

**PM SHRI KENDRIYA VIDYALAYA
VIRAMGAM**

**DUTY ALLOTMENT / COMMITTEES
FOR THE SESSION: 2025-26**

The following committees, departments and clubs are hereby constituted to carry out various curricular, co-curricular and extracurricular activities for session 2025-26. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals.

The duties, responsibilities/activities are mentioned below.

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
1.	Academic Advisory Committee	Class VI-XII DR. J R Rathod (PGT HINDI) (Overall I/C) Class VI-XII Class I-V Mrs. Kinjal Desai (PRT)	Mr. Gaurav Chavda (PGT CS) Mrs Archana Rajput (PRT) All Subject teachers	All Subject teachers
2.	CCA	Mrs. Jisha Rajan (PGT ENG) CCA I/C Secondary Ms. Vandna (PRT) CCA I/C Primary	Mrs. Asha A (TGT Skt) Ms. Seema (PRT) Mr. Jignesh B (PRT Music)	ALL HOUSE MASTERS AND CLASS TR'S
3.	House Masters Sec.	R – Mrs Mamta Devi (TGT MATH.) A – Mrs. Priyanka Gopal (TGT Art) T – Mr. BL Meena (TGT SST) S – Mr. Sanjay G (TGT Lib.)	Mr. Lakma Ram (PGT Chem.) Mr. Rakshit D (TGT WE) Comp. Instructor Mrs. Sonika Choudhary (PGT BIO) Mr Jitender Kumar (PGT Maths) COACH Dr. J R rathod (PGT HINDI) Mr. Mukesh Kumar (TGT P&HE) TGT ENGLISH Mrs Sneh Lata (PGT PHYSICS) Mrs Asha Gupta (TGT Sanskrit) Mr. Gaurav Chavda (PGT CS	
4.	House Masters Pri.	R – Ms Anu (PRT) A – Ms Seema (PRT) T – Mrs. Jamuna Kumari S – Mrs Archana	Mrs Kinjal Desai Comp. Instructor Mr. jignesh B Ms. Vandna (PRT)	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
5.	Subject Committee	English – Mrs. Jisha Rajan (PGT English) Hindi & Sanskrit- DR. J R Rathod (PGT Hindi) Science & CS – Mr. Gaurav Chavda (PGT CS) Maths – Mr Jitender Kumar (PGT Maths) Social Science – Mr. B L Meena (TGT SST) CMP - Mrs Kinjal Desai (PRT)	All concern Subject teachers	All concern Subject teachers
6.	Games & Sports and SBSB FIT INDIA/KHELO INDIA	Mr. Mukesh Kumar (TGT P&HE) Ms. Seema(PRT)	Mr Rakshit Mr Lakma Ram Mrs Priyanka Gopal	(Sports Coach/Yoga Coach)
7.	Admission	Mr. Lakma Ram (PGTChemistry) Mrs. Jamuna (PRT)	1. Mr. Sanjay G (TGT Lib) 2. Mr. Jitender Kumar (PGT Maths) 3. Ms. Vandna (PRT) 4. Mr. Gaurav Chavda (PGT CS)-OLA Portal Online Update 5. Class Teacher (Class I)	
8.	Exam (Internal)	Secondary Mrs. Sonika Choudhary (PGTBio) Primary Mrs. Archana Rajput (PRT)	Mrs. Sneha Lata (PGT PHY) Mr. Rakshit Dadhich (TGT – WE) Ms Anu (PRT) Ms. Seema (PRT)	
9.	Exam (CBSE & External)	Mr. Jitender Kumar (PGT Maths)	Mrs. Sneha Lata (PGT PHY) Mr. Lakma Ram (PGT Chemistry) Class Teachers IX to XII	
10.	Scout & Guide	Mr Sanjay G (TGT Lib.) (I/C Scout) (Overall) Mrs. Priyanka Gopal(TGT-Art)- (I/C Guide) Mr B L Meena (TGT SST) (I/C Cubs & Bulbul)	Mrs Kinjal Desai (PRT) Mr Jignesh Barot (PRT) All concern Trained Teachers	
11.	Library	Mr Sanjay G (TGT Lib.)	DR J R Rathod (PGT Hindi) Ms Kinjal Desai (PRT) Mr. Jitender Kumar (PGT Maths) Mrs Jisha Rajan PGT ENG Mr B L Meena TGT SST Students Members Class I to V Class VI to VIII Class IX to X Class XI to XII	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
			All Subject Teachers	
12.	Medical, FIRST AID (Health & Hygiene, Medical Checkup)	Mrs Sonika C (PGT Bio) (I/C Sec.) Ms Vandna (PRT) (I/C Pri.)	Mr. Mukesh Kumar (TGT P&HE) Ms Seema (PRT)	
