

KENDRIYA VIDYALAYA NO.1 BHOPAL

DUTIES AND RESPONSIBILITIES 2022-23

must submit brief appraisal on monthly basis through your committee I/C without fail to the Vice Principal or HM for proper record keeping and monitoring progress of vidyalaya.

S.No.	COMMITTEES	MEMBERS	MEMBERS	Target/Objectives
1	Academic Advisory Committee	MRS SUSANA KUJUR	HM	To ensure proper implementation of rules and regulations/guidelines framed by CBSE & KVS for Academics.
		MRS BHAVANA JAISWAL		
		MR K SINGH	MRS ANJU CHOUBEY	
		MRS MADHURI RAJGURU	MRS NIDHI SHRIVASTAVA	
		MR RAKESH MALVIYA	MRS SADHNA PANDEY	
		MRS PRAGYA PANDEY		
		MR RUPA AJIT SHRIRAM		
		MR RAJU GOSWAMI		
2	Admission	MR N TIWARI	MRS SADHNA PANDEY	1. To complete hassle free admissions.
		MR LAKHAN LAL BAGWAN	MRS CHITRA NAIR	2. Full compliance of admission guide lines.
		MR RAJU GOSWAMI	MRS HARSHA JOSHI	3. Proper maintenance of admission records
		MR ANAND M NANDURKAR	MRS URMILA TRIPATHI	4. Timely dissemination of admission information to all concerned.
		MR MOHAN SINGH KUSHWAHA	MRS KALPANA SHRIVASTAVA	5. Proper checking and confirmation of all documents and conditions for admission.
		MR P R KAWDKAR		
3	ATL	MR P K SHRIVASTAVA		To ensure proper utilisation of ATL. To motivate more and more students to participate in ATL activities. To invite and co-ordinate with nearby school for ATL activities.
		MR K SINGH		
		MR RAKESH MALVIYA		
4	Awakened Citizen Programme	MRS SARANGA BIJIT		1. To ensure proper functioning of ACP
		MR KAPIL BHARGAV		2. To maintain all records related to ACP
		MRS SUSHMA DIXIT		3. To send all necessary information and reports to authorities as per need.
		MRS SANDHYA JAISWAL		
5	BALA	MRS MEETA CHOURASIA	MRS ANJU CHOUBEY	1. To provide technical support to the participants
		ART INSTRUCTOR	MRS SADHNA PANDEY	2. To decorate school building and class -rooms according to BALA concept
				3. To bring latest ideas and innovation to make building as learning aid
6	Beautification of school building	MRS PRAMILA CHOUHAN	MRS GEETA DONGRE	1. To decorate Vidyalaya according to the occasion for important activities.
		MR LOKESH SABRE	MS VANDANA MAHAJAN	2. To beautify the vidyalaya. To provide a platform to display the creativity of children
		MRS ABHA JAIN		3. To maintain all honour boards, important display boards, photographs etc.
7	Bharat Scouts & Guides	MR MANISH KUMAR GUPTA	MRS ARTI PATHAK	1. To develop young people in achieving their full physical, intellectual, emotional, social and spiritual potentials
		MRS SHAKUN RAGHUWANSHI	MR ISHAN DEV NEERAD	
		MR MOHAN SINGH KUSHWAHA	MRS JYOTI BHARGAV	2. To make them discipline individuals, responsible citizens and members of the local, national and international communities.
		MR N K SUMAN	MRS MADHULIKA SONAKIYA	
		MR KAPIL BHARGAV	MRS URMILA TRIPATHI	
8	Career Guidance / Counseling / Youtube Chan.	MRS MADHURI RAJGURU	MRS POONAM GUWALANI	1. To make the students aware of different career choices.
		MR KAPIL BHARGAV		2. To identify individual interest, aptitude and skills through Test.
