KENDRIYA VIDYALAYA NEW CANTT SHIFT-I, PRAYAGRAJ

COMMITTEES AT VIDAYALA LEVEL FOR SESSION 2026-27

S.No.	Department	In-charge /Convenor/member	Duties /Responsibility /Activities
1	**Academic Supervision Committee**	1. Mr. Ravi Prakash, Principal 2. Mr. J. P. SHARMA, HM	1. Classroom supervision of Senior Secondary, Secondary, Primary classrooms. 2. Taking rounds to check the classroom activities. 3. To supervise the correction work done by teachers /Project work/Any other task assigned to the students. 4. Vice-Principal and Head Master to submit their class -work observation to the Principal on daily basis. 5. Academic planning. 6. Implementation of Vidyalaya plan. 7. Smooth conduct of examination. 6. Any other related work assigned by the KVS (HQ), KVS(RO).
2	**Innovative and Best Practices in Vidyalaya**	1. MR. ANIRUDRA SINGH AKELA , PGT(PHY)(I/C) 2. MR. J P SHARMA, HM 3.Mrs. SOUMYA (PRT). 4. Mr. ABHAY PRATAP (PRT)	1. This committee will suggest and chalk out annual PLAN and co-curricular activities. 2. Committee will function as an advisory board for Vidyalaya. 3. Committee will assign and monitor innovative practices. 4. Committee will formulate to organize various events in Vidyalaya. 5. Committee will liaise with students to receive the inputs and to improve the overall standard of the Vidyalaya. **6. Mr. A.S. AKELA (PGT Physics) will collect the measures taken to implement the "theme wise monthly calendar" issued by KVS in letter and spirit and submit the compliance report on last working day of the month.** 7. Mr.Himanshu Shekhar Upadhyaya (VP) will submit the certificate that Vidyalaya has completed all the activities as per monthly Calendar issued by KVS. 8. Any other related work assigned by the Principal
3	**ACADEMIC ADVISORY COMMEITEE**	1. Mr. 1. MR. ANIRUDRA SINGH AKELA, PGT(PHY)(I/C) 2. Mr. J. P. Sharma, HM (Dy. I/C) 3. MR DEVENDRA KUMAR SHARMA, PGT(CHEMISTRY) 4. MR. VIJAY BAHDUR GUPTA, TGT(HINDI) 5. MRS. RANJANA PANDEY PGT(MATH) 6. MRS. SUNITA SAKYA ,(PRT) 7.Mrs. SHWETA UPADHYAY,PRT	1. To Circulate the split-up syllabus subject wise and class wise provided by KVS. 2. To check the monthly completion of syllabus as per norm provided by KVS. 3. To list out names of slow learners and prepare action plan to improve the performance and to ensure that the actions are taken in accordance with KVS NORMS. 1. To prepare, implement and inform the subject teachers about **special time table for remediation** during breaks/vacation/holiday/after school hours up to 1; 00 PM only. 2. Parent Teacher Meeting: - Planning and Conducting PTM and keeping records of PTM attendance and Feedback.(**CLASSWISE & SECTIONWISE)** 4. To suggest positive and practical plans/innovations to improve the academic

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			ambience of Vidyalaya. 5. This committee will ensure that Weak students' monthly improvement will be checked using prescribed Performa. 6. To submit the report of the actions taken fortnightly to the Principal. 7. Any other related work assigned by the Principal. **THIS COMMITTEE WILL BE PRIMARILY RESPONSIBLE TO PRODUCE 100% RESULT IN CLASSES IX, X, XI, XII WITH QUALITY.**
4.	**Co- Curricular Activities Department**		
	ORGANISING MORNING ASSEMBLY	1.MR. RAMESH CHANDRA TRIPATHI, I/C 2.Mrs.SARITA YADAV TGT(HINDI), DEPUTY I/C 3.Mr. MRITYUNJAY MISHRA, TGT(SANSKRIT) 2. Mr. ABDUL QADIR, TGT(P&HE) 3.Mr. SUBHASH CHANDRA,TGT(WE) 4.Mrs. RICHA SRIVASTAVA, LIBRARIAN 5.Mr. PANKAJ GUPTA,TGT(AE) 6.Mr. SHIV KRIPAL MAURYA,PRT(MUSIC) 7.Mrs.NEHAL SHUKLA, PRT 8.Mrs. PRIYANKA YADAV,PRT 9.Mr. DEVRAJ YADAV,SS	1. Plan the morning assembly programme and allot the duties in the form of monthly schedule to be circulated at the beginning of the month. 2. I/C will assign the duty to the members (4-8) to check the content of news, thought and special items before it will be presented in assembly. 3.I/C must instruct class teachers to a) Submit the list participating students. b) Not to allow any items which is contentious, derogatory, discriminatory in nature or not suitable for students? c) Present items involving maximum participation from class. d) Must assemble the class by 6:35 near assembly for final checking by CCA committee members. e) News, thoughts and special items are to be submitted in black and white only duly signed by the class teachers and countersigned by the CCA committee members no.(4to8). **f) CCA I/C will be required to keep the record safe and intact in his custody for the entire academic session.** 2. Celebration of student birthdays on the stage. 3. News and special items should not carry any items containing violence, derogatory remarks against gender, caste, race, religion or any type of negative remarks. The news should be positive and must spread a sense of optimism among students, teachers and parents. **Kindly avoid any controversial items.** 4. Thought for the day must be taken from the authentic books kept in the library and name of the thinker must be quoted with the thought. 5. Organizing assembly programmes during inspection and on various special occasions. 6. To ensure 100% participation of students in morning assembly programmes with the help of class teachers. 7. Record register must be submitted to the Principal at the end of the month. 8.Mr.ABDUL QADIR,TGT(P&HE) will ensure timely arrival of students and their class teachers in morning assembly and submit the list of defaulters on daily basis to the Principal. 9. .Mr. ABDUL QADIR, TGT (P&HE) will ensure daily hoisting of NATIONAL FLAG before assembly

