regular updation of the Vidyalaya website on a day-to-day basis, including uploading important notices, activities, achievements, and other relevant information in a timely manner.	Computer Instructor	
25	Social media	Upload and share photographs and videos of Vidyalaya events and activities on official social media platforms such as Facebook, X, Instagram, and YouTube from time to time to highlight the achievements and activities of the Vidyalaya.	Computer Instructor	
26	Furniture, Drinking water supply, Maintenance and Repair	Condemnation of old furniture, taking proper inventory, and procuring new furniture as per students' requirements and levels, considering the available budget and following the prescribed purchase procedures. Repair and maintenance of electrical and electronic items, arranging AMC for required equipment, and maintaining a complaint register for teachers to record repair and maintenance issues for timely action.	Mr Satish Kumar(I/C) Mr S.P. Singh Mr Pawan Kumar	
27	Purchasing committee	Follow the prescribed purchase procedures, invite and process quotations, collect requirement details from staff, and place orders accordingly. Ensure proper entry of all procured items in the stock register, arrange timely supply, and maintain an issue register for the distribution of items.	Mr Vivek Kumar Gupta(I/C) Dr Sangita Mahata Mr Rajeshwar Paikra Mr Shivendra Pratap Singh Mr Ashish Bhalerao Mr Abhitesh Jangir	
28	First Aid /Medical Check up	Arrange and maintain first aid facilities for students , conduct medical check-ups twice in a year , and ensure proper settlement of accounts along with submission of the required reports. A daily report of students having medical issues shall be prepared and submitted for the signature of the Principal. Further, a proper record of students who leave the Vidyalaya before the scheduled time due to illness or any other reason shall be maintained with necessary details and approval. The record shall be submitted to the Principal for verification and signature every Saturday .	Mr Rakesh Kumar(I/C) Staff Nurse	
29	NCC	Organize and conduct NCC activities, facilitate registration of students on special occasions, maintain proper records of NCC-related activities, and submit reports to higher authorities as and when required.	Mr Mahesh Dewangan(I/C) Mr Giriraj Verma	

30	Gardening & Beautification	Ensure the beautification of the Vidyalaya and its surroundings, including decoration on special occasions. Procure potted plants as required and ensure their proper care and maintenance	Mr Rohit(I/C) Mr Satish Kumar Mr Vinay Kumar Mr Muzaffaruddin	
31	Teaching Aids & Resource Room	Prepare the requirement list for the respective departments, carry out the purchase as per rules, ensure proper issue of items, and maintain accurate records of procurement and distribution.	Mr Sourav Kumar (I/C) Mr Shivendra Pratap Singh Ms Jyoti Sharma Ms Karishma Shukla	
32	Library	Carry out stock verification, procure books and other required materials as per rules, issue them to the concerned users, and maintain proper records. Send the required data to higher authorities as and when asked. Organize book exhibitions and encourage students to present book reviews during the morning assembly to promote reading habits.	Mr Satish Kumar(I/C) Mrs Chandni	
33	Grievance-students	Maintain the complaint box and open it once in a fortnight. Record all complaints received and take appropriate remedial measures with the consent of the undersigned.	Dr Sangita Mahata(I/C) Mr Vinay Kumar Mr Mahesh Dewangan Mrs Chandni Counsellor	
34	Public Relation & RTI	Maintain cordial relations with the public and other external sources to ensure the effective and smooth functioning of the day-to-day activities of the Vidyalaya.	Mr Shivendra Pratap Singh(I/C) Mr Satish Kumar Mr Shubham	
35	Photography	Record all special and noteworthy events of the Vidyalaya, ensure proper entry of the data in digital format, and send the required information to the in-charge of the Website Committee for uploading/updating on the same day.	Computer Instructor(I/C) Mr Muzaffaruddin Mr Kumar Shatkarni	
36	Vidyalaya Plan, Inspection Tool/Follow up	Prepare the inspection tool with the approval of the undersigned, submit the required documents for inspection, and ensure timely submission of follow-up action reports to RO as required.	Mr Vinay Kumar(I/C) Mr Sourav Kumar	
37	Induction of new PTC teachers	Collect agreements from staff, issue appointment and termination orders as required, conduct orientation for newly appointed staff, and maintain proper records of their leave.	Mr Prince Gupta(I/C) Mr Vivek Kumar Gupta Mr Vinay Kumar Mr Satish Kumar	
38	Staff Club	Plan and conduct staff welfare programmes to promote well-being, motivation, and a positive work environment among the staff members.	Ms Shivani Yadav(I/C) Mr Shivendra Pratap Singh Mrs Ravina	