				3. To help in decision making for a suitable career.
				4. To make individual self aware in relation to world of work and time mgt.
9	CBSE and External Exam	MR P K SHRIVASTAVA		1. To ensure continuity of affiliation with CBSE
		MR K. SINGH		2. To ensure registration of IX, X, XI & XII class students as per CBSE schedule
		MR RAKESH MALVIYA		3. To conduct CBSE main and supplementary exams as per schedule
		MR MOHAN S. KUSHWAHA		4. To make necessary correspondence with CBSE, Police and other Local administrative authorities as per requirement during all exams.

10	Child With Special Needs (CWSN)	MS SANA KHAN MS VANDANA MAHAJAN		To ensure the proper need and requirement of CWSN.
11	CHILDREN PARK	MRS HARSHA JOSHI MRS POONAM GUWLANI		To develop children park in the vidyalaya and its maintainance.
12	Cleanliness Committee	MRS SADHANA JATARIA	MRS PRABHA GUPTA	1. To ensure cleanliness in vidyalaya building and surroundings
		MS RITA CHOUDHARY	MRS GEETA DONGRE	2. To maintain inventory of all cleanliness items received from service provider & issue to the house keeping staff as per requirement
		MRS PRANITA TARE	MR P R KAWDKAR	3. To submit a report every month regarding the quality of cleanliness
		MR KAPIL BHARGAV		4. To monitor the daily cleanliness of vidyalaya campus.
		MRS ABHA JAIN		5.To place Sufficient Dustbins in school campus and in classrooms.
				6. To conduct Awareness Programme for cleanliness and good habits.
				7.To Keep our campus clean and beautiful.
13	Co-curricular Activities (External)	MR RUPA AJIT SHRIRAM	MRS RASHMI SOLEY	To allocate suitable Theme to student for Board, its evaluation & proper monitoring of these boards.
		MR KAPIL BHARGAV	MRS POONAM GUWALANI	
			MRS USHA RAGHUVANSHI	
			MRS SUKESHI AGRAWAL	
14	Co-curricular Activities (Internal)	MRS PRAGYA PANDEY	MRS RASHMI SOLEY	1.To conduct the morning assembly as per schedule & keep records
		MRS SHIRIN QURESHI	MRS CHITRA NAIR	2.To access the morning assembly performance of class /house.
		MR MOHAN SINGH KUSHWAHA	MS KIRAN RANI	3.To organize celebration of important days throughout the year
		MRS NAMITA G S THAKUR	MR SARVESH KUMAR	4.To conduct various inter-house competitions as planned in student diary , keep records and evaluate the house performance
			MR ISHAN DEV NEERAD	5. To make class rooms lively with student's creativity.
15	Complaint Handling committee	MR NAND KISHOR PULAIYA	HM	1.To entertain all complaints as per procedure developed.
		MR K SINGH	MRS KALPANA JOSHI	2.To solve all complaints in stipulated time. To maintain all the records
				3.To ensure satisfaction of the complainant before closing the complaint.
16	Condemination Committee	MR A K GUPTA		To ensure timely completion of condemnation work of vidyalaya and its disposal.
		MR RAJU GOSWAMI		
17	Conveners of subject committee	MRS MADHURI RAJGURU	ENGLISH	1.Maintaining record of minutes of each subject committee meeting held
		MR NAND KISHOR PULAIYA	HINDI	2.To ensure follow up of recommendations of subject committee meeting
		MR RAKESH MALVIYA	MATHS	3.Once in a month to conduct a departmental meeting to interact on subject related difficulties.
		MRS BHAVANA JAISWAL	SCIENCE	4. Plan & discuss about Back to basics program.
		MS MAMTA JHA	SST	
18	Disaster Management	MR NARESH KUMAR SUMAN		To ensure the process of effectively preparing for and responding to disasters.