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			commences. The PRINCIPAL,VP,/CLASSTEACHER/Class leader will unfurl the flag followed with salute just before the national anthem with the help of morning assembly group in morning assembly. 10. Mr.SUBHASH CHANDRA, TGT (P&HE) will ensure electrical and other mike arrangements during assembly. He is directed to collect information from Class teachers/Programme in-charges regarding their requirements to present any item during assembly or on other special occasion. 11.Mr. PANKAJ GUPAT,TGT(AE) to decorate the stage on daily basis and on special occasions as per requirements and demands from the students and class teachers. 12.Mrs. RICHA SRIVASTAVA, librarian Must collect necessary and vital information from various programme in-charges and inform I/C for announcement.Incharges of various programmes and departments must be motivated to announce their information. 13. Mrs. RICHA SRIVASTAVA, librarian will look after the items of various quiz programmes in assembly. 14. To prepare a plan to celebrate important festivals and days as per Vidyalay academic calendar and to invite artists, dignitaries on selected occasions for performing during the events. 15. Special programmes may be presented on special occasions and important days followed by colorful activities related to festivals/ important days. **16. One special programme must be presented by teacher on Thursday of each week as Guruvarta.** 17. To encourage the students and staff to participate in each programme and assign duties for them. 18. Guest lecture / any artistic events should also be organized to encourage the students. 19. Any other related work assigned by the Principal.
5	**EXAMINATION(INTERNAL)** **SECONDRY AND SENIOR SECONDRY** 1. Mr. RAKESH KUMAR MEHRA,PGT(CS) (I/C) 2. Mr. VIJAY BAHDUR, PGT (GEOGRAPHY) (DY. I/C) 3. Mr. ASHISH MISHRA,TGT(MATHS) 4. Mr. RAJESH KUMAR,TGT(ENGLISH) 5. Mr. RAJESH SHUKLA,SUB STAFF **FOR PRIMARY SECTION** 1. MS. PRIYANSHI PATEL, PRT 2. MS. KANIKA SHARMA, PRT 3. MR. YASH RUHELA, PRT(I/C) 4. MR. RAJESH SHUKLA, SUB STAFF		1. Assessment Schedule of the current session received from the KVS must be followed exactly without any deviation. Passing criteria and other modalities will be followed as per the latest KVS guidelines. 2. Complete schedule of test / exams for the current session must be circulated to the students. Proper dissemination of information to the students through Morning assembly/ Notice boards/ Website and the class teachers. 3. To maintain the enough stock of necessary equipment and articles for smooth conduct of examination. 4. Prepare guidelines for teachers to prepare

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			question paper/Blue Print /Marking Scheme for various examination/test and assigning roles and duties to the concerned subject teacher. 5. To liaise with the subject committee Conveners to ensure the quality of question paper. 6. Prepare precise and lucid instructions regarding (a) Pattern of question paper. (b) Types of questions. (c) Rational marks allotted to different types of questions. (d) Language of instruction etc conforming to the guidelines set by KVS/CBSE. 7. Upload of marks of monthly tests of class X & XII to the Google sheets whenever shared. 8. Result analysis to be prepared and submitted to the Principal after every examination. 9. Collection of subject test paper/term test/end *year examination/formative and summative* assessment. Collection and storage of answer-sheets, results and mark-slips as per the KVS guidelines. 10. **Circular**: Giving advanced information to the teachers signed by the Principal regarding submitting question paper, mark sheet on time and any other required documents. 11. **Preparation of Question Paper**: Ensure preparation of question paper, and getting printout of the papers. Preparation of standard question paper subject wise according to guidelines given by the KVS for FA and Summative Assessment. Question paper should be in proper format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or be less than the prescribed marks for the particular examination. 12. **Preparation for Examination**: - Ensure *necessary items to conduct examination* i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the Principal. 13. **Seating Arrangement**: -Making proper seating arrangement for students for various examinations. 14. **Time-table**: - Making examination time table with the consent from Principal. 15. **Duty charge**: - Prepare examination duty charts for the teachers. 16. To liaise with the subject committee conveners to ensure the quality correction of answer scripts. 17. **Preparation of marking scheme**: Teacher will prepare marking scheme of question with question paper and submit it to the Examination In charge Committee. 18. **Answer sheets correction**:- Teacher will submit corrected answer sheet to the examination department for storage as per KVS guidelines. 19. **Records keeping**: - *Keeping records of all the* examination held in the school in soft as well as hard copy. 20. **Mark List**: - To ensure that the mark slips have

