

PM SHRI KENDRIYA VIDYALAYA BANSWARA
COMMITTEES 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 office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the In -charges or in absence of In - charges any member 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. In - charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the In - charge, the member in the committee will complete the handing and taking over procedure.

ACADEMIC AND Curriculum: SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Dr. Hemant Pandya	Principal	Member	
2.	Mr. Babu Lal Bairagi	PGT-Maths	Member	9/12
3.	Ms. Seema Menaria	PGT-Commerce	Member	8/12
4.	Mr. Bharat Pandya	PGT-Chemistry	Member	✓
5.	Ms. Sita Devi	PGT-Physics	Convenor	✓
6.	Mr. Avinash Swarnkar	PGT-Geography	Member	✓

ACADEMIC AND Curriculum: PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. Kuldeep Saini	PRT	Member	✓
2	Smt .Monika	PRT	Member	✓

Duties:-

- The committee will help the Principal in day to day academic matters/slow bloomer and contact parents
- The committee can go through the circulars received from KVS RO Jaipur and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS (MR) and other KVS (HQ) New Delhi and other organizations as per the directions of the Principal.
- Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.

ADMISSION - PRIMARY AND SECONDARY:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Smt. Kavita Acharya	PGT- CS	I/C	✓
2	Mr. Kaushik Bhatt	TGT - Maths	Member	✓
3	Mr. Harsh Vardhan Dixit	TGT - WE	Member	✓
4	Mr. Kuldeep Saini	PRT	Member	✓
5	class teacher class1	PRT (Brijamda)		✓

Please provide following documents as per copy

Duties:-

- Issue and registration of admission forms as per the schedule given by KVS.
- Scrutiny of registration forms as per the admission guidelines given by KVS
- Preparation of provisional list of selected candidates for all the classes.
- To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.


Principal
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- approval of VEC before the release of the merit list.
 c) Maintenance of admission registers.
 d) Admission of candidates based on KV TC as per KVS norms.
 e) Local transfer admissions.
 f) Admissions as per RTE Act.
 j) Maintenance of admission records as per KVS guidelines in the prescribed Performa.
 k) Details of admission uploading on the website.

EXAMINATIONS (INTERNAL)

A - SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. Avinash Swarnkar	PGT Geo	In-charge	
2	Sh. Babu Lal Bairagi	PGT Maths	Member	
3	Sh. Shravan Ram	TGT Hindi	Member	

EXTERNAL EXAMS - NIOS/JEE etc.

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Kaushik Bhatt	TGT Maths	I/C	
2	Mr. Bharat Kumar Pandya	PGT Chemistry	Member	
3	Mrs Navita Meena	PGT Hindi	Member	
4	Sh. Shyam Lal Muniya	PGT Econ.	Member	
5	Mr. Vinay Dhanawat	TGT Sanskrit	Member	
6	Sh. Anil Rakh	Sub Staff	Member	

CBSE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Bharat Pandya	PGT Chemistry	I/C	
2	Mr. Kaushik Bhatt	TGT Maths	Member	
3	Mr. Harshwardhan Dixit	TGT WE	Member	

CPD

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Seema Menaria	PGT Comm.	I/C	
2	Mrs. Pinki Rani	Librarian	Member (for online verification)	
3	Mrs. Priyanka	PRT	Member	

B- PRIMARY Examination

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Monika Ahlawat	PRT	I/C	
2	Mr. Satish Chandra Meena	PRT	Member	
3	Ms. Priyanka	PRT	Member	

Duties:-

- To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes. Conducting P.D I, II, III, IV, SA-I, SA-II as per KVS norms.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- Declaration of results as per the KVS schedule.

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- and place all the records pertaining to examination before the member of panel on team.
- de the notices, circulars of the examinations to the staff from time to time.\
- visit KVS, Regional Office, Jaipur and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
 - To update examination details on website regularly.
 - To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
 - Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
 - Correspondence for school affiliation.
 - Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
 - Maintaining the record of shortage of attendance and correspondence with CBSE board.
 - Framing the practical time table in liaison with other subject teachers.
 - Conducting the CBSE board exam as per the CBSE norms.
 - Updating school website regularly.
 - To conduct the exams as per the norms
 - To maintain the record and send the data from time to time to the concerned.

