

KENDRIYA VIDYALAYA BIOP KIRANDUL COMMITTEES

SESSION 2026-27

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2026-27. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking over of the departments shall be completed immediately.

NAME OF COMMITTEE	INCHARGE & MEMBERS	DUTIES AND RESPONSIBILITIES
1- ADVISORY COMMITTEE TO THE PRINCIPAL	1. Mr. Jagdish Narayan (PGT Bio) (I/C) 2. Ms. Chilaka Navya (PGT CS) 3. Mrs. Anita (PGT Chem) 4. Mr. Anuj (TGT Eng) 5. Mr. Balkrishna Sharma (HM I/C)	1. The committee will help the Principal in day to day administrative matters. 2. The committee can go through the circulars received from KVS RO and KVS HQ New Delhi. 3. To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) 4. Any other work assigned by the principal in day-to - day administrative matters. 5. Any other related work.
2- ACADEMIC ADVISORY COMMITTEE	1. Himanshudeep (I/C) 2. Ms. Chilaka Navya (PGT CS) 3. Mrs. Anita (PGT Chem) 4. Mrs. Sonu Ayer 5. Mr. Anil kumar singh Ghanshyam Sahu Halder Sharma (HM I/C) 6. 7. Pradip 8 Mr. Balkrishna	1. To prepare the list of notebooks for the Academic year. 2. To ensure the distribution of split-up syllabus to students of all classes. 3. To monitor the teaching- learning process. 4. To monitor the upkeep of CCE documents. 5. To monitor the conduct of Remedial class for low achievers. 6. To maintain the class wise and subject wise monthly student's academic performance analysis. 7. Any other related work.

3- TIME TABLE COMMITTEE	1. Mr. Pradip Halder (TGT Eng) 2. Mrs. Sonu Ayer (TGT Math) 3. Mr. Ranjan Kumar	1. To prepare the School timetable as per the latest guidelines from KVS 2. To make arrangement for teachers on leave. 3. To ensure that Teachers attend their arrangement Periods 4. To make remedial timetable for low achievers 5. To display copy of arrangement work in the notice board. 6. To maintain the arrangement register. Any other related work.
4- ADMISSION COMMITTEE	1. Mrs. Anita (PGT Chem) (I/C) 2. Ms. Chilaka Navya (PGT CS) 3. Mr. Balkrishna Sharma (HM I/C) 4. Mr. Ranjan Kumar (Lib) 5. Ms. Nisha Nagar (PRT) 6. Ms. Deepika Sharma (PRT)	1. To display notice regarding Admissions Guidelines. 2. To display forms/Annexure as per KVS guidelines. 3. Verification of the Documents and admission of students. 4. To take the approval of VEC before the release of the merit list. 5. Maintenance of admission registers. 6. Admission of candidates based on KV TC as per KVS norms. 7. Local transfer admissions. 8. Admissions as per RTE Act. 9. Maintenance of admission records as per KVS guidelines in the prescribed proformas. 10. Details of admission uploading on the website. Any other related work.
5- INTERNAL EXAMINATION	1. Mr. Himanshu Deep (PGT His) (I/C) 2. Miss Rakshita (TGT AE) 3. Mr. Anuj (TGT Eng)	1. To conduct internal exams as per the schedule given by KVS calendar of activities. 2. To update the Report cards and Mark list format as per
6- CBSE COMMITTEE	1. Ms. Navya (PGT CS)(I/C) 2. Mrs. Anita (PGT Chem) 3. Mr. Abhishek (TGT WE) Anil Kumar Singh (TGT Skt)	4. Mr. Overall functioning and supervision of the school, ensuring adherence to CBSE regulations and guidelines.