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			been submitted by every subject teacher as soon as possible after every examination or as per the KVS guidelines. 21. **Preparation of Report Card**: - Preparation of Mark sheets format for various examination as well as preparation of report card for the session with the help of class teachers. 22. Examination room should be treated as a bound area and should not be used as seating place. Department I/c must maintained confidentiality while carrying out Examination activity. Any other work assigned by the Principal. 23. To conduct Cycle test for Classes 1 & 2 as per KVS norms. 24. To conduct examination in class 3 to 5 as per KVS norms. 25. *Any other related work assigned by the* Principal.
	EXTERNAL (CBSE, NIOS NEET,ETC)	1. MR. MANISH KUMAR PATHAK, PGT COMMERCE 2. MR. SANTOSH KUMAR PAL, TGT MATHS 3. MR. AYUSH YADAV,PRT 4.MR. ASHOK KUMAR THAKUR, (COMPUTER INSTRUCTOR)	1. Outside Examination: - Conduct examination from other agencies i.e. CBSE, UGC, etc and making proper arrangement for them as per the instructions and guidelines provided by the agencies. To complete the tasks as per the schedules set by the said agency any penalties imposed by any external agency for non-following of schedule / rules & regulation will be borne out by the concerned in-charge and they shall personally be responsible for any such lacuna. 2. To regularly maintain and update the Data on OASIS portal. 3. To maintain confidentiality while carrying out any activity. 4. Any other related work assigned by the Principal.
6	**ADMISSION DEPARTMENT**		
	FRESH ADMISSION	1. MR. RAMESH KUMAR TRIPATHI , PGT MATH (I/C) 2. MR. SOORAJ KUMAR TIWARI, TGT (SANSKRIT) (Dy. I/C) 3. MRS. SHARMILA SINGH, TGT(SCIENCE) ALL CLASS TEACHERS OF CLASS 1ST (ONE)	1. To process fresh admission as per KVS norms 2. To update the OLA portal whenever opened 3. To ensure the fresh admission of RTE, OBC, SC, ST students as per Admission Guidelines 2024-25 issued by the KVS and circulars amended time to time up to the sanctioned class strength. 4. To file the reply against CPGRAM / RTI or any other grievance related to fresh admission. 5. To keep the record of fresh admissions and update the Google sheets whenever shared. 6. Any other related work assigned by the Principal.
	TC CASES	1. MR.ANUPAM KUMAR PGT(ENGLISH) (I/C) 2. MR. SANTOSH KUMAR PATEL, TGT (Social Science) (Dy. I/C)	1. To process TC cases admission as per KVS norms 2. To verify the TC issued by the previous school 3. To collect the marks statements issued by the previous school and handover the same to examination department. 4. Any other related work assigned by the Principal.
7	**TIME TABLE**		
	PRIMARY, SECONDRY AND	1.MRS. EKTA SINGH, PGT CHEMISTRY (I/C)	1. To frame the time table as per KVS latest guidelines

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	SENIOR SECONDRY	**For Secondary Section** 2. MRS. RICHA SRIVASTAVA TGT(LIBRARIAN) (Dy. I/C) 3.Mr. ANIL KUMAR YADAV TGT(MATH) 4. MR. DEVRAJ ,SUB-STAFF **For Primary Section** 1. Mr. DINESH SINGH,PRT 2. MR. AMIT KUMAR, PRT (DY. I/C) 3. MR. AYUSH YADAV, PRT 4. MS. SHWETA,PRT	2. To make suitable arrangement for the teachers on leave / duty. 3. To work in collaboration with Examination I/C, CCA I/C, etc. to frame Time Table during Examination / Special Occasions. 4. To ensure that the school bell rings well in time. 5. To make sure that the teachers allotted with arrangement period must attend the same and report the matter to the Principal in case of violation. 6. To verify the monthly payment and allowances of regular as well contractual teachers as Checker I/C. 7. To make sure that sufficient number of teachers are engaged as per staff sanction issued by KVS headquarter, inform the deficiency if any to the Principal to appoint contractual teachers. ***8.To frame the remedial classes time table from class I TO XII*** 9. Any other related work assigned by the Principal.
8	**GUIDANCE AND COUNSELLING (DISIPLINE)**	1. MR. PULAK SRIVASTAVA, PGT BIO (I/C) 2. MRS. RICHA SRIVASTAVA, TGT(LIBRARIAN)(DY.I/C) 3. MRS. RANJANA PANDEY ,TGT(MATH) 4. MR. ASHISH MISHRA, COUNSELLOR(Cont.) 5. MR. ABDUL QADIR, TGT(P&HE) 6. MS. NEHAL SHUKLA, PRT	1. Provide proper guidance to the students for their future plan and action. 2. To plan Weekly counseling and guidance sessions for each class. 3. Special focused plan need to be chalked out for board appearing students. 4. To identify special guest / lectures must be arranged for class IX to XII students (Specially X and XII) to showcase various career avenues after completing X & XII. 5. To receive the list of indiscipline / irregular students from discipline committee and suggest & implement constructive measures. 6. To use library as Resource Hub for improving the awareness among students about various career paths.
		BHARAT SCOUT AND GUIDES	
9	**SCOUT** **GUIDE**	**1.Mr. SUKUMAR SRIVASTAVA, TGT(ENG.) I/C** 2. Mr. JAI PRAKASH SINGH, TGT (Social Science) (DY I/C 3. Mr. SANT RAJ SINGH YADAV, TGT SST 4.Mr.KRISHAN KUMAR GUPT,TGT(HINDI) 5.Mr.VIJAY BAHDUR GUPTA,TGT(HINDI) 6.Mr. SANTOSH KUMAR PATEL,TGT(Social Science) 1. Mrs. SARITA YADAV, TGT(HINDI) I/C 2. Mrs. SHARMILA SINGH, TGT(SCI) DY. I/C 3. Mrs. RASHMI DEVI, PGT(HINDI)	1. To prepare sessional plan with tentative dates and months for organizing activities. 2. To raise active and strength appropriate units for scouts / guides / cubs/ bulbuls. 3. To give proper training to the students for guard of honour and for other activities. 4. To provide opportunities for Scout and Guide in various activities conducted at Vidyalaya, Regional and National Level. 5. To follow and observe all the events as per circular shared by KVS (BS&G). 6.To update the BS&G KVS PORTAL. **7.To prepare a list of staff members with their BS&G courses.** 8. Any other related work assigned by the Principal.