NOTE: all the members will work with full cooperation and coordination in these entire three Examination department irrespective of the In-charge ship.

TIME TABLE:

A -SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Kaushik Bhatt	TGT Maths	I/C	
2	Mr. Bharat Pandya	PGT Chem	Member	
3	Ms. Pinki Rani	Librarian	Arrangement	

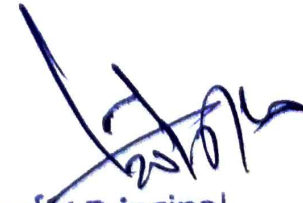
B - PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Satish Chandra Meena	PRT	I/C	
2	Mr. Kuldeep Saini	PRT	Member	

Duties:-

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- To prepare the special time table for remedial teaching (weak students in all classes).
- To give arrangement work for the teachers.
- To display copy of arrangement work in the notice board.
- Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- To maintain the arrangement register.

NOTE: undersigned reserve the right to change the class Teacher ship and co-class Teacher ship anytime during the year.


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UPDATING

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Ms. Kavita Acharya	PGT CS	I/C	<i>[Signature]</i>
2.	Mr. Rahul Kumar Meena	SSA	Member	<i>[Signature]</i>
3	Mr. Kuldeep	PRT	Member	<i>[Signature]</i>
4.	Mr. Di ~~l~~ shant	Comp. Inst.	Member	<i>[Signature]</i>

not a copy needed sir.

Duties:-

- To update the Vidyalaya website from time to time as per the directions of KVS. No column should be left blank in the Vidyalaya website. The required information can be collected from the teachers / departmental in charges.
- Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.
- To invite quotations from reputed firms for AMC of computers.
- To take initiative to see that all the computers are in functional condition.
- To provide the data (subject specific) to the PGT(Comp. Sci.) and helping him in updating the data from time to time.

compuls

not a part of website

FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Shyam Lal Muniya	PGT Econ	I/C	<i>[Signature]</i>
2	Mr. Manoj Kumar Sharma	TGT P&HE	Member	<i>[Signature]</i>
3	Ms. Aditi Swami	TGT Art Edn	Member	<i>[Signature]</i>
4	Mr. Satish Chandra Meena	PRT	Member	<i>[Signature]</i>

Duties:-

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned?
- To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture's and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly.
- To maintain the stock register.

CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. B.L baigri	PGT Maths	I/C	<i>[Signature]</i>
2	Ms. Neha Jain	PGT Bio	Member	<i>[Signature]</i>
3	Ms. Seema Menaria	PGT Comm	Member	<i>[Signature]</i>
4	Ms. Aditi Swami	TGT Art Edn	Member	<i>[Signature]</i>
5	Ms. Ruchi Singh	PRT	Member	<i>[Signature]</i>
6	Nurse			<i>[Signature]</i>

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.

[Signature]

clear the wild bushes and thorny plants those are growing in different parts of school campus.

- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To ensure cleanliness of area around the staff quarters.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- In - charge can delegate the work wing - wise for efficient functioning and for fixing the responsibility. But the In - charge will be held responsible for the lapses and the deviations of the orders.

GARDENING AND HARIT VIDYALYA & NATURE CLUB/ ECO CLUB

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Satish Meena	PRT	I/C
2	Mr. Manoj Kumar Sharma	TGT P&HE	Member
3	Ms. Neha jain	PGT Bio	Member
4	Mr. Shyam Lal Muniya	PGT Economics	Member

Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of tress and potted plants.
- Celebration of Vanamahostava in consultation with a principal and forest dept.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.

SCIENCE CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Neha Jain	PGT Biology	Member
2	Ms. Sita Devi	PGT Physics	I/C
3	Ms. Kavita Acharya	PGT CS	Member
4	Mr. Bharat Pandya	PGT Chemistry	Member

Duties:-

- To motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.