		MR SANJEEV SONI		
19	Discipline Committee	MS SUSANA KUJUR		To ensure the discipline in the Vidyalaya.
		MR K SINGH		
		MR N TIWARI		
		MR SANJAY DIXIT		
20	EBSB / KALAUTSAV	MRS RUPA A SHRIRAM		To co-ordinate and organise all activities related to these programs.
		MR N K SUMAN		
		MR MOHAN SINGH KUSHWAHA		
21	Event Management	MR K SINGH		1. To coordinate all activities of Vidyalaya/Regional/National Level.
		MRS NAMITA G S THAKUR		2. To Communicate information of events to related incharges& members.

22	Examination (Internal)	MR K. SINGH	MRS HUMERA AMEEN	1.To prepare Date sheets for exams and assessment as per KVS instructions
		MR RAKESH MALVIYA	MRS ARTI PATHAK	2.To inform students about the schedule of examination.
		MRS SUMIT KUSHWAHA	MRS ANJU CHOUBEY	3.To provide different formats of assessment to the concerned teachers
		MRS PRANITA TARE		4.To provide required information regarding exam to RO & HQ.
		MR RAMKISHAN		5.To collect the target of result for the current session for concerned teacher.
		MR KHEMCHAND		6.To ensure the completion of different exams per schedule.
				7.To ensure the timely declaration of result as per the schedule
23	Excursion / Adventure activities / Transpotation	MR RAJU GOSWAMI		1.To plan and organise atleast one excursion activity/trip for the students for an academic year.
		MR MANISH KUMAR GUPTA		2.To find out suitable places for adventure trip which an safe for the students as well as not very far away from Vidyalaya.
				3.To identify the suitable participants of the adventure trip keeping in mind their academic performance , discipline , charater of child.
24	Facebook / Twitter and other Social Networking Sites	MR ANAND M NANDURKAR	MRS CHITRA NAIR	Timely updation of school activities on social media sites.
		MR LAKHAN LAL BAGWAN	MRS USHA RAGHUVANSHI	
25	First Aid Cum Health & Hygeine	MRS PRAMILA CHOUHAN	MRS JYOTI BHARGAV	1.To plan to give knowledge of First aid to all teachers and students.
		MR LOKESH SABRE		2.To procure medicines and other requirements required to first aid.
26	Food	MR P K SHRIVASTAVA		
	Purchase of Raw Material	MR N TIWARI	MRS HARSHA JOSHI	1. To obtain the list of items to be purchased from the stock holder
		MR K SINGH		2. To procure Raw material for Food Items and dairy products at least one day before the event and hand over to stock holder of food items
		MRS SADHANA JATARIA		
	Maintenance of Stock of Food and Dairy Material	MR MANISH AGRAWAL	MR P R KAWDKAR	1. To coollect the raw material from the purchase committee and make necessary enties in the stock register.
		MR A K GUPTA		2. To store material with safety and in hyginic condition
				3.To hand over raw material to the cooking incharge as per requirement of the event
	Cooking and serving of Food	MR NAND KISHOR PULAIYA	MRS PRABHA GUPTA	1. To ensure the number of participants for the event from event incharge and collect the raw material from stock incharge
		MR B P KOSHTI	MR P R KAWDKAR	2. To ensure the preparation of food on time and make necessary arrangement for distribution.
		MR MOHAN SINGH KUSHWAHA	MRS URMILA TRIPATHI	3. To ensure the hygine in the kitchen area
MR N K SUMAN		MRS SUKESHI AGRAWAL	4. To arrange food for the participants and escorts staying in vidyalaya and shikshak sadan for different events	
			5. To collect feedback from paticipant and escorts after each event	
27	Furniture committee	MR A K GUPTA	MR SARVESH KUMAR	1.To provide appropriate furniture to all the classes as per guidelines.
		MR MANISH KUMAR GUPTA	MRS GEETA DONGRE	2.To purchase new furniture as per requirement and to get repair the broken furniture time to time
		MR B P KOSHTI		
28	Games and Sports / SBSB	MR SANJAY DIXIT	MRS MADHULIKA SONAKIYA	1.To ensure participation of max. no. of students in games and sports.