			Ms Karishma Shukla Ms Jyoti Sharma	
39	Audio Visual Aids and PA System	Ensure maintenance, supply, and optimum utilization of resources and maintain proper records of the same. Arrange for the repair and maintenance of the PA system and ensure its proper functioning on all occasions as well as on a daily basis.	Mr Satish Kumar (I/C) Mr Goverdhan Singh Kavia Dr Sangita Mahata	
40	AEP	Organize orientation programmes for students, arrange classes on AEP (Adolescence Education Programme), invite resource persons/special guests for expert lectures, and conduct follow-up activities to ensure effective implementation of the programme.	Mr Giriraj Verma(I/C) Staff Nurse Special Educator	
41	Artificial Intelligence	Conduct classes as per the prescribed schedule and provide training to other staff members in the area of Artificial Intelligence (AI).	Mr Vivek Gupta(I/C) Comp Instructor	
42	Antibullying	Organize orientation programmes for students to create awareness and preparedness to face bullying. Take necessary measures to prevent and control incidents of bullying, maintain proper records of such cases, and provide guidance and counselling to the students concerned. Submit the required data to HQ/RO as and when required with the approval of the undersigned.	Ms Shivani Yadav(I/C) Mr Prince Gupta Mr Rohit Ms Jyoti Sharma Special Educator	
43	Guidance & Counselling Tarun Utsava	Organize and conduct career guidance programmes for students of Classes IX and X. Arrange special guest lectures by experts from various career fields to guide students. Conduct interest inventory assessments and provide feedback to both students and parents. Implement all activities as per the directions issued in the letter from KVS Headquarters.	Dr Sangita Mahata(I/C) Mr Sourav Kumar Mr Manoj Pareek Mr Giriraj Verma	
44	Raj Bhasha	Issue circulars in bilingual format (Hindi and English), maintain records in both languages, and upload the monthly report accordingly. Organize and conduct Hindi Maah activities as per the prescribed guidelines.	Mr Shivendra Pratap Singh(I/C) PGT Hindi Mr Pawan Kumar	
45	Sports & Games/EBSB	Organize and conduct Inter-House sports competitions, provide coaching to students in various games and sports, and facilitate the conduct of Cluster and Regional level sports events. Provide proper guidance to students participating in sports events at different levels. Arrange certificates and medals for the winners in accordance with financial rules and ensure the successful celebration of Sports Day.	Mr Rohit(I/C) Sports Coach	
46	VMC	Suggest names for the constitution of the committee, finalize and circulate the dates for PTA/CPR meetings in consultation with the undersigned, maintain proper minutes of the meetings, and ensure follow-up action on the decisions taken.	Ms Shivani Yadav(I/C) Dr Sangita Mahata Mr Satish Kumar Mr Shivendra Pratap Singh PGT Hindi PGT English	

47	Display Boards	Ensure proper maintenance and regular updating of display boards at the following locations in the Vidyalaya: - Display boards in the Principal's room - High School display boards - Office room display board - Primary section display boards - Display boards near the Conference Room and Library All boards should be updated periodically with relevant information, notices, and educational content.	Mr Sourav Kumar(I/C) Dr Sangita Mahata Mr Shivendra Pratap Singh Ms Jyoti Sharma	
48	Condemnation	Prepare the condemnation list as per the norms of KVS and submit it to the undersigned for approval. Arrange for auction/disposal of condemned items, if required, in accordance with KVS guidelines, and ensure proper settlement of financial records in the office.	Mr Vinay Kumar (I/C) Mr Krishna Kantiwal Mr Prince Gupta Mr Satish Kumar,	
49	Preparation of TC / Bonafide certificates	Prepare Transfer Certificates (TC) and Bonafide Certificates in the prescribed format with the approval of the undersigned, and ensure timely uploading of the TC details on the Vidyalaya website.	Mr Ajay Kumar Meena(I/C) Mrs Chandni	
50	Emails, postal correspondences circulation and distribution	Check official emails regularly, obtain the Principal's signature wherever required, and send replies as per the directions of the competent authority	Mr Vivek Gupta (I/C) Mr Krishna Kantiwal Mr Satish Kumar	
51	Subject Conveners	Develop the departmental plan for the academic session. Prepare and circulate the agenda points at least three days prior to the meeting and obtain approval from the undersigned. Record the minutes of the meeting and ensure proper follow-up of the decisions taken. Present the minutes before the Academic Advisory Committee for information. Language, Humanities, Science, and Mathematics In-charges shall present the agenda and reports in the prescribed order. Attend the meetings of the Academic Advisory Committee and participate in the discussions related to academic improvement.	Dr Sangita Mahata(SST) Ms Shivani Yadav(Science) Mr Sourav Kumar(English) Mr Shivendra Pratap Singh(Hindi) Mr Prince Gupta(Maths)	
52	Club Activities (Secondary)	Prepare a plan for the effective functioning of various clubs in the Vidyalaya. Register students as members of the respective clubs and organize activities during the time	(1) Mr Sourav Kumar (2) Mr Shivendra Pratap Singh	