SOCIAL SCIENCE CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr.		
2	Mr. Avinash Swarnkar	PGT Geography	Member
3	Mr. Shyamlal Muniya	PGT Economics	I/C
4	Ms Pinki Rani	Librarian	Member
5	Dr. Hemant Kumar Pandya	Principal	Member

Duties:-

- To motivate children to prepare projects/model based on country/state allotted to the region.

- encourage more and more children to participate in cluster level Regional level and National exhibition.
- motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d) To encourage the students to submit online projects on project Think.com.
- e) To ensure project based learning in all the classes.

FITTINGS AND ELECTRICAL REPAIRING OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Harsh Vardhan Dixit	TGT(WE)	I/C
2	Mr. Shyam Lal Muniya	PGT Eco.	Member
3	Mr. Bl Bairagi	PGT Maths	Member
4	Mr. Manoj Kumar Sharma	TGT P&HE	Member
5	Ms. Ruchisingh	PRT	Member

Duties:-

- To maintain a register related with deficiencies noted in the Vidyalaya building.
- To undertake maintenance on war footing basis.
- To procure the material required by following purchase procedure.
- To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- To maintain the labour register.
- To ensure the proper functioning of Aqua guard installed in school building
- To ensure the cleaning of over head tanks in school building
- To ensure the chlorination of water stored in tanks after cleaning

MEDICAL CHECKUP:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Manoj Kumar Sharma	TGT(P.&He)	I/C
2	Ms. Navita	PGT Hindi	Member
3	Ms. Monika	PRT	Member
4		Nurse	Member
5	Mr. Anil Kumar Rakh	Sub staff	Medical room I/C
	All class teachers		(Maintenance and taking care) Member

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical check up twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical check up.
- To ensure emergency medical assistance to the child.
- To procure the first aid material and giving first aid to the students in case of bumps, cuts, minor injuries
- To provide medical assistant to the students during sports day, annual day and other important functions.

BEAUTIFICATION OF SCHOOL BUILDING - PAINTINGS AND DRAWINGS: BALA

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Aditi Swami	TGT- Art Edn	I/C
2		PGT History	Member
3	Mr. Shyam Lal Muniya	PGT Economics	Member
4	Ms. Ruchi Singh	PRT	Member

- display the quotations in the corridors and class rooms.
- To fix bulletin board in the class room for display of educational charts.
- c) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- d) To ensure the display of material in the bulletin boards.

EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Bharat Kumar Pandya	PGT Chemistry	Member
2	Mr. Manoj Kumar Sharma	TGT P&HE	Member
3	Ms. Navita Meena	PGT Hindi	Member
4	Mr. Vinay Dhanavat	TGT Sanskrit	Member
5	Mr. Kuldeep Saini	PRT	Member

Duties:

- a) To plan education tours / excursions for all the classes as per KVS norms
- b) To ensure the safety of the students during the journey period and their stay at the venue.
- c) To provide hygienic food / potable water to the students who are participating in tour programme.

SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Manoj Kumar Sharma	TGT P&HE	I/C
2	Mr. Shravanram	TGT Hindi	Member
3	Ms Aditi	TGT AE	Member
4	Mr. Kuldeep Saini	PRT	Member
5	Ms. Priyanka	PRT	Member

Duties:

- a) To prepare annual plan for the conduct of the inter house competition in Sports / Games
- b) To prepare the list of prize winner in various inter house competition
- c) To procure the prizes for the prize winners
- d) To plan the celebration of annual sports day in consultation with principal
- e) To encourage the students to participate in the competitions organized by the state Govt.

SAFE ARRIVAL AND DEPARTURE OF STUDENTS | SCREENING

COMMITTEE CHECKING OF LATE COMERS (STUDENTS AND TEACHERS) MAIN GATE DUTY - 06:50 AM TO 07:15 AM, (STUDENTS SHOULD BE IN THE LINE IN THE MORNING ASSEMBLY)

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Manoj Kumar Sharma	TGT P&HE	I/C
2	Ms. Pinki Rani	Librarian	Member
3	Mr. Bharat Pandya	PGT Chemistry	Member
4	Ms. Aditi Swami	TGT Art Edn	Member
5	Mr. Harsh Vardhan Dixit	TGT WE	Member
6	Mr.	Comp. Inst.	Member
7	Mr. Satish Chandra Meena	PRT	Member
8	Mr. Kamal Kant Trivedi	JSA	Member

Duties:

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly
- c) To check the girls and boys uniform daily.