		MRS SARANGA BIJIT	MRS KALPANA SHRIVASTAVA	2.To provide a platform for young minds to show their talent in the field of games and sports
		MR S.K. CHOURASIA	MRS CHITRA NAIR	3.To encourage maximum participation at Regional, National and other high level Competitions.
		MRS NAMITA G S THAKUR	MRS GEETA DONGRE	4. To Conduct Inter House Competition for students and Inter school competitions
		MR N K SUMAN	MR SARVESH KUMAR	
29	GeM Committee	MR RAJU GOSWAMI		To help in placing orders through GEM portal, keeping track of delivery.
		MR N TIWARI		To ensure timely payment and its updation.

30	Grievance Redressal Committee	MRS SUSANA KUJUR	MRS KALPANA JOSHI	1.To maintain discipline (Inculcating values among students)	
		MRS BHAVANA JAISWAL	MRS ARTI PATHAK	2.To create congenial atmosphere. To helps in smooth functioning of the school.	
		MR K SINGH		3.To establish good rapport in the society.	
		MR NAND KISHOR PULAIYA		4.To maintain decorum of Vidyalaya.	
				5. To enquire and suggest necessary suitable actions for indiscipline cases.	
				6. To maintain proper record of complaint recieved from stack holders	
				7. To submit the clousure report of complaint to the authorities within 15 days.	
31	Hindi Rajbhasha Karyanyan Samiti	MR NAND KISHOR PULAIYA	MRS KALPANA SHRIVASTAVA	राजभाषा के लिए निदिष्ट वार्षिक कार्यक्रम लागू करना जिसके अंतर्गत –	
		MRS PRAGYA PANDEY	MRS ANJU CHOUBEY	1.समस्त स्टाफ को युनिकोड सॉफ्टवेर में कार्य करने का प्रशिक्षण दिया जाएगा	
		MR MOHAN SINGH KUSHWAHA	MRS GEETA DONGRE	2.सभी आवेदन पत्र भाषी रूप में जारी किए जाएंगे। ऐसे ही अन्य उपयोगी आवेदन पत्रों को भाषी रूप में तैयार किया जाएगा	
		MRS REETA CHOUDHARY	MR RAJESH TRIPATHI		
		MRS SANDHYA JAISWAL	MR SYED TAHIR ALI		
32	HOUSE				
	Ashok House	MRS SANDHYA JAISWAL	MRS MADHULIKA SONAKIYA	To encourage and send students for participants in various competitions.	
		MR MANISH KUMAR GUPTA	MRS KALPANA SHRIVASTAVA	To encourage mass participation of students.	
		MR MOHAN SINGH KUSHWAHA	MRS POONAM GUWALANI	To co-ordinate & evaluate display of house boards.	
		MR A K GUPTA	MRS JYOTI BHARGAV	To co-ordinate the organization of Annual Day Celebration of Vidyalaya	
		MRS MEETA CHOURASIA	MRS USHA RAGHUVANSHI	To keep records of all the above activities & result	