		allotted on alternative Wednesdays. Ensure proper recording and monitoring of the activities to achieve the objectives of each club. The following clubs shall function in the Vidyalaya: 1. Readers Club 2. Literacy Club (Hindi) 3. Literacy Club (English) 4. Eco Club 5. Integrity Club 6. Arts Club 7. Science Club 8. Maths Club 9. Social Science Club 10. Health and Fitness Club 11. Tourism Club 12. Cyber Club Proper documentation of activities and periodic review shall be carried out to ensure the effective functioning of all clubs.	(3) Mr Sourav Kumar (4) Mr Vinay Kumar Mr Satish Kumar (5) Mr Giriraj Verma (6) Mr Rajeshwar Paikra (7) Ms Shivani Yadav (8) Mr Prince Gupta (9) Dr Sangita Mahata (10) Mr Rohit (11) Mr Prince Gupta (12) Computer Instructor	
53	Club Activities (Primary)	Prepare a plan for the effective functioning of the clubs in the Vidyalaya. Register students as members of the respective clubs and conduct activities during the time allotted on alternative Wednesdays. Maintain proper records of the activities and monitor them regularly to ensure the fulfilment of the objectives of each club. The following clubs shall function: 1. Literacy Club (Hindi) 2. Literacy Club (English) 3. Maths Club 4. EVS Club 5. ICT Club 6. Dance and Music Club Proper documentation and periodic review of the activities shall be ensured for the smooth functioning of the clubs.	Mr Ashish Bhalariao(I/C) Mr Pawan Kumar All Primary Teachers and Balvatika Teachers	
54	Collection & compilation of photo/events and MONTHLY reports	Compile photographs of all events and activities, prepare and send monthly reports, and maintain a monthly calendar of activities. Display the calendar appropriately in the Vidyalaya and submit the same to the Regional Office. The updation of the calendar and reports must be completed on the last working day of the preceding month.	Computer Instructor Mr Kumar Shatkarni Mr Muzzaffruddin	

55	Pustakouphar	Implement the same in accordance with the directions issued in the letter from KVS Headquarters.	Mr Rajeshwar Paikra (I/C) Special Educator	
56	CMP/TOY BASED PROG.	Undertake activities as required from time to time and maintain proper records and documentation of all such activities.	Ms Jyoti Sharma(I/C) Ms Karishma Shukla Mrs Chandani	
57	ACADEMIC LOSS COMPENSATION PROGRAM	Undertake activities as per requirements from time to time and maintain proper records and documentation of the activities conducted.	Mr Prince Gupta(I/C) Mr Sourav Kumar All Subject Teacher	
58	SWACH VIDYALAYA/HARIT VIDYALAYA AND GSP	Carry out activities as required from time to time and maintain proper records of all such activities.	Mr Vinay Kumar(I/C) Dr Sangita Mahata Mr Rakesh Kumar Mr Giriraj Verma Mr Manoj Pareek Mr Rohit	
59	YOUTH PARLIAMENT	Prepare students for the Youth Parliament competitions and ensure timely submission of the required data and reports related to Youth Parliament to the concerned authorities	Dr Sangita Mahata(I/C) PGT History PGT Economics Mr Giriraj Verma	
60	CPD (INHOUSE WORKSHOP), TRAINING, ORIENTATAION SESSIONS	Plan and organize workshops for staff as per requirement. Conduct orientation programmes for contractual teachers recruited for the academic session. Organize orientation programmes for students of Classes I and XI. Arrange awareness programmes for parents regarding the assessment rules and norms of the Central Board of Secondary Education for Classes IX to XII. Prepare a CPD (Continuous Professional Development) calendar for the academic session. Inform teachers about the scheduled training programmes in advance, maintain proper records of attendance for each training session, and issue certificates to teachers who successfully complete the training.	Mr Giriraj Verma (I/C) Mr. Shivendra Pratap Singh Mr Shubham Gupta Mr Pawan Kumar	
61	MUSIC ROOM/VIRSA/R2R	To maintain, conduct and report activities as per direction of competent authority.	Mr Goverdhan Singh Kavia	
62	PM SHRI	Plan the expenditure and organize various activities under the PM SHRI scheme in accordance with the prescribed guidelines and ensure proper utilization of funds and documentation of the activities conducted	Mr Prince Gupta(I/C) Mr Vivek Kumar Gupta Mr Vinay Kumar, PGT Bio Dr Sangita Mahata Mr Krishna Kantiwal Ms Shivani Yadav	

