

K.D.K.V.M. , RENUKOOT
School Committees (2026-27)

Core Committee of the School

S. No	Name	Designation	Sign
1	Sanjay Khanna	Principal	
2	Madhuri Mishra	Sr. PGT	
3	D.K.Dubey	PGT	
4	Reeja Ponnappan	PGT	
5	Y.P. Singh	TGT	
6	Kusum Singh	PRT	
7	Anita Gupta	Sr. PRT	
8	Sushma Mishra	PRT	

House Coordinators

Sweta Jharkhandi	VI-XII
Prachi Maurya	I-V

Academic Coordinators

Sl. No	Name	Classes	Sign
1	Kusum Singh	LKG - II	
2	Sunita Singh	III - V	
3	Nitin Kumar	VI - VIII	
4	Alok Mishra	IX - XII	
5			

Head of Academic Departments

S. No	Department	HOD	Sign
1	English	P.G.T., English	
2	Hindi & Sanskrit	Suneeta Kushwaha	
3	Maths	D.K.Dubey	
4	Science	Madhuri Mishra	
5	Social Science	Reeja Ponnappan	
6	Commerce	Ankit Srivastava	
7	Physical Edu.	Y.P Singh	
8	Computer Science	R.S. Prasad	

Staff In-Charge

S. No	Responsibility	Teacher	
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1	Staff In-charge (F)	Akanchha Malviya & Anita Dwivedi	
2	Staff In-charge (M)	D.K. Dubey & Ankit Srivastava	

Committees (2026-27)

1. SDP / SQAA				
Domain 1 (Curriculum)	Coordinator	SOP submission, coordination	Madhuri Mishra	
Domain 2 (Infrastructure)	Asst. Coordinator	Liaisoning & compliance	Anjana Dubey	
Domain 3 (HR)	Asst. Coordinator	Compliance monitoring	Ankit Srivastava	
Domain 4 (Inclusive Practices)	Asst. Coordinator	Coordination & record keeping	V.B.Singh	
Domain 5 (Management)	Asst. Coordinator	Coordination & compliance	Suneeta Kushwaha	
Domain 6 (Leadership)	Asst. Coordinator	Coordination & compliance	Reeja Ponnappan	
Domain 7 (Beneficiary Satisfaction)	Asst. Coordinator	Coordination & compliance	Anita Gupta	

2. CBSE Committee

S. No	Designation	Responsibility	Teacher	Sign
1	Coordinator	CBSE registration, forms, LOC, student data submission	Ashutosh Kr Yadav	
2	Asst. Coordinator	CBSE trainings, follow-up, record keeping, external exams	R.S.Prasad	
3	Member	Technical assistance, uploading & data generation	Saurabh Srivastava	
4	Member	CBSE emails circulation, office data support	Anurag Dubey	

3 Admission Committee				
1	Admission Coordinator (LKG-II)	Parent interaction, scheduling interview, result preparation	Kusum Singh	
2	Admission Coordinator (III-IX)	Admission process, entrance test, parent calls , Copy checking delegation	Anita Gupta ,Seena Sajiv	
3	XI Sc & Com Admission Process		Madhuri Mishra , Reeja Ponnappan , Ankit srivastava, Y.P Singh , R.S. Prasad,	

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			Alok Mishra , Akanchha Malviya & office	
4. Internal Examination				
1	Coordinator	Exam planning, supervision, result checking	Anita Gupta	
2	Asst. Coordinator	QP collection, result checking	Seena Sajiv	
3	Member	Printing & arrangement	Manorama Singh & office	
4	Member	Cycle test printing	Radhey Shyam	
5. Competitive Examination & Inter School Competitions				
1	Coordinator	External exams coordination (NTSE, Olympiads etc.)	Anjana Dubey	
2	Members	Registration, fee collection, competitions organization	Concern Subject Teachers	
6. Sports Committee				
1	Coordinator	Sports events planning, medical fitness	Y.P.Singh	
2	Asst. Coordinator	Record maintenance	Anita Dwivedi	
3	Member	Admin work	Office	
4	Member	Documentation	LKG-II : Kusum Singh III-V : Pooja Dubey VI-VIII: Prachi IX-XII : Aradhana Singh	
7. PTA Committee				
1	Coordinator	PTA meeting, MOM record	Class Teachers responsibility in consultant with the Principal	
2	Member	Technical support	R.S.Prasad , Saurabh Srivastava ,	

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			Ashutosh Kr Yadav	
3	Member	Parent representative identification		
8. Newsletter / Reports Committee				
1	Coordinator	Editing & formatting	Aradhana Singh	
2	Asst. Coordinator	Proofreading	V.B. Singh	
3	Members	Compilation & report writing	Saurabh Srivastava	
9. MIS Quarterly Report - ABG HO/CHRO				
1	Coordinator	Data collection & submission	Ashutosh Kr Yadav (office)	
2	Members	Data Provider (Provide activities detail quarterly)	All Activities In-Charge	
3	Members	SQAA, Academic reports, Safety checklist	Ashutosh Kr Yadav (office)	
10. Time-Table Committee				
1	Coordinator	Class-wise timetable	Reeja Ponnappan	
2	Asst. Coordinator	Extra classes & arrangement	Y.P.Singh	
11. School Purchase Committee				
1	Coordinator	Planning & approvals	Anurag Dubey	
2	Asst. Coordinator	Vendor liaisoning	Kaushlesh	
3	Member	Quotation comparison	Ankit Srivastava	
12. POC SO / Grievance Redressal Committee				
1	Coordinator	Disciplinary issues handling	Madhuri Mishra	
2	Members	Counselling, issue handling	Y.P.Singh, Amit Kumar Alka singh , Sarita singh , Amrita Pandey ,Vinay Mishra , Anita Dwivedi, All C.T.	
13. Anti-Bullying Committee				
1	Coordinator	Bullying identification	Seema Singh, Amit Kumar, Alka singh , Sarita singh	