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- h) To inform the parents immediately
1. To prepare class /vehicle wise list and maintain the reports of private vehicle including licence /mobile number, students /parents also to be make aware regarding safety and security of student
2. The gates will be closed sharp at 07:00 AM.
3. No teachers and students will be allowed to enter.
4. All subject teachers of VIIIth period ensure safe departure in proper time

DISCIPLINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Sita Devi	PGT – Physics	I/C
2	Mr. Manoj Kumar Sharma	TGT – P&H.E.	Member
3	Mr. Bharat Pandya	PGT Chemistry	Member
4	Ms. Navita	PGT Hindi	Member
5	Mr. Shyam Lal Muniya	PGT Economics	Member
6	Ms. Kavita Acharya	PGT CS	Member

Duties:

- To observe the behaviour of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To ensure discipline
- To refer the problematic cases to the counsel or for diagnosis
- To inform the parents immediately

SUBJECT COMMITTEE (PRIMARY, SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	MEMBER
Science, Mathematics	Ms. Sita Devi, PGT Physics	Ms. Neha Jain PGT bio Ms. Kavita Acharya, PGT CS Mr. Bharat Pandya, PGT Chemistry, Mr. Babu Lal Bairagi, PGT Maths Mr. Kaushik Bhatt, TGT Maths
English, Hindi	Ms. Navita Meena, PGT Hindi	Mr. Shravan Ram, TGT Hindi , TGT English
Social Science	Mr. Avinash Swarnkar, PGT Geography	Mr. Shyam Lal Muniya, PGT Economics Ms. Pinki Rani, Librarian
Primary	Mr. Kuldeep PRT	All PRTs

Duties:

- Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. A minute of the meeting is to be submitted to the principal on the last day of the month. Subject convener must invite the Principal/VP also for the meeting.

Monday – English / hindi
Wednesday – Maths / science
Friday-Social Studies

- Subject conveners will discuss the following issues during the meeting:

- v. Regarding the maintenance of teacher diary
- vi. Page of syllabus as per the split up syllabus approved by KVS
- vii. Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
- viii. Demo classes by rotation during the subject committee meeting
- ix. Uses of computers and other audio visual aids in teaching learning process
- x. Plan of evaluation of home assignment
- xi. To discuss guidelines regarding, setting of question paper, blue print, marking s(Chemistry)e as per KVS norms.
- xii. Plan of action for weak students & bright students
- xiii. Remedial teaching for weak students
- xiv. Contribution towards project Think.com by the teacher & students.
- xv. Decoration of bulletin boards in corridors / class rooms with educational charts.
- xvi. Club activity / Science and social exhibition

LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Pinki Rani	Librarian	I/C <i>Pinki</i>
2	Mr. Bharat Pandya	PGT Chemistry	Member <i>Bharat</i>
3	Ms. Monika Ahlawat	PRT	Member <i>Monika</i>
4	Mr. Shravan Ram	TGT HINDI	Member <i>Shravan</i>
5	Ms Navita	PGT HINDI	Member <i>Navita</i>

Duties:

- a) The meeting(s)is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions

IMPLEMENTATION OF RAJ BHASHA

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Navita Meena	PGT HINDI	Member <i>Navita</i>
2	Mr. Shravan Ram	TGT HINDI	I/C <i>Shravan</i>
3	Ms. Kavita Acharya	PGT CS	WEBSITE <i>Kavita</i>
4	Mr. Rahul Kumar Meena	SSA	Member <i>Rahul</i>

Duties:

To implement the decision taken during Nagar Raj Bhasha committee meeting

- a) To attend Nagar Raj Bhasha committee as and when required
- b) To send periodical report to the KVS RO Mumbai, KVS New Delhi, Nagar Rajbhasha committee
- c) To take initiative to see that correspondence is made in Hindi.

