

KENDRIYA VIDYALAYA NO-3 GWALIOR
Institutional Planning 2019-20
Duties & Responsibilities

S. No.	COMMITTEE	MEMBER	SIGN
1	Academic advisory committee	Mr Vinod Yadav (Vice-Principal)- Convener	
		Mrs Neelam Sharma	
		Mrs Sunita Gupta	
		Mr S.K.Kushwaha	
		Mr R.K.Saxena	
		Mr.U.K.Tiwari	
		Mrs.Mauyra Reena	
2	1. Internal/local	Examination	
		Mrs Neelam Sharma (I/C)	
		Mrs. Jyotsana Mangal	
		Mrs Bhagyashri Bhagwat	
	Mr Kapil Kumar Pal		
	2. CBSE	Mrs Jyotsna Mangal (I/C)	
		Ms Vinita Dua	
		Mr Akhilesh Yadav	
		Mr Lokendra Singh	
	3. External Exam	Mr R K Saxena (I/C)	
		Mrs Neelam Sharma	
		Mrs Jyotsna Mangal	
3	Time-table / Leave Arrangements	Mr D. N. Samadhiya (I/C)	
		Mr R. K. Saxena	
		Mr Kapil Kumar Pal	
		Ms Bhawna Sharma	
4	Admission	Mr Yogendra Singh (I/C)	
		Mrs Sangeeta M Chauhan	
		Mr.P.D.Shivhare	
		Mr.V.K. Sharma	
		Mr.Abhishek Tiwari	
		Mrs.Jyoti Agarwal	
		Mr.Amarnath Ahirwar	
		Mrs Anju Sinha	
5	CCA	Mrs Sunita Gupta (I/C)	
		Mr Akhilesh Yadav	
		Ms Bhawna Sharma	
		Mr S K Kushwaha (I/C)	

6	Quarter Allotment & Maintenance Committee	Mr Prempal Singh Kushwaha	
		Mrs Babita Sharma	
		Mrs Maurya Reena Ramashankar	
7	Furniture	Mr Prempal Singh Kushwaha (I/C)	
		Mr Abhishek Kumar Tiwari	
		Mr Jogendra Kumar Ahirwar	
		Mr. R.K. Neekhara	
8	Beautification & Green School Committee	Mrs S P Udenia (I/C)	
		Ms Bhawna Sharma	
		Mrs.Uma Upadhyay	
		Mr Kapil Kumar Pal	
		Mrs.Shikha Saxena II	
		Mr.Amarnath Ahirwar	
		Ms.K M Saraswati	
Mr Jogendra Kumar Ahirwar			
9	Drinking water and water supply	Mr Kapil Kumar Pal	
		Mr.Harimohan Meena	
		Mr.Abhishek Tiwari	
		Mr.D.R.Yadav	
10	School Excursion & Study Tour	Mr.R.K.Saxena	
		Mr.U.K.Tiwari	
		Mrs.Vedmati Gupta	
11	Guidance and counselling	Mrs Sunita Gupta (I/C)	
		Mr.S.K. Kushwah	
		Ms Bhawna Sharma	
12	NAEP Boys	Mr P D Shivhare (I/C)	
		Mr.Lokendra singh	
		Mr Abhishek Kumar Tiwari	
	NAEP Girls	Mrs Sunita Gupta (I/C)	
		Ms Vinita Dua	
		Mrs Uma Upadhyay	
13	Publication of Vidyalaya Patrika, Diary etc.	Mrs Sunita Gupta (I/C)	
		Mr S K Kushwaha	
		Mr Hari Mohan Meena	
14	Grievance cell for internal complaints committee Workplace harrasment gender disparities and social injustice	Mrs Sunita Gupta (I/C)	
		Mrs Neelam Sharma	
		Mr S K Kushwaha	
		Mrs S P Udenia	
		Mr Lokendra Singh	
		Mrs Sushma Gupta	
		Mr U K Tiwari	
		Mr Prashant Singh Tomar (I/C)	