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		4.Mrs. RANJANA PANDEY,TGT(MATHS)	
10	**CUBS** **BULBUL**	1. Mr. UMESH CHANDRA DUBEY, PRT (I/C) **2. Mr. AYUSH YADAV, PRT** 3. Mr. YASH RUHELA, PRT 1. Mrs. SOUMYA KUMARI, I/C PRT 2. Mrs.ANUJYA, PRT 3. Ms. MANISHA, PRT 4.Ms. PRAYGYA, PRT	
		GAMES AND SPORTS	
11	**SECONDRY AND SENIOR SECONDRY**	1. Mr. ABDUL QADIR, TGT P&HE (I/C) 2. MR.KRISHNA KUMAR GUPT, TGT(Hindi) 3. MS.PRIYA KUMARI JAISWAL, TGT(SCIENCE) 4. MR.R.D.YADAV, PRT 5. MR. PRANAV KUMAR CHAUBEY, PRT 6.Mrs. JYOTSANA MAURYA,PRT 6. MR. KAMLA SHANKAR MAURYA, Games Coach 7.MR. ALOK KUMAR, SPORTS COACH 7. MS. ROHIT YADAV, Yoga Instructor	1. To prepare plan and programme for the entire session as per KVS norms. 2. To select the students and games at the beginning of the session 3. To impart proper training to the students 4. To set a target and must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. 5. To utilize the game periods primarily for the Physical and Mental health of the students. 6. To encourage the students to use the available sports equipment in the school judiciously. 7. To complete all internal games and sports competition by the first week of August and to organize the National Sports Day. 8. To motivate the students to participate In National sports meets and bring laurel to the Vidyalaya. 9. To maintain the discipline in the ground and not to allow students of other classes having periods other than games. 10. To ensure proper upkeep of grounds, sports room, sports equipment, materials etc. 11. Any other related work assigned by the Principal.
12	**WORK EXPERIENCE DEPARTMENT**	1.Mr. SUBHASH CHANDRA, TGT WE (I/C) 2. MR. GIRIJESH SINGH TGT (HINDI) (DY. I/C) 3. MR. PANKAJ GUPTA TGT(AE)	1. Plan for Work Experience training in various fields as per KVS norms. 2. To plan a ten bagless days programme for Secondary section. 3. To choose various Hands-on skill for secondary students. 4. Maintenance of Vidyalaya electrical, PA system, Water connection, repair of furniture, etc. 5. To ensure Vocational / Skill Education in Secondary Classes. 6. To ensure utilization of Items/ Articles / Resources in SUPW department and their exposure to the students. 7. Any other related work assigned by the Principal.

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13	**MUSIC DEPARTMENT**	1. MR. SHIV KRIPAL MAURYA, PRT MUSIC (I/C) 2. MS. ANSHIKA, PRT 3. MS. PRAGYA, PRT 4. MS. ANUJYA, PRT 5. MS. MANISHA, PRT	1. To plan for Vidyalaya level EBSB 2. To assist in conduct of morning assembly 3. To motivate students to participate in various other music and dance events. 4. To procure the required articles in music department. 5. To plan and conduct annual function in collaboration with CCA department. 6. To train the children for Vidyalaya prayer and community songs. 7. To find a place in timetable for Routes2roots programme and to motivate primary students to actively participate in the programmes. 8. Any other related work assigned by the Principal.
14	**LIBRARY**		
	PRIMARY , SECONDRY AND SENIOR SECONDARY	1. MRS. RICHA SRIVASTAVA, LIBRARIAN I/C 2. Mrs. SUNITA SAKYA, PRT 3. Ms. ARCHANA SRIVASTAVA,PRT **For Primary Section** 1. ALL THE CLASS TEACHERS I/C	1. Make available curriculum books, text books reference books, collection of CBSE and other examination question papers for use by the students. 2. Proper arrangement of effective use of periodicals, magazine and newspaper etc. in the library. 3. Prepare a list of books with the help of subject teacher by April every year and procure the books latest by June as per budget provision. 4. At least two programmes should be organized in the quarter to make aware the students and staff for the use of library and to encourage the students to read study the books and magazines. 5. Issuance of the books to the student and staff and to maintain the issue registers. 6. To collect requirement from the staff and students and to procure the books. 7. To follow the KVS library policy. 8. Library automation to be done and database to be maintained by using latest e-Granthalaya software for the library. 9. Preparation of annual plan and implementation of book review schedule for the classes 6-8 compulsorily. 10. To nominate the members for the library committee and organize their meeting periodically and implement their suggestions as soon possible. 11. To provide sufficient periodicals and newspapers for staff and students. 12. To procure all items in library as per Rajbhasha regulations. 13. To provide sufficient books and reading material to primary class teachers to run class library. 14. Any other related work assigned by the Principal.
15	**COMPUTER DEPARTMENT**	1. MR. SUNIL KUMAR GUPTA, PGT CS (I/C) 2. MR. RAKESH KUMAR MEHRA, PGT CS (DY. I/C)	1. To Maintain and ensure proper functioning of Computers and Computer peripherals in the E-classrooms, Laboratories, etc. 2. To maintain proper functioning of all the printers

