

KENDRIYA VIDYALAYA No.3 BHOPAL –SHIFT I

COMMITTEE LIST FOR SESSION 2022-23

S.NO	COMMITTEE	INCHARGE	MEMBERS	DESIGN	SCOPE OF WORK
1.	ACADEMIC	Mrs. Preetilata Badkur PGT (Maths)	Mr RKG Pandey Mr R. A Yadav Mrs. Geeta Sablania	PGT PGT HM	To oversee academic progress & proper implementation of KVS/CBSE guidelines Class supervision
2.	ADMISSION & WITHDRAWAL	Mrs. Renu Tripathi PGT(Bio) Mrs. Sarita Muramkar (PRT)	Mr. D. K Shrivastava Dr Jyoti Soni Mrs. Sangeeta Singh Mrs. Ruby Jain	PGT TGT PRT PRT	1. To ensure completion of documentation in admission cases. 2. To keep records of all the admissions done in the Vidyalaya and respond to KVS mails in this record. 3. To ensure all admissions strictly as per KVS guidelines. 4. To receive/forward shift change/ local transfer applications as per KVS norms
3.	EXAMINATION (SECONDARY) EXAMINATION (PRIMARY)	Mr. R A Yadav PGT (Maths) Mrs. Archana Sharma (PRT)	Mr. M S Singh Mrs. Ranu Jawriya Mr. Updesh Kulshreshtha Mr. Parimal Burman Dr. Madhulata Bhalavi Mrs. Ruby Jain Mr. Murali Siyote	TGT TGT Substaff Substaff PRT PRT Substaff	1. To conduct PTs/HYE/SSE etc. as per KVS instructions 2. To issue notice time to time for preparation/moderation of QPs & TT with detailed instructions for all the above examinations. 3. To make aware to all the teachers regarding all the new Examination & Assessment patterns issued by KVS/ CBSE
4.	EXAMINATION (CBSE) & EXTERNAL	Mr. S K Soni PGT(Physics)	PGT Computer Science Mr. D K Shrivastava Ms. Sanu Rajappan Mr. Updesh Kulshreshtha	PGT PGT PGT Substaff	1. Registration of IX & XI students in CBSE portal. 2. Completing Loc of 10 & 12 students 3. Conducting CBSE Exams. Printing of Admit cards & other documents etc. 4. All the other CBSE related work & conducting CBSE related competitions. 5. Conducting all the External Examinations.
5.	PISA & Alumni	Mr. D K Shrivastava PGT(Physics)	Mrs. Renu Tripathi Mr. S K Soni PGT Computer Science Mrs. Archana Sharma Mrs. Deepika Singh	PGT PGT PGT TGT TGT	1. To keep record of all the PISA eligible and ineligible students. 2. To plan TT and ensure implementation of CCT based classes for the students. 3. To assign mentors, conduct CCT based tests etc.
6.	CCA (Secondary) CCA (Primary)	Mrs. Bindhu R Mathew PGT (Eng) House Incharges Mrs. Snehal Muley PRT	Mr. R.K.G Pandey HOUSE MASTERS Dr. Jyoti Soni (S) Mrs. Deepika Singh (T) Mrs. Ranu Jawriya (A) TGT Sanskrit (R) Mrs. Tamanna Rathee Mrs. Anjana Nema Ms. Bhavana Dr. Prawal Shukla	PGT TGT TGT TGT PRT PRT PRT PRT	1. To Prepare CCA calendar 2. To conduct CCA activities in the Vidyalaya in Secondary Section. 3, to conduct house activities and competitions 1. To Prepare CCA calendar and conduct CCA activities in the Vidyalaya in Primary Section 2. To ensure participation in competitions.
7.	Time Table (Secondary) Arrangement (Sec)	Ms. Sanu Rajappan PGT (Economics) Mrs. P L Badkur PGT(Maths)	Mrs. Deepika Singh Mrs. Tripti Sharma Mrs. Geeta Sharma	TGT PGT Lib.	1. To prepare TT of Secondary Sections per KVS guidelines well before the commencement of the session 2. To make regular arrangements and intimate the same to all the concerned ones.
8.	Time Table & Arrangement (Primary)	Mrs. Anjana Nema (PRT)	Mrs. Sangeeta Singh Ms. Bhavana	PRT PRT	1. To prepare TT of Primary Sections per KVS guidelines well before the commencement of the session