15	Discipline	Mr.Yogendra singh	
		Mr Lokendra Singh	
		Mrs Neelam Sharma	
		Mrs Sunita Gupta	
		Mrs S. P. Udainiya	
16	Cleanliness /Sanitary Monitoring works	Ground Floor (Secondary)	
		Mr P D Shivhare (I/C)	
		Mrs Sangeeta M Chauhan	
		Mr Hari Mohan Meena	
		First Floor (Secondary)	
		Mr. D.N.Samadhiya (I/C)	
		Mrs Sunita Kadwey	
		Mrs S P Udenia	
		Over all Vidyalaya campus	
		Mr. S. K.Kuswaha (I/C)	
Mr Prashant Singh Tomar			
Mr Kapil Kumar Pal			
17	Office works (tax management etc)	Mr R K Saxena	
		Mrs Bhagyashri Bhagwat	
18	Staff Room	Mr Lokendra Singh	
		Mr Hari Mohan Meena	
		Mrs.Sunita Kadwey	
19	UBI fee management/shaala Darpan & ICT Related works	Mrs Sangeeta M Chauhan (I/C)	
		Mr R K Saxena	
		Ms Bhawna Sharma	
		Mr Abhishek Kumar Tiwari	
		Mr Bhuwneshwar Prasad Koshti	
20	Social Science Exhibition & Youth Parliament	Ms Vinita Dua(I/C)	
		Mr Lokendra Singh	
		Mr Jogendra Kumar Ahirwar	
21	Science Exhibition	Mr D N Samadhiya (I/C)	
		Mrs Bhagyashri Bhagwat	
		Mrs Sunita Kadwey	
22	Science Congress	Mr P D Shivhare (I/C)	
		Mr V K Sharma	
		Mrs Mamta Rani	
23	Hindi Rajbhasha	Mr S K Kushwaha (I/C)	
		Mrs Babita Sharma	
		Mr Abhishek Kumar Tiwari	
24	National/KVS Olympiad	Mrs Mamta Rani (I/C)	

24	(Science,Biology, Computer Science)	Mrs Sunita Kadwey	
25	Maths Olympiad	Mr V K Sharma (I/C)	
		Mr Bhuwadeshwar Prasad Koshti	
26	Notice Board/Display Board	Mrs S P Udenia(I/C)	
		Mrs Uma Upadhyay	
27	Adventure Activity	Mr Prempal Singh Kushwaha	
		Mr Hari Mohan Meena	
28	Games and Sport Committee	Mr Prashant Singh Tomar (I/C)	
		Mr Akhilesh Yadav	
		Mr Bhuwadeshwar Prasad Koshti	
		Ms Bhawna Sharma	
29	Subject Committee Incharges	Mrs Neelam Sharma - Chemistry	
		Mrs Sunita Gupta - English	
		Ms Vinita Dua - Social science	
		Mr S K Kushwaha - Hindh	
		Mr Yogendra Singh -Maths	
30	Club Activities		
	Science and Nature Club:	Mr P D Shivhare (I/C)	
		Mrs Sunita Kadwey	
		Mrs Mamta Rani	
	Maths Club:	Mr Bhuwadeshwar Prasad Koshti (I/C)	
		Mrs Bhagyashri Bhagwat	
		Mr.V.K. Sharma	
	ICT Club:	Mrs Sangeeta M Chauhan (I/C)	
		Mr Kapil Kumar Pal	
	Staff Club:	Mr Lokendra Singh Yadav I/C	
		Mrs Uma Upadhyay	
	Integrity Club:	Mr Lokendra Singh Yadav	
Mr Jogendra Kumar Ahirwar			
TGT SSt			
31	Scholarship, Student Affair & Hospitality Management Centre	Mrs S P Udenia	
		Mrs Uma Upadhyay	
31	RTE	Mr S K Kushwaha (I/C)	
		Mr.Yogendra singh	
33	Awakened Citizen Programme	Mrs Babita Sharma	
		Mr Abhishek Kumar Tiwari	
34	Preparation and Verification of T.C.	All concern class teachers	
		Mr. S. K.Kuswaha	
		Mr.Amarnath Ahirwar	
		Mr.Jagbir singh	
		Mrs.Mauyra Reena	