7- LIBRARY COMMITTEE	1. Mr. Ranjan Kumar (Lib) (I/C) 2. Mr. Anirudh Parkale (PGT Eng) 3. Mr. Hansraj Godara (TGT Hin) 4. Mr. Anuruddha Singh (TGT Sci) 5. Mrs. Anita (PGT Chem) 6. Mr. Manoj (PRT)	1. To purchase books as per KVS guidelines. 2. The suggestion from staff members for purchase of new books to be taken. 3. To ensure books are circulated as per the requirement of students & staff members as per Library rules 4. Books should not remain with same individual for a long period. 5. Students should be encouraged to write Book Review. 6. Guidance & Counselling corner or table to be maintained. Any other related work.
8- CLA	1. Mr. Anirudh Parkale (PGT Eng) (I/C) 2. Mr. Anil Kumar Singh (TGT Skt) 3. Mr. Pradip Halder (TGT Eng) 4. Mr. Hansraj Godara (TGT Hin) 5. Ms. Archana Soni (CI) 6. Ms. Rakshita Madhukar (TGT AE) 7. Mr. Ghanshyam Sahu (TGT Hin) 8. Ms. Swaranlata Rauth (PGT Hin) 9. Ms. Neelima (I/C-Primary) 10. Mr. Neeraj Meena (CCA Photography Record) 11. Mr. Amit (PRT Music) 12. Miss Leena Kumari (PRT) 13. Miss Nisha Shukla (PRT)	1. Annual Planning of CCA activities. 2. To see that morning assembly programme is to conduct within stipulated time. 3. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. 4. Maintains of result of CCA activities. 5. Purchase and distribution of CCA prizes & medals. 6. Maintaining CCA Activities register Any other related work.
9- SAFETY & SECURITY	1. Mr. Jagdish Narayan (I/C) 2. Mr. Himanshu Deep (PGT His) 3. Mrs. Sonu Ayer (TGT Math) 4. Ms. Rakshita (TGT AE) Madhukar 5. Mr. balkrishna sharma (HM I/C) 6. Mr. Abhishek (TGT WE)	1. To Maintain the Attendance register of the Conservancy staffs and look after the safety and security of the vidyalaya.

10- PURCHASE COMMITTEE	1. Mr. Abhishek Singh (I/C) 2. Miss Chilaka Navya (PGT CS) 3. Mr. Kapil (JSA) 4. Mr. Balkrishan Sharma (PRT)	1. To find out the requirements of various departments. 2. To prioritise the items to be purchased. 3. To prepare estimate of expenditure. 4. To put up budget proposal for approval. 5. To call for quotation in consultation with Principal. 6. To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7. To physically verified the purchased items/goods and put Marks by using permanent Marker with Date. Any other related work.
11- GENERAL GRIEVANCE OF STUDENTS	1. Mr. Principal (I/C) 2. Mr. Jagdish Narayan (PGT Bio) 3. Mrs. Anita (PGT Chem) 4. Mrs. Sonu Ayer 5. Mr. Anuj (TGT Eng) 6. Mr. Balkrishna Sharma (HM I/C) 7. Ms. Nisha Nagar (PRT)	1. To see the complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee.
12- UDISE PLUS	1. Ms. Navya (PGT CS)(I/C) 2. Ms Archana Soni (CI) 3. Mr. Pradip Halder (TGT Eng) 4. Mr. Anuj (TGT Eng) 5. Ms. Deepika	1. All UDISE Portal work
13- MIS Portal	1. Mr. Anuj (TGT Eng) (I/C) 2. Mrs. Anita (PGT Chem) 3. Mrs. Archana Soni (CI) 4. Mr. Vishek 5. Ms. Leena Kumari	1. All MIS Portal Work
14- MAINTENANCE AND REPAIRS	1. Mr. Abhishek singh WET (I/C) 2. Mr. Ranjan Kumar (Lib) 3. Mr. Balkrishna Sharma Mahesh Meena 5. Ms. Neelima 6. Mr. Amit (PRT Music)	4. Mr. 1. To monitor the repair work in the Vidyalaya 2. To maintain Register of date wise repair work in the Vidyalaya. Any other related work.

15- STUDENT COUNCIL COMMITTEE	1. Mr. Anirudh Parkale (PGT Eng) (I/C) 2. Mr. Takesh Sahu 4. Yoga Instructor Lal Saini 5. Mr. Brij 6. Miss Neelima	1. To organise investiture ceremony. 2. To monitor discipline in the Vidyalaya. 3. To help in organising Sports day, Annual Day. 4. Division of houses along with house master and Associate of house masters and distribution of students of various house. 5- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. 5. Procuring badges for Captains Monitors, prefects. 6. Maintenance of Students council register/record. Any other related work.
16- PHOTOGRAPHY COMMITTEE	1. Mr. Ranjan Kumar (Lib) (I/C) 2. Ms. Rakshita Madhukar (TGT AE) 3. Mr. Vishek Yadav 4. Mr. Neeraj Meena Miss Pratibha Sinha Miss Divya Choudhari 5. 6.	1. To ensure the photography/ Videography on important occasions days/ functions. 2. To take photos of interesting special items during assembly. 3. To preserve the soft copies of these photos in folders in the computer lab. Any other related work.
17-UBI Portal	1. Ms. Chilaka Navya (PGT CS) (I/C) 2. Mrs. Sonu Ayer (TGT Math) (Monitoring at middle & secondary level) 3. Mr. Pradip Halder (TGT Eng) 4. Mr. Manoj (PRT) (monitoring at primary level) Mr. Brij Lal 5.	1. All UBI Portal work