		MRS ABHA JAIN			
		MRS MAMTA JHA			
	Raman House	MRS SHAKUN RAGHUWANSHI	MR SARVESH KUMAR		
		MR S L TEMBHRE	MRS HARSHA JOSHI		
		MRS PRAMILA CHOUHAN	MRS SUKESHI AGRAWAL		
		MRS NAMITA G S THAKUR	MRS RUPA PANDEY		
		MR N K SUMAN	MS KIRAN RANI		
		MR RAJU GOSWAMI			
		MRS SADHANA JATARIA			
	Shivaji House	MRS SARANGA BIJIT	MRS HUMERA AMEEN		
		MRS REETA CHOUDHARY	MRS PRABHA GUPTA		
		MRS RUPA A SHRIRAM	MRS CHITRA NAIR		
		MR LOKESH SABRE	MS VANDANA MAHAJAN		
		MR KAPIL BHARGAV	MRS URMILA TRIPATHI		
		MR D K SHRIVASTAVA			
		MR NAND KISHOR PULAIYA			
	Tagore House	MRS PRANITA TARE	MRS ARTI PATHAK		
		MRS SHALINI MISHRA	MRS GEETA DONGRE		
		MRS SUSHMA DIXIT	MRS ANJU CHOUBEY		
		MR B P KOSHTI	MS NIDHI SHRIVASTAV		
		MR SANJEEV SONI	MR P R KAWDKAR		
		MR RAKESH MALVIYA			
		MRS BHAVANA JAISWAL			
	33	Income Tax	MR MANISH AGRAWAL		To calculate income tax as per the Income tax provision for the year.
			MRS NAMITA G S THAKUR		To collect & keep all necessary documents from staff related to I tax
			MR S L TEMBHRE		To help the office staff in issuance of Form 16.

34	Library	MR MANISH KUMAR GUPTA	MRS SADHNA PANDEY	1.To develop awareness about library
		MR NAND KISHOR PULAIYA	MRS KALPANA JOSHI	2.To develop reading habits .
		MRS PRAGYA PANDEY	MS SUKESHI AGRAWAL	3.To increase issue of books to staff & students from the library.
		MRS PRANITA TARE		4.To purchase Books according to requirement.
				5. To Library committee meeting to discuss improvement of library system.
				6.To display news papers in the galary. 7.To procure different types of periodicals.
35	Lodging & Boarding	MR K SINGH	MR P R KAWDKAR	1. To ensure proper boarding lodging arrangement of participant in this Vidyalaya as & when required.
		MRS SADHANA JATARIA	MR SARVESH KUMAR	
		MR MOHAN SINGH KUSHWAHA	MRS MADHULIKA SONAKIYA	2. To ensure the inventory management during the event and check all the inventory items after the event
		MR S L TEMBHRE		
		MR KAPIL BHARGAV		
36	Maintenance and Repair (civil and electrical) school building	MR LOKESH SABRE	MR SARVESH KUMAR	1.To keep all the inventory of the classroom in the working condition .
		MR SANJAY DIXIT	MRS PRABHA GUPTA	2.To take up the repair and maintenance of various section of school building on day to day basis as per the requirement
		MR MOHAN SINGH KUSHWAHA		3.To execute all necessary works for the butification of the school building as well as campus.
		MR P K SHRIVASTAVA		
		MR B P KOSHTI		
37	Maintenance and Repair (civil and electrical) Staff Quarter	MR MOHAN SINGH KUSHWAHA	MR P R KAWDKAR	1.To keep all the inventory of the Staff quarters in working condition.
		MR D K SHRIVASTAVA	MRS SUKESHI AGRAWAL	2.To take up the repair and maintenance of staff quarter building on day to day basis as per the requirement
		MR LOKESH SABRE	MRS KIRAN RANI	3.To execute all necessary works for the butification of the campus .
		MR SANJEEV SONI		
		MR S L TEMBHRE		
38	Maintenance of CS-54	MRS NAMITA G S THAKUR		1) To maintain CS-54 register.
		MR S L TEMBHRE		2) To reconcile monthly balance shown in CS-54 with Office Record.
39	Maths Garden	MR S L TEMBHRE		To ensure proper maintainance, updation and utilisation of concerned area.
		MRS NAMITA G S THAKUR		
40	Miike / PA system & AV aids CCTV Electricity	MR D K SHRIVASTAVA	MR SARVESH KUMAR	1. Arrangement of PA system, Genset for morning assembly and other imp activities.
		MR KHEMCHAND	MRS ANJU CHOUBEY	2.To procure/repair of AV Aid like Cordless ,coller stand mike etc. as per requirement .
		MR RAMKISHAN PAL		3.To ensure maintenance/procurement of CCTV system.
				4.To ensure arrangement of PA system from external agency as and when required
41	NAEP/ CHILDREN AWARENESS PROGRAM	MRS ABHA JAIN	MRS HARSHA JOSHI	1. To sensetise students about AEP.
		MR N TIWARI	MR SARVESH KUMAR	2. To co-ordinate with the counsellor .
