

PM SHRI KENDRIYA VIDYALAYA MADHUPUR (DEOGHAR)			
SESSION - 2026-27			
COMMITTEES			
SI NO.	COMMITTEES	DETAILS OF MEMBERS & SIGNATURE	Details and Responsibility
1	Admission	Mr. Nandan Dubey (I/C) Mr. Mintu Kumar, TGT (AE) Mrs. Ruby Kumari , PRT	1. Activity as per admission calendar issued from KVS (HQ) 2. Strictly follow the admission guidelines 3. Keep all the data regarding admission of session 2025-2026 4. Attend all enquiries if any from admission seeker.
2	Examination (Internal)	Mr. Vikas Kumar Pathak (I/C) Mr. Debashish Bose Mr. Mintu Kumar, TGT (AE) Primary Mrs. Ankita Jha (I/C) Mr. Kuldeep Singh Ms. Pragati Maurya	1. To plan the schedule of PT, CT Pre-Board and SEE as per the calender of sctivities 2. To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. 3. To give suitable instructions to class teachers for maintaining all the relevant records. 4. Timely dispatch of progress cards. 5. To scrutinize the question papers for the tests and examinations 6. To check answer scripts of UT/Exams at random to ensure uniformity. 7. To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.
3	Examination (CBSE & External)	Mr. Aditya Maurya (I/C) Mr. Vikas Yadav Class teachers of class IX, X,XI, XII	1. All the works as per CBSE guidelines specially for Board classes X & XII
4	Time-Table & supervision of unattended classes, monitoring of staff leave	Mr. Debashish Bose (I/C) Mrs. Ankita Jha (I/C) Mrs. Ruby Kumari Mrs. Ritu Srivastava	2. To prepare & execute time table as per the norms. 3. To make necessary adjustments in the time table due to administrative exigencies 4. To device workable & suitable assignment/remedial time-table 5. To make arrangement for classes suitably as per requirement. 6. To prepare Home Assignment Schedule, Inspection schedule etc. 7. To prepare inspection tools.
6	CCA & CLA	Mr. Vikas Yadav (I/C) All the class teachers Mrs. Ruby Kumari	1. To prepare C.C.A. Calendar as . 2. To organize Inter house competitions effectively and of National importance/ occasions with the assistance of House Masters and other experts in a planned manner. 3. To select Student council, House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee 4. To activate the conduct of Morning Assembly.

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		Smt. Ritu Srivastava	5. To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time.
7	Security and conservancy	Mr. Sanjiv Jaiswal (I/C)	To keep a proper weekly record of working of conservancy staff.
		Mr. Mintu Kumar, TGT (AE)	To purchase articles necessary for cleaning of Vidyalaya building
		Mr. Debashish Bose, TGT (WE)	To ensure proper working of security and conservancy staff as per the contract
		Mr. Bipeen Kumar, SSA	To plan for the safety and security of the students and the Vidyalaya building
		Mr. Kuldeep Singh ,PRT	To obtain building and electrical safety certificate.
		Mrs. Pragati Maurya, PRT	
8	Furniture	Mr. Debashish Bose (I/C)	1. To ensure the adequacy and suitability of furniture in all the class rooms, in repair of furniture as per the rules.
		Mr. Binod Kumar	2. To ensure all furniture bear serial numbers and the year of purchase.
		Mr. Pooja Mehta	3. To prepare and display inventory of class wise and department wise furniture.
		Mr. Kuldeep Singh	4. To arrange for the repair of furniture as and when required.
9	ICT & Website,	Mr. Sanjiv Jaiswal (I/C)	1. To ensure all the Labs in working condition with broadband/LAN connectivity carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office
		Mr. Debashish Bose	2. To regularly update the website/ school Face book and Twitter handle with la happenings.
		Mr. Aditya Maurya, PGT (Physics)	
		Mr. Kuldeep Singh , PRT	
10	Purchase committee		1. To prepare and implement budget as per the KVS norms
		Mr. Mintu Kumar, TGT (AE)	2. To ensure that purchases under WN are done as per the purchase guidelines
		Mr. Debashish Bose	3. KVS as per the requirements
		Smt. Pragati Maurya , PRT	4. To Verify and certify the purchases under WVN and Pass the bills for stock entries and payments.
		Ms. Arti Kumari, PRT	5. To analyses the need of the Vidyalaya under various heads and arrange for th same, ensuring transparent purchase.
		Mr. Kuldeep Singh, PRT	6. To keep a track of Timely and transparent purchase by various departments.
11	Building repair and maintenance, repairs monitoring committee		7. Ensure purchase procedure as per the norms
		Mr. Debashish Bose (I/C)	1. To carry out maintenance & repair work of buildings including toilets, surroundings and play field.
		Mr. Aditya Maurya	2. Look after electrical repairs / maintenance on regular basis.
		Mr. Vikas Yadav	