13.	BUILDING MAINTENANCE AND REPAIR AND CIVIL WORK	Mr. Rakshit Dadhich (TGT WE) (Overall I/C) Dr. J R Rathod (PGT Hindi)	Mr. Lakma Ram (PGT Chem) Mr. Jitender Kumar (PGT Maths) Mrs. Hanuman (SSA)	
14.	Furniture	TGT ENG (Overall I/C) Mr B L Meena (TGT SST)	Mrs. Sneha Lata (PGT Phy) Mr. Rakshit Dadhich (TGT WE) Ms. Jamuna Kumari (PRT)	
15.	Guidance & Counseling	Mr. Gaurav Chavda (PGT CS) (I/C Sec.) Ms Anu (PRT) (I/C Pri.)	Mrs. Sonika C (PGT Bio) Ms. Kinjal (PRT)	
16.	Awakened Citizen Programme	Mr. Rakshit Dadhich (TGTWE) (Overall I/C) Mrs Asha Gupta (TGT SKT)	Mrs Mamta Devi TGT Maths Mr Sanjay TGT LIB Mr BL Meena TGT SST Ms. Priyanka Gopal (TGT-AE) All concern trained Teachers	
17.	Computer Department & Website Updation and uploading of any relevant information/ document AND ALL KVS PORTALS	Mr. Gaurav Chavda (PGT CS) (Overall I/C)	Mr. Lakma Ram (PGT Chem) Mr. Rakshit Dadhich (TGT WE) Ms. Kinjal Desai (PRT)	(Comp.Ins)
18.	1. UDISE Portal updation 2. Students and staff attendance Updation	Mr. Gaurav Chavda (PGT CS) (Overall I/C) Mrs Jamuna (PRT) Ms Vandna (PRT)	Mrs Mamta Devi (TGT Maths) Mr. Lakma Ram (PGT Chem) All Class teachers/ Co Class teachers	(Comp.Ins)
19.	UBI FEE PORTAL TC UPDATION	Mr. Gaurav Chavda (PGT CS) Mr. Hanuman (SSA)	Mr Pawan Fagna (JSA) Mrs Mamta Devi (TGT Maths) All Class teachers/ Co Class teachers	(Comp Inst.)
20.	Raj bhasha Samiti	DR. J R Rathod (PGT Hindi) (Overall, I/C)	Mrs. Asha A (TGT Skt.) Mr. Gaurav Chavda (PGT CS) Mr Sanjay Goel (TGT Lib) Mr Hanuman (SSA)	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
21.	RTI	DR. J R Rathod (PGT Hindi) Mr. Hanuman (SSA)	Mr Pawan Fagna (JSA) Mr Lakma Ram (PGT Chem) Mr. Jitender Kumar (PGT Maths)	
22.	Time Table & Arrangements	Mrs. Sneh Lata (PGT PHY) I/C Sec. Mrs. Anu (PRT) I/C Pri.	Mrs Jisha Rajan (PGT ENG) TGT ENG Mrs. Kinjal (PRT)	
23.	Vidyalaya Patrika/ & CMPnews letter	Mrs Jisha Rajan (PGT ENG) (Overall, I/C) Mrs Asha Gupta (TGT Sanskrit) Mrs Kinjal Desai (PRT)	Mrs. Priyanka (TGT Art) Mr. Sanjay G (TGT Lib.) TGT ENG Ms. Seema (PRT)	
24.	Discipline Committee	DR. J R Rathod (PGT Hindi) Mr. Mukesh Kumar (TGT P&HE) Mrs. Archana Rajput (PRT)	Mr. Jitender Kumar (PGT Maths) Mrs Priyanka (TGT Art) Ms Seema (PRT) All Class Teachers	(Sports Coach/Yoga Coach)
25.	VMC PTA	DR. J R Rathod (PGT Hindi) Mrs. Sonika Choudhary (PGT BIO)	Mr Lakma Ram (PGT Chem) (TGT Eng) Anu (PRT) Mrs Sneh Lata (PGT PHY) Mrs Archana (PRT)	(Comp.Ins)
26.	SMART CLASS-ROOM MONITORING COMMITTEE	Mr. Gaurav Chavda (PGT CS) (Overall I/C)	Concerned class teacher and Concern dept. I/C	(Com. Ins.)
27.	CPD/SMAGAM PORTAL PRASHAST Portal	Mr. Jitender Kumar (PGT Maths) Ms. Anu (PRT)	All Class Teachers	(Comp Inst.)
28.	CLEANINESS & HYGIENE	Dr J R Rathod (Overall I/C) Ground Floor , Vidyalaya Campus Assembly Ground and Passage – Ms Priyanka (TGT AE) First Floor, Sports Ground and Passage from Entrance Gate to School Gate Mr Sanjay (TGT Lib)	Mr Jignesh (PRT Music) Ms Jamuna (PRT) All class/Co class teachers and Department I/Cs Mr Mukesh Kumar (TGT P&HE) Mr Rakshit D (TGTWE) All class/Co class teachers and Department I/Cs	(Com. Ins.) (Coach)
29.	Gardening	Mr Gaurav Chavda (PGT CS) Mrs. Priyanka (TGT Art)	Mr Mukesh Kumar (TGT P&HE) Mr. Sanjay G (TGT Lib.)	(Sports Coach/Yoga Coach)