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		3. MR. ASHOK KUMAR THAKUR, COMPUTER INSTRUCTOR 4. MR. SOHAM, COMPUTER INSTRUCTOR 5. MS. DEEPALI, COMPUTER INSTRUCTOR	in the Vidyalaya premises. 3. Procurement of computer related articles as per KVS guidelines. 4. To maintain the digital Safety and ICT infrastructure of the Vidyalaya. 5. To formulate a website committee for updating of various information including TC upload, and mandatory disclosure, etc. 6. To maintain the G-Suite platform for e-classrooms, etc. 7. To increase the computer student ratio. 8. To avail the AMC facility for the computers through GeM Portal. 9. To ensure Proper Networking inside Vidyalaya Campus and unhindered Internet facility of all the Labs, e-classroom, departments, Offices etc. 10. To ensure the Centralize CCTV System in the entire campus at various places with storage as per KVS norms. 11. To ensure BSNL FTTH connection in the campus and since these land line no. are connected with FTTH their upkeep and billing must be done timely. 12. Any other related work assigned by the Principal.
16.	**FURNITURE DEPARTMENT**	1.MR.DHARAM PRATAP SINGH ,TGT (Social Science) (I/C) 2. MR. GIRIJESH SINGH,TGT HINDI DY I/C 3. MR. VIJAY BAHADUR GUPTA, TGT(HINDI) 4. MR. OMKAR YADAV, TGT ENG 5. MR. RAM DULAR YADAV,PRT 6. MR. AYUSH YADAV, PRT 7. MR. YASH RUHELA, PRT 8. MR. PRANAV KUMAR CHAUBEY, PRT	1. To make sure that all furniture is in good shape and as per provision of KVS. 2. To raise demands of repair and maintenance of furniture for the classrooms and any additional furniture required in the classrooms. 3. To keep all the furniture safe and secure inside the Vidyalaya premises. 4. To make sure that all the furniture is available during condemnation process. 5. To issue the inventory to the Lab In-charges /department holders /offices /Class Teachers for the Articles issued them. 6. Any other related work assigned by the Principal.
17.	**REPAIR AND MAINTENANCE DEPARTMENT**	**Repair Maintenance of Building, Electricity & Water** 1. Mr. CHANDRA SHEKHAR MAURYA , TGT MATH (I/C) 2. Mr. Santraj Singh Yadav, TGT SST 3. Mr. Santosh Kumar Patel, TGT SST 4. MR. DHARAM PRATAP SINGH, TGT (Social Science) 5. Mr. Yash Ruhela, PRT	1. To plan for repair and maintenance urgently required in the Vidyalaya building and department. 2. To plan and purchase the material required for maintenance of building and department. 3. To take action in time for the decent look of the Vidyalaya. 4. To make sure that all the electrical equipment items are functional and are in proper condition. 5. To make sure that water points and their storage tanks are clean and function well. 6. To plan for necessary petty constructions, In order to fulfill the need of the school 7. To procure sufficient cleaning material and to hand over to cleanliness in- charge for proper use. 8. To procure necessary beautification items and assists beautification in-charge to make the campus beautiful and student friendly. 9. I/C repair and maintenance will be personally responsible for proper upkeep of Vidyalaya building and its resources. 10. Any other related work assigned by the

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			Principal.
18.	**BEAUTIFICATION OF CAMPUS AND MAINTANANCE OF GARDEN**	1. Mr. Pulak Srivastava, PGT Bio (I/C) 2. Mr. Pankaj Gupta, TGT AE (Dy. I/C) 3. Mr. Subhash Chandra, TGT WE 4. Ms. Manisha, PRT 5. Ms. BRIJESH DUBEY, PRT 6. Ms. Anshika, PRT 7. Ms. RENU, Art Coach 8.MR. PRAHALAD, Gardener 9. MR. PANKAJ ,Gardener	1. To prepare plan for beautification of campus. 2. To procure saplings and other requirement for the garden and to monitor the maintenance of the garden 3. To take up the plantation of tree in and around the campus. 4. To supervise the Gardenner to maintain the campus without any waits, etc. 5. To fix paintings, slogans, photos, etc. in the entire building to use building as a learning aid (to follow BALA). 6.ANT OTHER RELATED WORK ASSIGNED BY THE PRINCIPAL.
19	**CLEANLINES OF THE SCHOOL**	1.Mr. VIJAY BAHADUR GUPTA, TGT HINDI (I/C) 2.Mr. GIRIJESH SINGH TGT (HINDI) (DY. I/C) **Ground Floor (Senior Secondary)** 1. Ms. RUPIKA YADAV TGT (ENGLISH) 2. Mrs. RANJANA PANDEY, TGT(MATHS) **First Floor (Secondary)** 1. Mr. Krishna Kant GUPTA, TGT Hindi 2. Ms.PRIYA JAISWAL, TGT Science **Ground Floor (Near Arts Room)** 1. Mr. Abhay Pratap, PRT 2. Ms. Shweta Upadhyay, PRT **Ground Floor (Primary Classes 1 & 2)** 1. Ms.Praygya, PRT 2. Ms. Kajol, PRT **Ground Floor (Classes 6 & 7)** 1. Mrs.Deeksha, SPECIAL EDUCATOR 2 .MR. PANCH RAJ YADAV PGT(HINDI) **Ground Floor (Near Staff Room)** 1. Mr.SHASHANK KUMAR GAUTAM, PGT (Pol.Science) 2. MS.VATSALA CHADHAPGT(PHYSICS) 2. Mr. Devraj Yadav, Sub Staff **Ground Floor (Near Canteen & Stand)** 1. MS. NIDHI SINGH, TGT (SCIENCE Contr.) 2. MS. DIVYA PANDEY PGT, (CHEMISTRY Contr.) 3.. Mr. Prahlad, Gardener	1. To ensure that the classrooms, laboratories and departments are neat and clean. 2. To supervise the Conservancy staff. 3. To liaise with the agency and ensure that the salaries have been credited to the conservancy staff 4. To ensure that the grass cutting work have been done regularly. 5. To ensure that the washrooms have been cleaned at least thrice a day. 6. To ensure that the corridors are neat and clean. 7. To ensure that the water tanks have been cleaned from time to time. 8. To ensure that the garden and sports ground have been cleaned and maintained properly. 9. Regular monitoring and follow ups must be taken i.e. the work done by the conservancy staff. 10. Any other related work assigned by the Principal.