			Mr Satish Kumar Ms Karishma Shukla	
63	NATIONAL SCHOLARSHIP AND OTHER SCHOLARSHIP SCHEMES	Maintain records of students who are eligible for scholarships and also keep updated records of students who are receiving any type of scholarship. Ensure proper documentation and timely updation of all scholarship-related information.	Ms Shivani Yadav	
64	FLN (NIPUN BHARAT)	Provide training to teachers on Foundational Literacy and Numeracy (FLN). Prepare the assessment schedule and establish appropriate assessment criteria for evaluating students' progress.	Mr Kumar Shatkarni (I/C) Ms Jyoti Sharma Ms Karishma Shukla	
65	VIDYA PRAVESH	Conduct Vidyapravesh and School Readiness Programme (SRP) for newly admitted Class I students in accordance with the provisions and guidelines of the National Education Policy 2020. Ensure proper planning, implementation, and documentation of the programme	Class Teachers Of 1A and 1B	
66	READING ASSESSMENT(ORF)	Ensure timely updating of the student list on the TARA portal and organize the conduct of ORF in the Vidyalaya as per the prescribed guidelines	Mr Vivek Kumar Gupta(I/C) All Class Teachers	
67	MONTHLY CLASS MAGZINE	Prepare a magazine compiling all activities conducted by students and submit it to the office by the 25th of every month.	Mr Ashish Bhalerao(I/C) All Class Teachers	
68	INTERNAL COMPLAINT COMMITTEE	• Receive complaints related to sexual harassment at the workplace. • Conduct inquiries into the complaints in a fair, confidential, and timely manner. • Recommend appropriate actions based on the findings of the inquiry, including disciplinary action or compensation, as applicable. • Create awareness among employees regarding their rights and measures for the prevention of sexual harassment. • Prepare and submit annual reports on the number of complaints received and resolved.	1. Mrs Saroj Dabas, AC, KVS RO Jabalpur 2. Mrs Menka Pandey, NGO Member 3. Mrs Kavita Hirwani, VMC Member 4. Dr Sangita Mahata 5. Ms Shivani	
69	PTA	Organize PTA meetings every month. Prepare the agenda in advance and maintain proper minutes of the meetings. Ensure timely invitation and correspondence with parents and send the required information/reports to the Regional Office (RO) and the Central Board of Secondary Education as required.	1. Mr Vinay Kumar(I/C) 2. Mr Krishna Kantiwal 3. Ms Shivani Yadav 4. Ms Jyoti Sharma 5. Mrs Chandni	
70	STAFF DIGITAL/MANUAL ATTENDANCE MONITORING	1. Enter the names of staff members in the attendance register. 2. Generate weekly reports of staff digital thumb (biometric) attendance. 3. Check and monitor the attendance of staff on a daily basis.	Mr Vivek Kumar Gupta Mr Ajay Kumar Meena	
71	STUDENTS ATTENDANCE MONITORING	Maintain the attendance records as prescribed and inform the parents through written communication whenever required.	Mr Sourav Kumar(I/C) Mr Mahesh Dewangan	