				3. To conduct sessions of AEP and Disha Club
42	National Children Science	MRS MEETA CHOURASIA		To co-ordinate and organise all activities related to those programs.
		MRS SUSHMA DIXIT		
43	NCC	MR B P KOSHTI		To ensure smooth conduct of ncc activities of vidyalaya.
44	Olympiad	MRS SUSHMA DIXIT	MRS POONAM GUWALANI	1. To conduct/organise all olympiad
45	Photography and Videography	MR LOKESH SABRE	MRS CHITRA NAIR	1. To arrange photography / videography as per the requirement of scheduled programme.
		MR MANISH KUMAR GUPTA	MS SUKESHI AGRAWAL	
		MR ANAND M NANDURKAR	MS KIRAN RANI	
		MR LAKHAN LAL BAGWAN		
46	PIS	MR ANAND M NANDURKAR		To keep records and updation of information related to all staff members.
47	PISA/CCT	MRS NAMITA G S THAKUR		To coordinate all the activities related to PISA.
		MRS PRANITA TARE		
		MR LAKHAN LAL BAGWAN		

48	POCSO Committe	MRS SUSANA KUJUR	MRS KALPANA JOSHI	To ensure compliance to POCSO rules and guidelines.
		MR K SINGH	MRS POONAM GUWALANI	
		MRS MEETA CHOURASIA		
		MRS ABHA JAIN		
49	PRINTING OF SCHOOL DIARIES	MR N TIWARI		To ensure timely finalisation of draft, printing and its distribution.
50	PTA/ALUMINY	MRS MADHURI RAJGURU		To organise PTA meeting and keeping records for the same.
51	Pustakophar	MR MANISH KUMAR GUPTA	MS VANDANA MAHAJAN	To encourage students to donate Books and Magzines
		MR SANJEEV SONI	MRS HUMERA AMEEN	To record number of books donated by the students and send report as and when required
			MRS SADHNA PANDEY	
52	Refreshment	MRS ARTI PATHAK		1.To plan for refreshment according to occasion and to purchase and prepare items according to requirement. 2.To serve refreshment in a proper way to the Guests.
53	Report Writing Events &	MRS SHIRIN QURESHI	MRS ANJU CHOUBEY	To get approval of minutes from concerned incharge and VP/HM/undersigned. To write and compile the reports of all events taking place in this vidyalaya.
		MR KAPIL BHARGAV	MRS POONAM GUWALANI	
54	Routes to Root	MR ISHAN DEV NEERAD		1. To encourage the students to participate in Root to Root Programme
		MR LAKHAN LAL BAGWAN		2. To make necessary arrangement for the guset (Artist) for the programme
				3. To procure Musical instruments and and their repairing on time
55	Safety and Security committee / Crisis Management & Communi.	MR SANJAY DIXIT	MRS KALPANA JOSHI	1.For the safety of the students to follow of exit points to train them.
		MR K SINGH	MS KIRAN RANI	2. To monitor the life of fire fighting extinguishers & its reffiling.
		MR LAKHAN LAL BAGWAN	MRS MADHULIKA SONAKIYA	3.To carry out time to time Awareness Programme related to safety.
		MR P K SHRIVASTAVA	MRS URMILA TRIPATHI	4.To place First –Aid box in all Labs /Sports Room for emergency
		MR S L TEMBHRE	MRS USHA RAGHUVANSHI	5. To submit a report every month regarding the discipline cases
		MR KAPIL BHARGAV		6. To obtain safe building certificate from the concern department
56	Scholarship	MR ANAND M NANDURKAR	MRS HUMERA AMEEN	1. To ensure registration of students on Shiksha Poarta
		MR S L TEMBHRE		2. To Guide teachers and ensure the completion of data entry of SSSMID on shiksha Portal
		MR NEERAJ SARAF		3.To ensure the complete documentation of students receiving scholarship
57	School Magazine committee / Newsletter / Sovenier committee	MRS MADHURI RAJGURU	MRS POONAM GUWALANI	1.To give an opportunity to students to identify then latent talents
		MRS PRAGYA PANDEY	MRS ANJU CHOUBEY	2.To provide a platform to students to express their latent reaturty
		MR MOHAN SINGH KUSHWAHA	MRS KALPANA SHRIVASTAVA	3.To ignite the spark of imagination in the students
		MR ANAND M NANDURKAR	MRS USHA RAGHUVANSHI	4.To publish the Vidyalaya Patrika
		MRS PRANITA TARE	MS NIDHI SHRIVASTAV	5.To ensure versatility and orgionality in write up
	MR KAPIL BHARGAV		To publish e-new letter CMP .	