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20	**VIDYALAYA PATRIKA**	1. Mr. Adittya Vikram , PGT English (I/C) 2. Mr. Nishakant Dwivedi PGT (HINDI) (Dy. I/C) 3. Mrs. Sarita Yadav, TGT Hindi 4. Mr. Sooraj Tiwari, TGT Sanskrit 5. MR. Girijesh Singh TGT(Hindi)	1. To publish vidyalaaypatrika as per KVS schedule and specification 2. To follow the Rajbhasha rules while publishing the patrika. 3. Vide circulation among students and staff should be done to entries. 4. Any other related work assigned by the Principal.
21	**PURCHASE COMMITTEE**	1. Mr.ANIRUDHA SINGH AKELA,PGT(PHY) (I/C) 2. Mr. Jai Prakash Sharma, HM (Dy. I/C) 3. Mr. Rajesh Singh, SSA 4. CONCERNED Department holder.	1. To procure the necessary and suitable items as per specification and demands generated by stock holders through GeM, In case of non-availability or urgency the committee may work as LPC. 2. Any other related work assigned by the Principal.
22	राजभाषा समिति	1. श्री निशाकांत द्विवेदी , पीजीटी हिन्दी I/C 2. श्री वी. बी.गुप्ता, टीजीटी हिन्दी 3. श्री गिरिजेश सिंह, टीजीटी हिन्दी 4.श्री राजेश सिंह ,एस एस ए 5. श्री सर्वेश मिश्रा, जे एस ए	1) राजभाषा समिति के सभी नियमों का पालन करना 2) किए गए कार्यों का यथोचित रेकॉर्ड रखना 3)तिमाही, छमाही रेपोर्टी को TOLIC & KVS RO VARANASI को तथ्य परक सूचना के साथ भेजना 4) नोटः भेजी गयी सूचना की सत्यता के लिए पूर्ण रूपेण ज़िम्मेदारी प्रभारी की होगी।
23	**RTI CELL**	1. Mr. RAGHU RAJ MISHRA, ASO 2. Mr. RAJESH SINGH, SSA 3. Mr. SARVESH MISHRA JSA	1. To provide the data as per RTI act. 2. To keep the record.
24	**WEBSITE COMMITTEE**	1. Mr. SUNIL KUMAR GUPTA, PGT CS (I/C) 2. MR. RAKESH MEHRA, PGT CS (Dy. I/C) 3. Mr. Ashok Kumar Thakur, Computer Instructor 4. Mr. Soham, Computer Instructor 5. Ms. Deepali, Computer Instructor	1. Regular updating of TC on the website. 2. Updating of enrollment every month 3. Regular updating of Staff details 4. Updating of announcements as and when required. 5. Upload of pictures in the gallery section after conduction of any event. 6. Upload of mandatory disclosure. 7. To ensure all the data on the website is recent and as per the guidelines. 8. Any other related work assigned by the Principal.
25	**VIDYANJALI**	1. MRS. SHALINI SRIVASTAVA, PRT (I/C) 2. MS. PRAYGYA, PRT 3.MS. MANISHA, PRT	1. To implement the Vidyanjali programme as per the guidelines. 2.To liaise with stakeholders and raise demands for goods and services on portal. 2. Any other related work assigned by the Principal
26	**TEACHING AID**	1. Mr. VIJAY BAHADUR , PGT GEOGRAPHY (I/C) 2. Mr. Santosh kumar Patel, TGT(Social Science) 3.Mr. Santraj Singh Yadav, TGT (Social Science) 4.Mr. JAI PRAKASH SINGH,TGT (Social Science) 3.Mr.DHARAM PRATAP SINGH,TGT (Social Science)	1. To procure items as per specification provided by KVS to assist the staff and students, construct TLM, etc. 2. To provide requisite teaching aid to concerned teaching aid. 3. Any other related work assigned by the Principal.
27	**FIXED ASSETS**	1. Mr.GIRIJESH SINGH, TGT HINDI (I/C) 2. MR. JAI PRAKASH SINGH TGT(SOST) 3. Mr. SANTRAJ SINGH YADAV, TGT (Social Science)	1.To Procure items asper KVS norms required for the functioning of the Vidyalaya. 2.To keep the asset and property register updated.