SCOUTS / GUIDES and CUBS/BULBULS

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Kuldeep Saini	PRT	I/C (Cubs) <i>Kuldeep</i>
2	Ms. Monika Ahlawat	PRT	I/C (Bulbul) <i>Monika</i>
3	Mr. Vinay Dhanavat	TGT SANSKRIT	I/C (Scouts) <i>Vinay</i>
4	Ms. Aditi Swami	TGT ART EDN	Member <i>Aditi</i>
5	Ms.Neha Jain	PGT bio	Member <i>Neha</i>
6	Ms. Navita Meena	PGT HINDI	I/C (Guide) <i>Navita</i>
7	Mr. Shyam Lal Muniya	PGT ECO	Member <i>Shyam</i>
8	Mr. Satish Chandra Meena	PRT	Member <i>Satish</i>
8	Ms. Ruchi Singh	PRT	Member <i>Ruchi</i>

Duties:

- a) To ensure minimum enrolment (50%) in the movement before 31st August
- b) To organize investiture ceremony for the new recruits
- c) To conduct the parade after school hours and class on every Thursday.

- the students
 am / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwitiya cha
 Tritiya Charan / ChaturdhaCharan
 Issue the merit certificate after the conduct of test
 Celebration of thinking day
 g) To procure the uniform for Scouts / Guides who are involved in Guard of Honour.

NAEP / DISHA CLUB / STUDENT COUNCIL

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Neha Jain	PGT BIOLOGY	Member <i>W</i>
2	Ms. Sita Devi	PGT PHYSICS	I/C
3	Ms. Navita Meena	PGT HINDI	Member <i>Nov</i>
4	Mr. Manoj Kumar Sharma	TGT P&HE	Member <i>W</i>

Duties:

- Box meant for general complaints / suggestion, should be opened on the last working day of the month
- Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened
- Corrective measures are to be taken immediately in consultation with principal
- Monthly meeting and record should be kept of Student Council

CCA & MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER
A	SECONDARY		
1	Ms. Navita Meena	PGT-Hindi	I/C Morning Assembly <i>W</i>
2	Mr. Shravan Ram	TGT Hindi	Member <i>W</i>
3	Mr. Vinay Dhanavat	TGT SKT	Member <i>W</i>
4	Mr. Manoj Kumar Sharma	TGT P&HE	Member <i>W</i>
5	Mr. Harsh Vardhan Dixit	TGT WE	Member <i>W</i>
6	Mr. Hardik Pandya	PRT Music	Member <i>W</i>
7	Ms. Kavita Acharya	PGT CS	NCC Member <i>W</i>
8	Ms. Priyanka	PRT	Member <i>W</i>

Duties:

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five point scale – Excellent; Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.

GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX and GRIEVANCES CELL FOR STAFF/OBC/MINORITIES AND PHYSICALLY HANDICAPTS and STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Navita	PGT Hindi	Mmber <i>Nur</i>
2	Ms. Sita Devi	PGT PHYSICS	I/C <i>Sita Devi</i>
3	Mr. Bharat Pandya	PGT CHEMISTRY	Member <i>Bharat</i>
4	Mr. Manoj Kumar Sharma	TGT P&HE	Member <i>Manoj</i>
5	Mr. Shyam Lal Muniya	PGT ECONOMICS	Member <i>Shyam</i>
6	Ms. Monika	PRT	Member <i>Monika</i>

Duties: -

If any 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 or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

1. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
2. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

P A SYSTEM- MORNING ASSEMBLY AND OTHER FUNCTIONS

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Harsh Vardhan Dixit	TGT WE	I/C <i>Harsh</i>
2	Ms Priyanka	PRT	Member <i>Priyanka</i>
3	Mr. Prakash Chandra Bhoi	SUB STAFF	Member <i>Prakash</i>

STAFF ROOM COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
2	Ms. Seema Menaria	PGT Commerce	Minutes for staff meeting <i>Seema</i>
3	Mr BL Bairagi	PGT Maths	Member <i>BL</i>