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		Sh. Bipeen Kumar	
12	Discipline	Mr. Vikas Kumar Pathak(I/C)	1. To ensure the congenial atmosphere by maintaining gentle movement of students.
		Dr. Sushma Kumari	2. To deal the cases of indiscipline of students.
		Mrs. Ankita Jha	3. To ensure systematic and orderly movement of students from morning assembly to classes and attending departments from classes.
		All Class Teachers	4. Smooth Class wise dispersal of students after long bell.
			5. To check the uniforms of the students daily.
			6. To maintain the discipline during recess, morning assembly, in and outside classrooms, playground and important functions.
			7. To organize counselling classes for late comers and other indiscipline cases
			8. Checking of late comers of primary and secondary
			9. To implement out pass system in the classes.
13	राजभाषा समिति	श्री विकाश यादव (I/C)	1. राजभाषा हिंदी से सम्बंधित भारत सरकार के परिपत्र का अनुपालन सुनिश्चित करना .
		श्रीमती रूबी कुमारी	2. विद्यालय कार्यालय में हिंदी में 100 % कार्य सुनिश्चित करना .
		श्री बिपिन कुमार	3. विद्यालय परिसर के अंदर और बाहर हिंदी का प्रचार प्रसार सुनिश्चित करना
14	P.A System & electricals repairs & connection including upkeep of fire extinguisher	Mr. D. Bose (I/C)	1.To arrange PA System in morning assembly and during any school programme
		Mr. Aditya Maurya	2
		Mr. Kuldeep Singh	
15	FLN & Vidya Pravesh	Miss Arti Raghav (I/C)	1. To follow all necessary instructions received from HQ and RO Ranchi regarding FLN and Vidya Pravesh
		Mrs. Pragati Maurya	2. Completion of all work of FLN and Vidya Pravesh
		Balvatika Teachers	
16	CLEANLINESS	Mr. D Bose (I/C)	1. To ensure providing material for cleanliness.
		Mrs. Priyanka Kumari	2. To ensure cleanliness of washroom.
		Mr. Vikas Yadav	3. To ensure cleanliness of classroom
		Ms Arti Raghav	4. To ensure cleanliness of corridors.
		Mr. Kuldeep Singh	5. To ensure cleanliness of garden and assembly ground.
			6. To ensure cleanliness of water points etc.
17	Youth Parliament	Mr. Binod Kumar (I/C)	1. Organising Youth Parliament at school level once a year following all the necessary instructions of KVS(RO) Ranchi
		Mr. Nandan Dubey	2. To Motivate students to participate in Youth Parliament and guide them in preparing documents for their role,forming groups, simulating parliament procedure with a focus on democratic value , enhancing public speaking skill.
		Mr. Vikas Yadav	3.Set up a room to resemble a parliament chamber with seating arrangements for different groups.
		Mr. Nandan Dubey (I/C) (Scout)	1. To keep records of activities with quality photographs and video
		Mr. Debashish Bose (Cub)	2. To send the required data in time demanded by KVS RO Ranchi

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18	Bharat Scout & Guide	Mr.Mintu Kumar	3. To enroll Scouts and Guides, Cubs & Bulbuls and to organise testing camp
		Mrs. Priyanka Kumari (I/C) Bulbul	
		Mrs. Ankita Jha	4. Trrop meetings as per the Annual schedule activities prepared at unit level in light of APRO
		Mr. Kuldeep Singh (I/C) Cub	
		Mrs. Ruby Kumari	
19	Games and Sports	Dr. Sushma Kumari (I/C)	1. To ensure that games and sport is to be organized in a befitting manner for the students.
		Mr. Nandan Dubey	2. To ensure that appropriate and sufficient sports materials are available for the students in the Vidyalaya.
		Smt. Pragati Maurya	3. To ensure safety and security in Vidyalaya campus.
		Mr. Kuldeep Singh	4. Help maintain discipline and etiquette among students.
20	CMP	Mrs. Ankita Jha (I/C)	1. Keep records of all activities
		All Primary Teachers	2. Complete all works as per the letter and instruction of KVS(RO) Ranchi
21	Internal Complain Committee	Mr. Sanjiv Jaiswal (I/C)	1. To ensure provision of SHe Box in the Vidyalaya.
		Mr. Aditya Maurya	2. Ensuring grievance redressal process is in accordance with POSH provision.
		Mr. Mintu Kumar	
		Mrs. Ankita Jha	
		Mrs. Ruby Kumari	
22	ECO CLUB	DETAILS OF MEMBERS & SIGNATURE	1. To ensure no wastage of water.
		Mr. Binod kumar (I/C)	2. Rain water Harvesting
		Mr. Aditya Maurya	3. To develop herbal garden.
		Ms. Arti Raghav	4. Conservation of electricity.
			5. Educational trip.
23	EBSB	Mr. Binod kumar (I/C)	1. To organize various events at school and other levels under Ek Bharat Shreshth Bharat
		Mrs. Priyanka Kumari	
		Mr. Vikas Yadav	
		Smt. Ritu Srivastava	
		Ms Pooja Mehta	