S.No.	Department	In-charge /Convenor/member	Duties /Responsibility /Activities
28	**MEDIA CELL& PHOTOGRAPHY**	1. Mr. K K GUPTA TGT (HINDI) (I/C) 2. Ms. ANUJYA, PRT 3. Mr. ASHOK KUMAR THAKUR, Computer Instructor	1. To share the Innovative and informative news items, News Papers, Social Media Handle, Website, and Notice Board. 2. The I/C and Dy. I/C will decide and be held responsible for the news items shared /published on various platforms including newspapers. 3. The language of the shared news should be highly dignified and prominent and explains clearly the achievement or the activities performed by the students. 4. Media cell will handle the You-tube channel as well showcase the academic achievement / transactions in the Vidyalaya. 5. The Photograph shared on various platforms must have major share of student's activities. 6. Important notices regarding holidays, any change in the Time table or to be communicated through these handle as well and same is to pasted on Notice Board. 7. Members will capture the photographs on various occasion and share such photographs and videos with concerned department / in-charges to update Google sheet and with Media Cell for posting on various handle. 8. Any other related work assigned by the Principal.
29	**ALUMNI AFFAIRS (SAMAGAM PORTAL)**	1. Mr. ANIRUDH SHINGH AKELA (I/C) 2. Mr. RAKESH KUMAR MEHRA, PGT(CS) 3.Mr. SUBHASH CHANDRA, TGT(WE) 4. Mr. ABDUL QADIR, (P&HE) 5. Mrs. AFAQ JAHA BEGUM, PRT 6. Ms. JYOTSNA MAURYA, PRT	1. To maintain the data of Alumni and to organize Alumni Association meetings. 2. To update the SAMAGAM PORTAL. 3. To hold the Alumni, Meet in Vidyalaya Campus. 4. Any other related work assigned by the Principal.
30	**STUDY TOUR AND EXCURSION**	1. Mr. PULAK SRIVASTAV, PGT(BIO)(I/C) 2. Mr. ADITYA VIKRAM, PGT(ENGLISH) 3.Mr. SANTOSH KUMAR PAL, TGT(HINDI) 4. Mrs. SHARMILA SINGH, TGT(SCI.) 5.Mr. DINESH SINGH, PRT 6. Mrs. SUNITA SHAKYA, PRT 7. Mr.AMIT KUMAR, PRT	1. To organize tour events for the students of the Vidyalaya as per KVS specification. 2. Any other related work assigned by the Principal.
31	**FEE COLLECTION AND UBI PORTAL**	1. Mr. SUNIL KUMAR GUPTA, PGT(CS) 2. Mr. Anil Kumar Yadav, TGT(MATHS) 3. Mr. YASH RUHELA, PRT 4. Mr. Ashok Kumar Thakur, CI	1. To upload and verify the quarterly data as per KVS regulation. 2. To tally UBI portal enrollment with attendance register. 3. To verify the students from the second verifier account. 4. To share the list of fee defaulters section wise and class wise and to ensure fee collection within time schedule. 5. To strictly verify the fee exemption cases and submits the list of false exemption cases.

S.No.	Department	In-charge /Convenor/member	Duties /Responsibility /Activities
32	**CS4 54 REGISTRATION AND ATTENDANCE REGISTER VERIFIER**	1.Mr. CHANDRA BHUSHAN PANDEY,PGT(COMMERCE) 2. Mr. DINESH SINGH, PRT 3. Sh.RAJESH SINGH , SSA 4. Sh.SARVESH MISHRA , JSA	1. To verify the attendance, register every month. 2. To maintain the CS 54 register. 3. All the data to be submitted to the Principal. 4. Any other related work assigned by the Principal.
33	**SCHOOL SAFTY COMMITTEE (FIRE , WATER , BUILDING , ETC)**	1. Mr. ADITYA VIKRAM, PGT ENG. (I/C) 2. Mr. C.B. PANDEY, PGT(COMM.) 3.Mrs RASHMI DEVI, PGT (HIN) 4. Mr. DINESH SINGH, PRT 5. Mr. UMESH CHANDRA DUBEY, PRT	1. To ensure fire, water and building safety of the premises. 2. Primarily responsible for safety and security of all the students.
34	**ANNUAL PROPERTY RETURN, IT AND GST**	1. Sh. RAJESH SINGH ,SSA 2. Sh.*SARVESH MISRA* , SSA	1. To file all the references timely and properly. 2. Any other related work assigned by the Principal.
35	**DISCIPLINE COMMITTEE.**	1. 1. Mr. A. S. AKELA, PGT PHY (I/C) 2.Mr.D.K. SHARMA, PGT(CHE.) 3. Mr. J P SHARMA, Head master 4.Mrs.RICHA SRIVASTAVA, LIB. 5.Mr. ABDUL QADIR, TGT(P&HE) 6.Mrs. SUNITA SHAKYA, PRT	1.To ensure conducive environment inside Vidyalaya campus. 2. To entertain the cases of indiscipline among students referred to by class teachers/ subject teachers. 3. To communicate the inappropriate behavior of students to the parents. 4. To arrest the growing absenteeism and in-discipline among the students using constructive approach. 5. To issue necessary information, notices, warnings, sanctions as per decisions taken by committee well authenticated by the Principal. 6. To disseminate information among students and parents regarding code of conduct for students and steps that may be taken to prevent such activities as per KVS education code. 7. To issue warning letters/cards regarding repeated undisciplined behavior among students. 8. To ensure timely arrival of students and attending assembly and to provide suggestion for decrease in the trend of late coming.
36.	**SKILL INNNOVATION COUNCIL(SIC)**	1.Mr. PULAK SRIVASTVA, PGT(BIO) 2. Mr. AKHILESH DUBEY, PGT(PHY) 3.Mrs. PRIYA JAISWAL	To Participate and act as per norms prescribed.
37.	**CCA Committee**	1. Mr. RAMESH TRIPATHI, PGT(MATHS) (I/C) 2. Mrs. SARITA YADAV, TGT HIND (Dy. I/C) 3.Mr. MRITYUNJAY MISHRA, TGT(SANSKRIT) (Dy. I/C) 3. All the House Master **Primary** 1. Ms. Nehal Shukla, PRT (I/C)	1. To divide the entire school in to 4 Houses. 2. to prepare the list of students and teachers in 4 different houses and to instill essence of in-house competition among the students. 3. To issue a CCA calendar for the academic session 2024-25. 4. To organize CCA programs both in Senior Secondary, Secondary and Primary during CCA Periods as per CCA calendar issued. 5. To modify the CCA activities / Competitions among students and teachers well in advance and