OLYMPIADS

S.NO	NAME	DESIGNATION	OLYMPIADS
1	Ms. Kavita Acharya	PGT CS	Cyber <i>Kavita</i>
2	Mr. Babu Lal Bairagi	PGT MATHS	Maths, AGC, IOQM <i>Babu</i>
3	Ms. Neha JAIN	PGT BIOLOGY	Green <i>Neha</i>
4	Ms. Sita Devi	PGT PHYSICS	✓ Inspire Manak, SOF, VVM <i>Sita</i>
5	Mr. Shravan Ram	TGT HINDI	Hindi <i>Shravan</i>

PRIMARY RESOURCE ROOM/TLM/TOY LIBRARY/Children Park

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Ruchisingh	PRT	I/C <i>Ruchi</i>
2	Mr. Satish Chandra Meena	PRT	Member <i>Satish</i>

Conduct PTSM and maintaining record

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Bharat Pandya	PGT CHEMISTRY	I/C
2	Mr. Avinash Swarnkar	PGT Geography	Member
3	Ms. Pinki Rani	Librarian	Member
4	Mr. Kaushik Bhatt	TGT MATHS	Member
5	Mr. Kuldeep Saini	PRT	Member
6	Mr. Kamal Kant Trivedi	JSA	Member
7	Mr. Anil Kumar Rakh	Sub Staff	Member
8	Mr. Prakash Chandra Bhoi	Sub Staff	Member

HOUSE MASTER (Secondary)

S.NO	House Name	House Master	DESIGNATION	MEMBER
1	SHIVAJI	Mr. Neha Jain	PGT Bio	Ms. Sita Devi Mr. Kaushik Bhatt
2	TAGORE	Ms Seema Menariya	PGT Comm	Ms. Shravanram Mr. PGT Eng
3	ASHOK	Mr.B.L bairagi	PGT Maths	TGT English Mr. Bharat Pandya
4	RAMAN	Ms.kavita Achrya	PGT CS	Ms. SL Munia Mr. Avinash Swarnkar

HOUSE MASTER (Primary)

S.NO	House Name	House Master	DESIGNATION	MEMBER
1	SHIVAJI	Ms. Monika Ahlawat	PRT	
2	TAGORE	Ms. Priyanka	PRT	
3	ASHOK	Mr. Satish Chandra Meena	PRT	
4	RAMAN	Ms. Ruchi Singh	PRT	

FUN DAY (Primary)

S.NO	NAME	DESIGNATION	MEMBER
1	Ms. Ruchi Singh	PRT	I/C
2	Mr. Kuldeep Saini	PRT	Member

Duties - Maintained record and prepare plan for Vidyalaya

BACK TO BASIC /BRIDGE COURSE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Kuldeep Saini	PRT	I/C
2.	Mr. Babu Lal Bairagi	PGT MATHS	Member

Duties - maintained record and prepare plan for Vidyalaya

UBI FEES VERIFICATION COMMITTEE/CS-54

S.NO	NAME	DESIGNATION	MEMBER
2	Ms. Kavita Acharya	PGT CS	I/C
3	Mr. Rahul Kumar Meena	SSA	Member
4	Mr.	COMP. INST.	Member

Duties - timely fees verification and related other works

CCTV/Fire Instrument/ Alarm System

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Harsh Yarden Dixit	TGT WE	I/C
2	Mr. Manoj Kumar Sharma	TGT P&HE	Member
3	Ms. Kavita Acharya	PGT CS	Member

Committee			
	NAME	DESIGNATION	MEMBER
	Ms. Seema Menariya	PGT Comm	I/C
2	Mr. Rahul Kumar Meena	SSA	Member
3	Mr. Kamal Kant Trivedi	JSA	MEMBER