					2. To make regular arrangements and intimate the same to all the concerned ones.
9.	SCOUT & GUIDE	Mr. C J Toppo TGT(S.Sc) Mrs. Tripti Sharma TGT (AE)	Mr. M. S Singh Ms. Sanu Rajappan Ms. Deepika Singh	TGT PGT TGT	1. Registration of Scouts & Guides in S&G portal. 2. Conducting S&G Testing Camps are per KVS instructions. 3. Keeping records of all Scouts & Guide with their achievement and to respond to KVS mails in this regard.
10.	CUB BULBUL	Mrs. Sangeeta Singh (PRT)	Dr. Madhulata Bhalavi Mrs. Tamanna Rathee Ms. Bhavana	PRT PRT PRT	1. Registration of Cubs & Bulbuls in S&G portal. 2. Conducting C&B Camps are per KVS instructions. 3. Keeping records of all C&B with their achievement and to respond to KVS mails in this regard.
11.	EK BHARAT SHRESTHA BHARAT	Ms. Sanu Rajappan PGT (Economics)	Mr. C.J Toppo Mr. M.S Singh Mr. RKG Pandey Mrs. Deepika Singh Mrs. Tripti Sharma Mrs. Geeta Sharma	TGT TGT PGT TGT TGT Lib.	Conducting activities of EBSB/ AKAM; Social Science exhibition at school, cluster and Regional level and Youth Parliament
12.	Online fee Collection	Mr. D K Shrivastava PGT(Physics)	PGT Comp. Science Mrs. Geeta Sablania All Class teachers and Co-Class teachers	PGT HM	Communiques regarding fee portal, ensuring updations regarding New admissions and TCs. Fee collection, verifying exemptions etc
13. (A)	Swachh Bharat Abhiyan (Swachhata Pakhwada)	Mrs. Bindhu R Mathew PGT (Eng)	Mrs. Abha Shrivastava Mr M.S Singh Dr Jyoti Soni Mrs Deepika Singh	PGT TGT TGT TGT	1. To conduct activities related to SWA. 2. To Prepare report to be sent to RO with photographs & Videos.
13. (B)	Cleanliness & Beautification	Mrs. Tripti Sharma TGT (AE)	Mrs. Renu Tripathi Mr. M.S Singh Mr. Manish Gupta Mr. Updesh Kulshreshtha Mr. Sudhakar Atkade	PGT TGT TGT Substaff Substaff	1. To ensure beautification and proper upkeep of of the school building, premises and garden. 2. Make and implement year plan for beautification and gardening
14.	EDITORIAL BOARD	Mrs. Bindhu R Mathew PGT (Eng)	Mr. R.K.G Pandey Mrs. Archana Sharma Mr. S.Ram Mrs. Geeta Sharma	PGT TGT TGT Lib	Publication of student diaries, school magazines Editing and proof reading of the same also
15.	ECO CLUB& ACP	Dr. Jyoti Soni TGT	Mrs. Abha Shrivastava Mrs. Deepika Singh Mrs. Pratibha Tyagi Mrs Archana Sharma	PGT TGT PRT TGT	1. To conduct activities of the club and environment awareness programmes/competitions 2. To ensure regular conduct of ACP classes in the Vidyalaya.
16.	INTEGRITY CLUB & VALUE EDUCATION	Mrs. Bindhu R Mathew PGT (Eng)	Mrs. Ranu Jawriya Ms. Deepika Singh	TGT TGT	1. To conduct talk/programme related to Value Education. 2. to conduct vigilance awareness programmes
17.	MORNING ASSEMBLY & FLAG COMMITTEE	Mrs. Bindhu R Mathew PGT (Eng) Mr. Harish Bahadur PH&E	Mr. Manish Gupta Mr. C.J Toppo Dr. Prawal Shukla	TGT TGT PRT TGT	To conduct morning assembly. To hoist the National Flag To arrange the PA system To ensure the prayer and the accompaniment of musical instruments
18.	DISCIPLINE	Mr. Harish Bahadur TGT (PH&E)	Mr. RKG Pandey Dr. J.K Dixit Mrs. P. L Badkur Mr. C.J Toppo All Class teachers& Co-Class teachers Student Council	PGT PGT PGT TGT	1. To ensure maintenance of discipline in the Vidyalaya 2. To redress students complaints related to indiscipline.