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
30.	SCIENCE NTSE, RSA, NCSE, RBVP, ISPIRE AWARD AND MATHS EXHIBITION/OLYMPIC AND EXAMS	Mrs Sneh lata (PGT Phy) Mr Jitender Kumar (PGT Maths)	Mr. Lakma Ram (PGT Chem.) Mrs Mamta Devi TGT Maths	All Science and Maths Teachers
31.	FIRE SAFETY AND DISASTER MANAGEMENT	Mr Rakshit (TGT WE) Mr Mukesh Kumar (TGT P&HE)	Mr Lakma Ram (PGT Chem) Mr B L Meena (TGT SST)	
32.	SEXUAL HARRASSMENT COMMITTEE	Mrs Snehlata (PGT Phy) Mrs Priyanka G (TGT Art) Mrs Kinjal Desai (PRT)	DR J R Rathod (PGT Hindi) Mrs Asha (TGT Sanskrit) (TGT Eng.)	
33.	CMP & NIPUN COMMITTEE	Mrs. Kinjal Desai(PRT)	Mrs Archana (PRT) Ms Anu (PRT) All Primary Teachers	
34.	EXCURSION	Dr J R Rathod (Overall I/C) Boys- Mr Mukesh Kumar (TGT P&HE) Girls- Mrs Priyanka (TGT AE)	Mr Rakshit D(TGT WE) Mr Jitender Kumar (PGT Maths) Mrs Jamuna Kumari (PRT)	
35.	Morning Assembly, Recess, dispersal Duties	Mr. Mukesh Kumar (P&HE)	Mr. Rakshit D(TGT WE) Mr. Sanjay (TGT Lib.) Mr Jignesh (PRT Music) All class Teachers	(Sports Coach/Yoga Coach)
36.	Conduct of morning assembly & P A SYSTEM	Mrs Jisha Rajan PGT Eng I/C CCA Mr. Rakshit D(TGT WE) Mr Mukesh Kumar (TGT P&HE) Mr Jignesh B (PRT)	All class teachers/Co-Class teachers	All subject teachers
37.	PMKVY 4.0	Mr Rakshit D (TGT WE)	DR. J R Rathod (PGT Hindi) Mr . Sanjay G (TGT Lib) Mr. Hanuman (SSA) Mr. Pawan F (JSA)	
38.	PM SHRI School	Mr Jitender Kumar (PGT Maths) DR. J R Rathod (PGT Hindi) Budget preparation- Mr. Hanuman (SSA)	Mr. Lakma Ram (PGT Chem.) Mr. Rakshit D (TGT WE) Mr . Sanjay G (TGT Lib) Mrs. Kinjal Desai (PRT) Mr. Pawan F (JSA)	
39.	Grievance monitoring committee/internal complaint committee	DR. J R Rathod (PGT Hindi)	Mr. Lakma Ram (PGT Chem.) TGT ENG Mrs Kinjal Desai (PRT)	
40.	AEP COMMITTEE	Mrs. Sonika Choudhary (PGT Bio)	(TGT Eng.) Mrs. Asha Gupta (TGT Skt.)	
41.	CS 54	Mrs Mamta Devi TGT Maths Mr Hanuman (SSA) Mr. Pawan F(JSA)	All class teachers/Co-Class teachers	
42.	Departments MUSIC	MR JIGNESH B		