18- FURNITURE COMMITTEE	1. Mr. Abhishek Singh (I/C) 2. Mr. Ghanshyam Sahu (TGT Hin) 3. Mr. Ranjan Kumar (Lib) 4. Mr. Balkrishna sharma (HM I/C) 5. Miss Leena	1. To ensure the furniture in each classroom is of uniform nature as far as possible. 1. To plan education tours / excursions for all the classes as per KVS norms. 2. To give the intimation letters to class teachers for transmission to parents. 3. To collect the acknowledgement from parents and to file it. 4. To ensure the safety of the students during the journey period and their stay at the venue. 5. To provide hygienic food / potable water to the students who are participating in tour programme. 6. To arrange transport & settle bills. Any other related work.
19- EXCURSION COMMITTEE	1. Mr. Amit PGT (I/C) 2. Mrs. Anita (PGT Chem) 3. Mr. Pradip Halder (TGT Eng) 4. Ms. Deepika 5. Mr. Neeraj Meena 6. Mr. Amit (PRT Music)	1. To plan education tours / excursions for all the classes as per KVS norms. 2. To give the intimation letters to class teachers for transmission to parents. 3. To collect the acknowledgement from parents and to file it. 4. To ensure the safety of the students during the journey period and their stay at the venue. 5. To provide hygienic food / potable water to the students who are participating in tour programme. 6. To arrange transport & settle bills. Any other related work.
20- MEDICAL CHECKUP COMMITTEE	1. Mr. Balkrishna Sharma (HM I/C) 2. Mr. Mahesh Meena 3. Mr. Anuruddha 4. Mr. Ghanshyam Sahu (TGT Hin) 5. Ms. Nisha Nagar (PRT) 6. Mr. Manoj (PRT) 7. Nurse	1. To conduct medical check-up of students twice a year. 2. To provide medical help whenever required to the students. 3. To maintain medical records of all students. 4. To maintain the medical room 5. To ensure the follow up action after the medical check-up. Any other related work.

21- RSBVP/NCSC/ INSPIRE MANAK/ ATL/PRYAAS/ YUVIKA / OLYMPIADS	1. Mr. Jagdish Narayan, PGT BIO I/C 2 Mrs. Anita (PGT Chem) (CO-I/C) 3. Mr. Amit (PGT Maths) 4. Mr. Anuruddha Singh (TGT SCI.) 5. Mr. Abhishek (TGT WE) 6. Miss Pratibha Sinha (PGT Physics)	1. To Motivate the students to prepare exhibits based on themes given by KVS. 2. To organize Vidyalaya level Science exhibition as per schedule. 3. To encourage more and more children to participate. 4. To inculcate scientific temper among the students. Any other related work.
22- SOCIAL SCIENCE EXHIBITION COMMITTEE AKAM EBSB	1. Mr. Himanshu Deep (PGT His) Deep (I/C) 2. Miss Divya Choudhari 3. TGT Social Science 4. Mr. Amit Pathak (PRT Music)	1. To motivate children to prepare projects/model based on country/state allotted to the region 2. To encourage more and more children to participate in cluster level Regional level and Nation level exhibition 3. To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. 4. To give 1st Term project for each class based on the topics for Social science Exhibition. 5. Organise an exhibition, select the best projects. Any other related work.
23- GEM PORTAL	1. Mr. Abhishek Singh (I/C) 2. Miss Chilaka Navya (PGT CS) 3. Mr. Kapil (JSA) 4. Mr. Balkrishan Sharma(HM I/C)	1. All purchasing through GEM