72	UDISE+, UBI AND SAMAGAM PORTAL	Ensure timely updating and verification of required details on the UDISE, UBI, and Samagam portals, and maintain the accuracy of data as per the prescribed guidelines.	Mr Vivek Kumar Gupta(I/C) Computer Instructor All Class Teachers	
73	E-CLASS ROOM	Ensure the proper functioning and maintenance of the E-Classroom to facilitate effective teaching and learning.	Mr Vivek Kumar Gupta(I/C) Mr Satish Kumar Computer Instructor	
74	PRESS, PUBLICITY AND REPORTS	Publicize and highlight the Vidyalaya's events and activities through digital and print media, as well as on all official social media platforms.	Mr Satish Kumar(I/C) Mr S.P. Singh Mr Sourav Kumar	
75	NEWSLETTER	Prepare the Primary Newsletter and newsletters for important events and activities of the Vidyalaya. Ensure proper compilation, editing, and timely publication of these newsletters.	Mrs Ravina (I/C) Mr Pawan Kumar All Primary Teachers	
76	STAFF QUARTER ALLOTMENT AND MONITORING	Ensure adherence to the prescribed norms for the allotment of staff quarters and carry out the allotment accordingly.	Mr Shivendra Pratap Singh(I/C) Mr Mahesh Dewangan Mr Rohit	
77	MINUTES OF MEETING	Maintain proper records of all meetings conducted by the Principal, including agenda, minutes, and follow-up actions.	Mr SP Singh(I/C) Mr Manoj Pareek Mr Sourav Kumar	
78	OFFICE WORK/RECORDS	Maintain the office properly by arranging files and records systematically in accordance with the prescribed norms and office procedures.	Mr Satish Kumar(I/C) Mr Ajay Meena Mrs Chandani	
79	PRIMARY CLASSES LIBRARY	Promote and develop reading habits among primary students through planned reading activities, library use, and regular encouragement to read age-appropriate books.	Ashish Bhalerao (I/C) Ms Jyoti Sharma All PRTs	
80	FIT INDIA	Follow the instructions issued by KVS and ensure the entry/registration of students in the Fit India application as required.	Mr Rohit(I/C) Sports Coach	
81	AWAKENED CITIZEN PROGRAMME	Maintain proper records related to ACP and ensure timely submission of the required reports.	Mr Sourav Kumar(I/C) Mr Rajeshwar Paikra	
82	SCIENCE EXHIBITION	Organize and conduct the Vidyalaya-level Science Exhibition and coordinate participation in the Regional-level Science Exhibition as per the prescribed guidelines.	Ms Shivani Yadav(I/C) Mr Vinay Kumar Mr Krishan Kantiwal	
83	MONITORING OF WORK BY CONSERVANCY STAFF	Monitor and supervise the work of conservancy (cleaning) staff to ensure proper cleanliness and maintenance of the Vidyalaya premises.	Mr Prince Gupta(I/C) Mr Satish Kumar Mr Rohit	
84	MATHS SUBJECT COMMITTEE	Organize and conduct the Mathematics Olympiad and ensure the conduct of Mathematics-related activities on the 1st day of every month.	Mr Prince Gupta(I/C) Mr Mahesh Dewangan	

			TGT Maths Mr Shubham Gupta Mr Pawan Kumar	
85	SOCIAL SCIENCE SUBJECT COMMITTEE	Organize and conduct Youth Parliament and other Social Science–related activities on the 2nd day of every month.	Dr Sangita Mahata(I/C) PGT History PGT Economics Mr Giriraj Verma Mr Abhitesh Jangir Mr Kumar Shatkarni Ms Jyoti Sharma	
86	ENGLISH SUBJECT COMMITTEE	Maintain the Language Lab and organize activities to develop students’ communication skills on the 3rd day of every month.	Mr Sourav Kumar(I/C) PGT English TGT English Ms Karishma Mr Ashish Bhalerao	
87	HINDI AND SANSKRIT SUBJECT COMMITTEE	Organize and conduct Rajbhasha Pakhwada and undertake activities to develop communication skills among students on the 4th day of every month.	Mr S.P. Singh(I/C) PGT Hindi TGT Sanskrit Mr Chandni Mr Pawan Kumar Mr Ajay Kumar Meena	
88	She-BOX	• Receive complaints related to sexual harassment at the workplace and ensure that such complaints are promptly reported to the Principal. • Ensure that all complaints are handled in a fair, confidential, and time-bound manner as per the prescribed guidelines. • Conduct inquiries into complaints and maintain proper records of the proceedings. • Recommend appropriate action based on the findings of the inquiry. • Create awareness among staff regarding the prevention of sexual harassment at the workplace and their rights under the relevant rules. • Maintain proper documentation and submit reports to the competent authority as and when required.	Dr Sangita Mahata (I/C) Ms Jyoti Sharma	
89	Student Attendance Tracking Committee	• Maintain proper records of students with long absenteeism or irregular attendance. • Monitor daily attendance and identify students who are frequently absent.	Mr Sourav Kumar All class teachers	

		• At the end of every month, prepare a list of such students and send letters to their parents/guardians informing them about the irregular attendance. • Maintain proper records of all such communications sent to parents. • Review the status of these students in the next month-end meeting and take necessary follow-up actions to improve their attendance. • Submit periodic reports regarding absenteeism and follow-up measures to the Principal.		
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