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
	ART CCA CHEM LAB CMP SPORTS MEDICAL ROOM BIO LAB WE PHY LAB MATHS LAB STOCK CS LAB LIB LANGUAGE LAB EXAM ROOM STAFF ROOM STORE ELECTRIC CONTROL ROOM VIDYALAYA OFFICE	MRS PRIYANKA MRS JISHA RAJAN MR LAKMA RAM MRS KINJAL MR MUKESH MRS SONIKA MRS SONIKA MR RAKSHIT MRS SNEH LATA MRS MAMTA DEVI MR GAURAV MR SANJAY MRS JISHA RAJAN MRS SONIKA MRS ASHA GUPTA MR B L MEENA MR RAKSHIT MR HANUMAN	All concern Subject Teachers	
43.	VIDYALAYA PLAN & ASSESSMENT TOOL	Mr. Gaurav Chavda (PGT CS) (Overall I/C)	Mr. Lakma Ram (PGT Chem.) DR. J R Rathod (PGT HINDI) Mr. Jitender Kumar (PGT Maths)	

Remark:

1. All the In-charge, Asst. In-charges and members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2025-26 as per the Plan and submit a copy to the Principal for monitoring the works in time without fail.
2. In case of any difficulty, undersigned must be contacted.
3. The In-charges are requested to inform the undersign regarding completion of assigned task. If necessary, they can contact the Principal for guidance and will have to work on full – fledged manner as a team.
4. It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In-charge of the concerned departments must be available on duty when In-charge proceeds on leave etc. and vice versa.
5. All the In-charges, Asst. In-charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session and prepare the lists for purchasing/ procuring the required materials for the next session.
6. All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 01/04/2025 and after complete verification of stock and to maintain the stock register. Any discrepancy found should be reported to the under signed immediately.
7. Please put your efforts to complete all the responsibilities in time and in a creative and effective manner.
8. Please use your talent for the betterment of the Vidyalaya in general and students in particular.
9. All the duties and responsibilities are subject to change as and when required in the interest of the welfare of the students and the Vidyalaya
10. It is expected from everyone that the duties are followed both in letter and spirit.

PRINCIPAL