58	School Notice Board, Class & Corridor Signases	MR NAND KISHOR PULAIYA	MRS URMILA TRIPATHI	To ensure proper maintainance , updation of notic board signage.
		MRS REETA CHOUDHARY	MRS CHITRA NAIR	
		MR SANJEEV SONI	MRS HARSHA JOSHI	
		MR KAPIL BHARGAV		
59	School Sanitization Covid Prevention Committee	MRS SADHANA JATARIA	MRS NIDHI SHRIVASTAVA	To ensure proper implementation of rules and regulation framed by Central / State Govt. for Covid 19.
		MR K SINGH	MRS SADHNA PANDEY	
		MR RAJU GOSWAMI		
60	Science Garden	MS SHAKUN RAGHUWANSHI		To ensure proper maintainance , updation and utilisation of concerned area.
		MRS SUSHMA DIXIT		

61	Seating Arrangement Committee	MR S L TEMBHRE	MR SARVESH KUMAR	1. To ensure proper seating arrangements for guests/participants and students as & when required.
		MR A K GUPTA	MS NIDHI SHRIVASTAV	
		MR SANJEEV SONI	MR ISHAN DEV NEERAD	
		MRS SARANGA BIJIT	MRS HUMERA AMEEN	
62	Sexual Harassment of Women at Workplace	AC, KVS RO BHOPAL		To compliance guidelines issued by higher authorities.
		ENOSA GEORGE NGO		
		MRS MADHURI RAJGURU		
		MRS SHOBHA BHISE		
		MRS SUSANA KUJUR	HM	
63	SHIKSHAK SADAN	MR P R KAWDKAR		To ensure proper upkeeping and maintainance of SS and its record keeping.
64	Supervision of Canteen	MRS SADHANA JATARIA	MRS PRABHA GUPTA	1) Monitoring of rates of each items.
		MRS MADHURI RAJGURU	MRS KALPANA JOSHI	2) Checking of hygienic condition.
				3) Monitoring of distribution system & Checking the quality of items prepared.
				4) To keep Canteen area neat and clean
				5) To ensure preparation of eatbles hygienically sound and conduct frequent checks.
65	Swachh Vidyalaya Harit Vidyalaya (School Garden, Compost Pit, Fountains, drip irrigation, Aquarium and Eco Club)	MR N TIWARI	MRS CHITRA NAIR	1. To procure plants according to the prevailing season & their plantation.
		MRS RUPA A SHRIRAM	MRS MADHULIKA SONAKIYA	2. To procure gardening items (manures, seeds ,gardening tools etc)
		MR SANJAY DIXIT	MRS USHA RAGHUVANSHI	3. To supervise the imp. gardening practices.
		MRS PRAMILA CHOUHAN		4. To beautify the school garden by colouring. 5. To develop medicinal garden in vidyalya.
		MR LOKESH SABRE		6. To obtain Green audit Report. 7. To devlop drip irrigation system in the garden
				8. To devlop Compost pit and encorage students to use.
66	Swasth Bachche, Swasth Bharat/SBSB	MR SANJAY DIXIT	MRS MADHULIKA SONAKIYA	1. To ensure proper implementation of SBSB prog.