19.	CONDEMNATION	Mr. D K Shrivastava PGT (Physics)	PGT Computer Science Mr. S.K Soni Mr. R A Yadav Mrs. Geeta Sablania	PGT PGT PGT HM	1. Seeking list of items to be condemned in prescribed format. 2. Issue notification for stock verification as per KVS norms 3. To deal all condemnation related issues.
20.	SOP (SAFETY & SECURITY)	Mr. C. J Toppo	Mr. Manish Gupta Mr. Updesh Kulshreshtha Mr. Sudhakar Atkade Mr. Murali Siyote	TGT Substaff Substaff Substaff	1. To ensure Safety and Security of the students in the Vidyalaya, conduct mock drills, ensure upkeeping of fire extinguishers, implementation of SS&DM(SOP), obtaining NOC, conducting safety audit etc.
21.	MAINTENANCE & REPAIR	Mrs. Tripti Sharma TGT (AE)	Mr. Manish Gupta Mr. M.S Singh Mrs. Geeta Sharma Mr. Updesh Kulshreshtha	TGT Lib. TGT Substaff	1. To oversee and get the M&R work in the Vidyalaya as per requirement.
22.	FURNITURE	Mr. Manish Gupta TGT	Mr. C. J Toppo Mr. Harish Bahadur	TGT TGT	1. Procurement, upkeeping/maintenance of furniture.
23.	DIGITAL LANGUAGE LAB	Mrs. Bindhu R Mathew PGT (Eng)	Mr. RKG Pandey Mrs. Sonia Bajpai Mrs. Kanta Raikwar Mrs. Usha Sharma Mrs. Archana Sharma	PGT PGT TGT TGT TGT	Upkeep and utilization of language lab.
24.	AUDIO VISUAL AIDS	PGT (Comp.Sc)	Mrs. Renu Tripathi Mr. S. K Soni Mr. Manish Gupta All Class teachers and Dept./Room /Lab I/Cs	PGT PGT TGT	1. Procurement, upkeeping of proper utilization of A/V Aids, supervised usage by students
25.	GUIDANCE AND COUNSELLING & AEP	Mrs. Bindhu R Mathew PGT (Eng)	Mrs. Renu Tripathi Mrs. Abha Shrivastava Mr. D.K Shrivastava Counsellor	PGT PGT PGT	1. To provide guidance & counselling services to the students and arrange class/programme for the same. 2. conducting activities to address concerns and matters pertaining to adolescence
26.	WEBSITE UPDATION & PACE SETTING	PGT (Computer Science)	Mr. S. K Soni Mr Akshat Chouksey	PGT Comp. Instr.	1. To update and keep the website up to date as per KVS norms.
27. (A)	CHILD RIGHTS PROTECTION COMMITTEE	Mrs. Abha Shrivastava PGT (Chem)	Mr. R A Yadav Mrs. Archana Sharma Mrs. Geeta Sablania Mrs. Anjana Nema	PGT TGT HM PRT	1. To take initiatives and ensure protection of child & human rights. 2. Bring all such cases to the notice of Principal
27 (B)	GRIEVANCE REDRESSAL AND SEXUAL HARRASSMENT COMMITTEE	Mrs. Preetilata Badkur- PGT (Maths)	Mr.RKG Pandey Mrs. Bindhu R Mathew Mrs. Renu Tripathi Mrs. Deepika Singh Mrs. Geeta Sablania	PGT PGT PGT TGT HM	1. To receive the issues complaints related to staff members and try to redress them in a cordial manner. 2. Bring all such unresolved issues to the notice of Principal 3 Fact finding as a committee for any sexual harassment case received
28	PRESS, MEDIA PUBLICITY & REPORT	Mr. RKG Pandey PGT (Hindi)	PGT Computer Science Mrs. Archana Sharma	PGT TGT	To ensure publicity. Press note and report of Vidyalaya's event, functions & programmes and achievements through Press, Website and social media
29.	RAJBHASHA	Mr. RKG Pandey PGT	Mrs. Ranu Jawriya Mrs. Geeta Sharma Mrs. Geeta Sablania Dr. Madhulata Bhalavi SSA	TGT Lib HM PRT	1. To ensure implementation of Rajbhasha Adhinyam, conduct regular meeting and maintain a record of it and respond to KVS mails in this regard.
30.	CMP ROOM I/C	Mrs. Sumati Khakhre (PRT)	Mrs. Archana Sharma Mrs Sangeeta Singh Dr. Prawal Sharma	PRT PRT PRT	1. Implementation of CMP 2. Upkeep & decoration of CMP Room 3. Optimal use of multi-media and computers kept in the room