24- HINDI IMPLEMENTATION COMMITTEE / RAJBHASHA COMMITTEE	1. Mr. Ghanshyam Sahu (I/C) 2. Mr. Hansraj Godara (TGT HIn) 3. Mr. Balkrishna sharma (HM I/C) 4. Mr. Manoj 5. Mr. Kapil All I/Cs of other Departments	1. To ensure the names of staff members in attendance register is bilingual. 2. To ensure replies to official letters in Hindi are sent in Hindi. 3. To prepare report on Hindi implementation. 4. To celebrate Hindi Week and Hindi Pakhwara. Any other related work.
25- WEBSITE COMMITTEE	1. Ms. Navya (PGT CS)(I/C) 2. Mr. Anirudh Parkale (PGT Eng) 3. Mr. Hansraj Godara 4. Mr. Ranjan 5. Mr. Balkrishan Sharma 6. Mrs. Archana Soni (CI) 7. Mr. Neeraj Meena	1. To update all information in the website regularly. 2. The photo gallery to be updated with latest photographs with captions. 3. Any exemplary achievement to be given as flash news. Any other related work.
26- BEAUTIFICATION COMMITTEE	1. Ms. Rakshita Madhukar (TGT AE) (I/C) 2. Mr. Anirudh Parkale (PGT Eng) 3. Mr. Ghanshyam Sahu (TGT Hin) 4. Ms. Leena - Mr. Amit (PRT Music) 6. Mr. Brij Lal (PRT) 7. Miss Nisha Nagar (PRT)	1. To plan for beautification of the Vidyalaya campus. 2. To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. 3. To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. 5. 4. To procure fertilizers, manure, pesticides in consultation with Principal. 5. To motivate the children for gardening and beautification. 6. To develop medicinal plant garden in the campus. Any other related work.

27- VMC COMMITTEE	1. Mr. Principal (I/C) 2. Mr. Jagdish Narayan (PGT Bio) 3. Ms. Chilaka Navya 4. Mrs. Anita (PGT Chem) 5. Mr. Balkrishan Sharma	1. To inform and invite VMC members for the meetings. 2. To arrange for refreshments for such meetings. 3. To note down the minutes of VMC meetings. 4. To arrange for stationery material like files, pens etc. and maintain a record of such meetings. Any other related work.
28- AEP COMMITTEE	1. Mr. Jagdish Narayan (PGT Bio) (I/C) 2. Mr. Anil Kumar Singh (TGT Skt) 3. Ms. Rakshita Madhukar 4. Mrs. Sonu Ayer (TGT Math) 5. Mr. Abhishek Singh	1. To plan activities for the academic year. 2. To arrange talk by experts. 3. To maintain record of activities conducted. Any other related work.
29- NEWS PAPER IN EDUCATION (NIE)	1. Mr. Hansraj Godara (I/C) 2. Mr. Ranjan Kumar (Lib) 3. Mr. Anil Kumar 4. Mr. Pradip Halder (TGT Eng) 5. Mr. Vishek 6. Ms. Deepika 7. Ms. Leena	1. To coordinate with Newspaper Agency. 2. To encourage students to subscribe for NIE. 3. To ensure the events of the Vidyalaya & articles of students get coverage in NIE.
30-CULTURAL COMMITTEE	1. Mr. Amit -PRT Music (I/C) 2. Mr. Anirudh Parkale (PGT Eng) 3. Mr. Ghanshyam Sahu (TGT Hin) 4. Ms. Rakshita Madhukar (TGT AE) 5. Mr. Hansraj Godara (TGT Hin) 6. Ms. Neelima	1. Presentation of cultural programs on different occasions in the vidyalaya. Any other related work.
31. ATAL TINKERING	1. Mr. Abhishek Singh (I/C) 2. Ms. Chikala Navya	1. To Look into all about ATL and related arrangements
32. CLEANLINESS & SANITATION	1. Mr Amit (I/C) GROUND FLOOR : 2. Mr. Vishek Yadav	1. To keep a stock of cleanliness activities in the Vidyalaya. 2. To supervise the work of House Keeping in maintaining cleanliness 3. To coordinate with AEP to include students