		MRS SARANGA BIJIT	MR P R KAWDKAR	2. To maintain all records and sample checking of SBSB prog
		MR KAPIL BHARGAV	MRS ANJU CHOUBEY	3. To send all necessary information and reports to authorities as per need.
			MRS POONAM GUWALANI	
67	Tarunotsav	MRS RUPA A SHRIRAM		
		MR MANISH AGRAWAL		
		MRS MAMTA JHA		
68	Teaching Aid/TLM and ICT	MR N K SUMAN	MRS HUMERA AMEEN	1.To encourage proper use of teaching aid for maximum learning outcome.
		MR LAKHAN LAL BAGWAN	MRS POONAM GUWALANI	2.To make aware about the availability of teaching aids to all the teachers.
		MR ANAND M NANDURKAR		3. To ensure procurement/repair maintenance of e-class room items.
				4.Proper maintenance of issue register
69	Time Table & Arrangement	MRS SUMIT KUSHWAHA	MRS KALPANA JOSHI	1.To prepare time table as per KVS guidelines(regular/extra/remedial classes etc.).
		MR P K SHRIVASTAVA	MR P R KAWDKAR	2. To ensure arrangement of free classes due to abs. of teacher(s).
		MR RAKESH MALVIYA	MRS GEETA DONGRE	3.To monitor classes taken by the contractual teachers & its verification for payment.
		MR ANAND M NANDURKAR		4.To ensure ringing of bell on time
70	TOY FAIR	MRS SUKESHI AGRAWAL		
		MS KIRAN RANI		
71	UBI FEE VERIFICATION / BIO-METRIC ATTENDANCE	MR LAKHAN LAL BAGWAN		To ensure timely updation of information of students on UBI.
		MR ANAND M NANDURKAR		

72	Updation of Vidyalaya Board, Office, Principal Chamber and Display Board	MRS PRAMILA CHOUHAN		1. To ensure regular updation of enrolment Board inside Principal Chamber
		MR LOKESH SABRE		2. To ensure regular updation of Honour Board (Sports and Academic)
				3. To ensure regular updation of different display board in front of office and other locations.
				4. To encourage studets to decorate their class-room display board with the help of class teacher
				5. To Procure Flex banner for different events
73	VIDYALAYA PLAN / INSTITUTIONAL PLANNING	MR RAKESH MALVIYA		To ensure timely publication of DO letters and updation of vidyalaya plan.
		MRS PRANITA TARE		
		MR LAKHAN LAL BAGWAN		
		MR ANAND M NANDURKAR		
		MRS ABHA JAIN		
	MRS NAMITA G S THAKUR			
74	VMC / VEC / Other Meeting Arrangement Committee	MRS KALPANA SHRIVASTAVA	MRS ARTI PATHAK	To make necessary arrangements related to VMC/VEC.
		MRS SADHNA PANDEY	MRS HARSHA JOSHI	
		MR ANAND M NANDURKAR	MS KIRAN RANI	
		MR RAJU GOSWAMI	MRS USHA RAGHUVANSHI	
75	Water Arrangement & Safe Drinking Water	MR SANJEEV SONI	MRS ARTI PATHAK	1.To ensure supply of potable drinking water for all children.
		MR N K SUMAN	MRS PRABHA GUPTA	2.To ensure all Aqua guards are functional and connected with the Cooler
		MRS SHAKUN RAGHUWANSHI		3.Water Tanks (including overhead tanks) and water collers periodically cleaned with dates mentioned on it.
		MR ASHOK NARWARE		4.To get Water sample tested periodically to ensure the absence of infectious germs
76	Water/Fire/ Sanitation/ Building Safety/Structural	MR RAJU GOSWAMI		To obtain necessary certificates from concerned departments.
		MR NAND KISHOR PULAIYA		
		MR LOKESH SABRE		
		MR SANJEEV SONI		
77	Website Maintenance Committee	MR LAKHAN LAL BAGWAN		To maintain and update school website as per guidelines issued by KVS.
		MR ANAND M NANDURKAR		