S.No.	Department	In-charge /Convenor/member	Duties /Responsibility /Activities
		2. Priyanka Yadav, PRT (Dy. I/C) 3. Mr. Shiv Kripal Maurya, PRT Music 4.Ms. Praygya, PRT	motivate all the stake holders to participate in the prescribed activities. 6. To appoint judges and announcing the result, declaring winners etc. 7. To keep all the records in a register form. 8. To select the various special events / days / weeks etc. as per orders received from KVS RO & KVS HQ. 9. To award the winners in various activities. 10. To complete EBSB, AKAM programs as per schedule and update the Google sheet whenever shared. 11. To celebrate the Annual Function as per the calendar. 12. To decorate and Update the Display Board with the help of students and class teacher fitted in corridor, classroom etc. 12. Any other related work assigned by the Principal.
38.	**NIPUN / FLN/ CMP/ TLM**	1. Mr. J. P. Sharma, HM 2. Ms. PRIYANASHI, PRT 3. Mr. YASH RUHELA	1. To observe the various activities prescribed under NIPN. 2. To practice FLN activities as per KVS norms. 3. To prepare the TLM as per the competencies and outcome prescribed. 4. To ensure proper use of TLM in all primary classes. 5. Any other related work assigned by the Principal.
39.	**ENROLLMENT COMMITTEE**	1. Mr. CHANDRA BHUSHAN PANDEY, PGT(COMMERCE) I/C 2.MR. SUDARSHAN YADAV TGT(ENG.) DY. I/C 3.Mr. AMIT KUMAR.PRT 4.Mrs. KAJOL,PRT 5. Mr. *RAJESH SHUKLA*, SUB STAFF.	1. The committee is primarily responsible to keep records of enrollment position of VIDYLAYA .They must keep the all types of enrollment statistics with all types of possible category wise data. 2. The committee will be primarily responsible to supply the data to the office in the desired format as required time to time. 3. The committee will co-ordinate with UBI, SAMAGAM, UDISE-PLUS & students' attendance register to tally the data as per actual strength. 4. The committee will supply the enrollment position on the last working day of each month to the office as per format prescribed by KVSRO.
40	TOY LIBRARY	1.Mr. ABHAY PRATAP,I/C 2. Mr. YASH RUHELA, PRT 3.Mr. AMIT KUMAR, PRT 4.Ms. ARCHANA SRIVASTAVA, PRT 5.Ms. ANSHIKA SHUKLA, PRT 6.Ms. KAJOL, PRT	1. TO Run the library smoothly. 2. TO prepare age-appropriate items in the Toy Library. 3.To prepare the schedule of optimum resources of toy library.
41	UDISE PORTAL	1. MR. SUNIL KUMAR GUPTA, PGT (CS) I/C 2.Mr. ASHOK KUMAR THAKUR, Computer Instructor 3. MR. SOHAM, Computer Instructor 4.MS. DEEPALI, Computer Instructor	1. To update the Data on UDISE portal as per the class strength. 2. To resolve the issue related UDISE portal 3. To Update PEN and AAPAR no.

S.No.	Department	In-charge /Convenor/member	Duties /Responsibility /Activities
42	ATTENDANCE MONITORING COMMITTEE	1. MR. ANIRUDH SINGH AKELA , PGT (PHYSICS) (I/C) 2. MR. MANISH KUMAR PATHAK, PGT (COMMERCE) (DY. I/C) 3. MR. KRISHNA KUMAR GUPT, TGT(HINDI) 4.MS.ARCHANA SRIVASTAVA,PRT	1. The committee will issue short attendance letter to the parents fortnightly, duly signed by class teacher & countersigned by The Principal. 2. The committee will be primarily responsible to supply the data to the office in the desired format as required time to time
43.	ACCOUNTS COMMITTEE	1.MrRAVI PRAKASH, CHAIRMAN 2.Mr. ANIRUDHA SINGH AKELA, PGT(PHYSICS) 3.Mr. MANISH KUMAR PATHAK, PGT(COMMERCE)	1. For day-to-day accounting work under tally module.
44.	STRAY DOG MANAGEMENT COMMITTEE.	1.Mr. ABDUL QADIR, TGT I/C 2.Mr. PANKAJ GUPTA, TGT 3. MR. JP SHARMA, HM 4.Mr. SHIVKRIPALMAURYA, PRT 5 Mr. KAMLA SHANKAR MAURYA 6.Mr. ALOK KUMAR 7.Mr. ROHIT YADAV, COACH 8.Mrs. RENU, COACH 9.Mr. GAURI SHANKAR, SS 10.Mr. DEVRAJ YADAV, SS	1.To prevent the entry of stray dogs inside the campus. 2. To liaise with local authorities for their adequate capturing and vaccination. 3.To aware the stakeholders about their behavior towards stary dogs. 4. To liaise with Nearby Hospitals and make sure the availability of rabies vaccine. 5.To comply with the instructions issue by Honorable SUPREME COURT in this regard.
45.	GARIMA CLUB	1.Mrs. EKTA SINGH, PGT(CHE.) 2.Mrs.RANJANA PANDEY, TGT(MATHS) 3.Mrs.PRIYA JASIWAL, TGT(SCI.) 4.Mrs.SHARMILASINGH, TGT(SCI.)	1.To implement the policies as per PMSHRI scheme.
46.	PMSHRI SCHEME	1.Mr.PULAKSRIVASTAV,PGT(BIO 2.Mr.ANIRUDHA SINGH AKELA,PGT(PHY) 3.Mr. DHARAM PRATAP SINGH,TGT(SOST)	1.To Implement PMSHRI SCHEME

All the in-charges are requested to take over the respective departments as per above table by 01st November, 2026.

PRINCIPAL

प्राचार्य/Principal
पीएम श्री केंद्रीय विद्यालय
PM Shri Kendriya Vidyalaya
न्यू कैंट, प्रयागराज-211001
New Cantt., Prayagraj-211001