33- P A SYSTEM	1. Mr. Abhishek Singh (I/C) 2. Mr. Takesh (Sports Coach) 3. Mr. Tarun (Special Eductaor) 4. Mr. Amit (PRT Music)	1. Arrangement and maintenance of PA system for assembly and other celebrations. 2. Maintenance of fire extinguisher. Any other related works.
34- SCOUTS AND GUIDES	1. Mr. Ranjan Kumar (I/C) 2. Ms Rakshita Madhukar(TGT AE) 3. Mr.Ghanshyam Sahu 4. Mr. Neeraj Meena 5. Miss Deepika	1. To plan activities for Scouts & guides. 2. To conduct activities during CCA period. 3. To take up social service activity for the school. 4. To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya. Any other related work.
35- STAFF QUARTERS COMMITTEE	1. Mr. Amit PGT Math (I/C) 2. Miss Rakshita (TGT AE) 3. Mr. Anuj (TGT Eng) 4. Ms. Leena 5. Mr. Neeraj Meena	1. To see the allotment of Quarters. 2. To monitor the repair work in the Quarters. 3. To maintain Register of date wise repair work. Any other related work.
36- MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE	1. Mr. Anuj (I/C) 2. Mr. Anil Kumar Singh (TGT Skt) 3. Mr. Hansraj Godara (TGT Hin) 4. Mr. Pradip Halder (TGT Eng) 5. Ms. Deepika Sharma (PRT)	1. To encourage students and staff members to contribute articles for the Vidyalaya Patrika. 2. To design the Cover page with the help of Drawing teacher and students. 3. To ensure the Vidyalaya Patrika is published and Distributed in July. 4. To design the Student Diary. 5. Maintain liaison with Press and Media. Any other related work.
37- FIRST AID COMMITTEE	1. Mrs. Anita (PGT Chem) I/C 2. Mr. Anuruddha Singh (TGT Sci) 3. Mr. Vishek 4. Ms. Neelima 5. Nurse	1. To ensure First aid boxes are available. 2. To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of Ointments/ medicines. Any other related work.

38- DISCIPLINE COMMITTEE	1. Mr. Jagdish Narayan (I/C) 2. Mr. Himanshu Deep (PGT His) 3. Mr. Amit Dahiya 4. Mrs. Sonu Ayer (TGT Math) 5. Mr. Ranjan Kumar (Lib) 6. Ms. Rakshita Madhurkar(TGT AE) 7. Mr. Balkrishna sharma (HM I/C) 8. Mrs. Nisha Nagar (PRT)	1. To make the rules and regulations as per the disciplinary requirement. 2. To make the student aware about the discipline. 3. To make the student follow the disciplinary rules. 4. To take disciplinary action against any of the misconduct.
39. ECO CLUB for Mission Life	1. Mr. Jagdish Narayan (PGT Bio) (I/C) 2. Mr. Anuruddha Singh (TGT Sci) (TGT Sci.) 3. Mr. Mahesh Meena 4. Miss Rakshita (TGT AE) 5. Mrs. Archana Soni (CI) 6. Miss Leena	1. To act as a mentor, leading, coordinating, and managing activities like waste reduction, energy saving, and community awareness, ensuring alignment with national environmental goals
40. CPD	1. Mr. Anirudh Parkale (PGT Eng) 2. Mr. Pradip Halder 3. Mrs. Sonu Ayer	1. Fostering a culture of lifelong learning and skill development including needs assessment, program design, implementation, monitoring, evaluation, and advocacy for CPD initiatives 3. learning and skill development, including needs assessment, program design, implementation, monitoring, evaluation, and advocacy for CPD initiatives.
41. FLN	1. Miss Leena (I/C) 2. Miss Neelima Saini 3. Miss Nisha Nagar 4. Miss Deepika	1. Ensure all students achieve foundational reading, writing, and arithmetic skills by the end of Grade 3, focusing on teacher capacity building, resource development, and assessment strategies.
42. ATTENDANCE VERIFICATION & MONITORING OF CONSERVANCY STAFF	1. Mr. Amit (PGT Math) 2. Mr. Hansraj Godara (TGT Hindi) 3. Mrs. Nisha Nagar (PRT)	1. Ensuring adherence to the institution's attendance policies. 2. Maintain accurate records of attendance in vidyalaya and other activities. 3. Verify attendance records to ensure accuracy and completeness.
43. ATTENDANCE VERIFICATION & MONITORING OF CONTRACTUAL STAFF	1. Mrs. Sonu Ayer (I/C) 2. Mr. Balkrishan Sharma 3. Miss Deepika Sharma (PRT) 4. Mr. Anil Kumar Singh	