DUTIES

INCOME TAX CALCULATION OF EACH STAAF MEMBER AND COLLECTION OF TAX SAVING RECORD

COORDINATING BETWEEN OFFICE AND STAFF AND OTHER INCOME TAX RELATED WORKS

School Disaster Management Committee		
2026-27		
S.No	NAME	SIGN
1	Mr. Manoj Kumar Sharma, TGT P&HE	
2	Mr. Harsh Vardhan Dixit, TGT WE	
3	Ms. Aditi Swami, TGT ART EDN	
4	Ms. Pinki Rani, Librarian	
5	Ms. , NURSE	
6	All class teachers	
7	1) Duty of area : Provide First Aid when needed during school hours 2) Maintenance of Medical Room and Medical First Aid Kit 3) Proper Guidance	

Staff Quarter Committee

S.NO	NAME	DESIGNATION	LAB
1	Mr. Babu Lal Bairagi	PGT MATHS	I/C
2	Ms. Navita Meena	PGT HINDI	Member
3	Mr. Kaushik Bhatt	TGT MATHS	Member
4	Ms. Priyanka	PRT	Member
5	Mr. Kuldeep Saini	PRT	Member

School innovation council / ATL

S.NO	NAME	DESIGNATION	MEMBER
1	Mr. Harsh Vardhan Dixit	TGT WE	I/C
2	Ms. Neha Jain	PGT BIOLOGY	Member
3	Mr. Bharat Pandya	PGT CHEMISTRY	Member
4	Ms. Sita Devi	PGT PHYSICS	Member
5	Ms. Kavita Acharya	PGT CS	Member

Duties:

1. To create school account & login.
2. To register school students for innovation
3. To coordinate school innovation council and maintaining proper record
4. To registered school students' projects and timely responding as per need
5. To ensure active participation and maintain proper records time to time

School UDISE + & SAMAGAM

S.NO	NAME	DESIGNATION	
1	Mr. Vinay Dhanavat	TGT SANSKRIT	I/C
2	Mr. Harshwardhan Dixit	TGT WE	

③ Sh. Rahul Meena SSA

④ Sh. Kamal Kant JSA

(Samagam)
(Samagam)
Principal
PM Shri Kendriya Vidyalaya
Banswara (Raj.)
Banswara (Raj.)
Banswara (Raj.)

Kuldeep Saini	PRT	Member
All Class Teachers		Member

Duties:

- To update school record / students' details etc related UDISE +
- To register school students not register yet
- To coordinate with class teacher and maintain proper record
- To ensure completion of task timely
- To update school record / students' details etc
- Teacher mapping
- To coordinate with class teacher and maintain proper record
- To ensure the entry of marks and all details on or before 20 th January 2024

PM SHRI/VVN/PURCHASE MONITORING COMMITTEE 2026-27

S.NO	NAME	DESIGNATION	
1	Mr. Bharat Pandya	PGT CHEMISTRY	I/C <i>BC</i>
2	Ms. Sita Devi	PGT Physics	Member <i>hm</i>
3	श्रीमती कविता आचार्य,	शिक्षक प्रतिनिधि (VMC Representative)	Member <i>2/24/26</i>
4	Mr. श्री हर्षवर्धन दिक्षीत	TGT WE	Member <i>2/24/26</i>
5	Mr. Rahul Kumar Meena	SSA <i>2/24/26</i>	Member
6	Concern Stock Incharge		Member

Monitoring of purchasing and approval of purchasing as per the need of the Vidyalaya

PM SHRI COMMITTEE 2026-27

S.NO	NAME	DESIGNATION	
1	Mr. Bharat Pandya	PGT CHEMISTRY	I/C <i>2/24/26</i>
2	Mr. Vinay	TGT SKT	Member <i>2/24/26</i>
3	Mr. श्री हर्षवर्धन दिक्षीत	TGT WE	Member <i>2/24/26</i>
4	Mr Kuldeep	PRT	Member <i>2/24/26</i>
5	Mr Rahul Meena	SSA <i>2/24/26</i>	Member
6	Concern Stock Incharge		Member

Monitoring of purchasing and approval of purchasing as per the need of the Vidyalaya

Note: All the In-charges are instructed to handover / Takeover the charges upto 25.07.2026.

प्रधानाचार्य / Principal
 प्रधानाचार्य / Pm Shri Kendriya Vidyalaya
 बान्सवाड़ा (राज.) / Banswara (Raj.)
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