31.	MI ROOM	Mrs. Archana Sharma TGT	Mrs Jyoti Mrs. Madhlata Bhalavi	Nurse PRT	1. attending sick students, conducting health check-ups and providing first-aid when required.
32.	STAFF ROOM UPKEEP	Dr. Jyoti Soni TGT (Sc)	Mrs. Deepika Singh	TGT	1. Upkeeping and beautification of staff room and display board.
33	SCHOLARSHIP COMMITTEE	Mr. Manish Gupta	Mrs. Geeta Sharma	TGT	1. To maintain documents/records of BPL/SGC/SC/ST/ OBC/PH etc. and screening of eligible students for scholarship.
34.	SUBJECT COMMITTEE CONVENORS	1.Hindi & Sanskrit 2. Science 3. English 4. Maths 5. S. Sc, Eco. & Comm.	Mr. RKG Pandey Mrs. Abha Shrivastava Mrs. Bindhu R Mathew Mr. R A Yadav Ms. Sanu Rajappan	PGT PGT PGT PGT PGT	1. To conduct month-end subject committee meeting to discuss the subject related issues including course coverage as per split-up, new examination/QP pattern, students' problems & progress, remedial measures to be taken etc.
35.	SCHOOL GAMES & SPORTS COMMITTEE (SGSC)	DR. RITU PALLAVI, CHAIR-PERSON MR. Harish Bahadur, TGT (P&HE)-I/C	Mr. S. K Soni Mr. C. J Toppo School Sports Captain (B) School Sports Captain (G)	PGT TGT	To identify Games and Sports activities to be conducted throughout the session in school and suggest the sports equipment to be purchased as per the availability of sports infrastructure.
36.	PARTICIPATIO N WITH NEIGHBOURIN G SCHOOL	Mr. Hari Om Suthar PGT (Chem)	Mrs. Geeta Sharma	Lib.	1. To arrange/keep a record of participation with neighbouring schools
37.	PVEP Committee	Mr. Manish Gupta TGT WE	Mrs Tripti Sharma Mrs Geeta Sharma Dr. Jyoti Soni	TGT Lib TGT	To conduct the various prevocational activities as mentioned in the modules.

THE OFFICE IN-CHARGE TO NOTE THAT

1. The letters received from the various offices, be handed over to the in-charges immediately.
2. All letters duly reported by the concerned in-charges be counter signed by the dealing clerk.
3. Timely compliance must be ensured as per the work allotted / defined by the KVS.
4. All the letters / documents/ files etc. be preserved and maintained systematically and meticulously.

Dr. Ritu Pallavi

PRINCIPAL