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2	Members	Counselling & report writing	Y.P.Singh & All Class Teachers	
14. Green School & Cleanliness Committee				
1	Coordinator	School beautification	Akancha Malviya	
2	Members	Cleanliness & report submission	Sunita Singh Sushma Mishra Anurag Upadhyay Shikha Singh Amita Pandey Neelam Sanju Yadav Amit Dubey Geeta , Neelam	
15. Assembly Committee				
1	VII-XII Coordinator	Assembly In-Charge	Aradhana Singh V.B. Singh	
2	LKG-V Coordinators	Assembly In-Charge	Sunita Singh Pooja Dubey	
3	Members	Discipline & fitness session	Y.P.Singh Anita Dwivedi	
16. Invitation / Greetings / Flyer Designing Committee				
1	Coordinator	Flex & Invitation Designing & Editing; Special Days Template Designing	R.S. Prasad	
2	Asst. Coordinator	B'day E-card Designing	Saurabh Srivastava	
3	Member	Coordination for Printing	Jyoti Yadav	
17. School Discipline Committee				
1	Coordinator	Maintaining overall discipline	Y.P Singh	
2	Asst. Coordinator	Daily hygiene checking	Anita Dwivedi	
3	Member	Compliance of proper school uniform, hair, nails etc.; Overall conduct	All the Class Teachers	

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4	Member	Identifying cases of indiscipline, bullying, property damage, student fights - Investigation & Reporting		
5	Member	Daily hygiene checking		
18. POSH Committee				
1	Coordinator	Identification & handling of issues	Sushma Tiwari Ankit Srivastava D.K.Dubey Suneeta Kushwaha Sushma Mishra , Amit Dubey Deepak Gupta	
2	Member	Addressing matters with HOS	All the Class Teachers	
3	Member	Report submission to HOS		
19. Capacity Building, Training & Development Committee				
1	Coordinator	Planning & conducting teachers'/students' trainings, seminars, workshops, webinars	Anurag Dubey &	
2	Asst. Coordinator	Induction program for students/parents/stakeholders, Maintaining records	Jyoti Yadav	
3	Member	Parent orientation (LKG-II), Orientation on Academic Development Goals & Pedagogical Strategies; Report submission	Pre Primary Teachers	
20. School Safety & Disaster Management Committee				
1	Overall Coordinator	Planning preventive safety & security mechanisms as per ABG Safety Manual	Ankit Srivastava	
2	Asst. Coordinator	School Building Safety	K.N.D. Pandey	
3	Coordinator	Electrical Safety	Anurag Upadhyay	

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4	Member	Coordinate & arrange safety trainings	Nitin ,Deepak Gupta Vinay Mishra , Alok Mishra	
5	Member	All Civil Works	Anurag Dubey	
21. CCA Committee				
1	Coordinator	Coordination & conduction of all inter-house activities	VI-XII: Sweta Jharkhandi I-V: Prachi Maurya,	
2	Asst. Coordinator (VI-XII)	Planning & ensuring smooth functioning of activities	House Master House Tutor (Sr.)	
3	Asst. Coordinator (Nur-V)	Helping in arrangement of activities	House Master House Tutor (Jr.)	
22. School Almanac Committee				
1	Coordinator	Collection of annual planning activity	Sweta Jharkhandi , Prachi Mishra	
2	Member	Content finalization	Y.P.Singh	
3	Member	Admin details	Prachi Maurya	
4	Member	Proofreading	Jyoti Yadav	
5	Member	Photograph editing	Saurabh Srivastava	
23. Cultural Committee				
1	Coordinator	Planning & coordinating cultural events; Selection of students	Aradhana, V.B. Singh	
2	Asst. Coordinator	Execution & implementation of events	Suneeta Kushaha	
3	Members	Event execution support	Sushma Tiwari	
4	Member	Technical assistance	R.S. Prasad	
5	Member	Song/video editing & recording	Sushma Mishra, Sunita Singh, Amrita Pandey	
24. Library Committee				

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1	Coordinator	Planning, coordination & conduct of meetings; Record keeping (MOM)	Anjana Dubey, All Class teachers, HOD of all Dept.	
2	Member	Recommend purchase of books, magazines & journals	All Class teachers, HOD of all Dept.	
3	Member	Suggest improvements in library facilities		
4	Member	Recommend developmental programs		
25. School Council / Student Election Committee				
1	Coordinator	Planning, coordination & conduction of election	R.S. Prasad Seema Singh , KND Pandey	
2	Asst. Coordinator	Technical planning; Creation of EVM	Reeja Ponnappan	
3	Member	Technical assistance	Deepak Gupta, Pooja Dubey	
4	Members	Execution & implementation of events	All House Master	
26. Photography / Videography Committee				
1	Coordinator	Videography, video editing, uploading to school YouTube channel	Alok Mishra , Saurabh Srivastava	
2	Asst. Coordinator	Photography		
3	Members	Submission of final photos/videos to library		
4	Member	Data collection & preservation		
5	Member	Selection of photographs for display board (Quarterly)	Jyoti Yadav	
6	Member	Coordination for printing	Anurag Dubey	
27. School Alumni Committee				
1	Coordinator	Data collection, planning, coordination & conduct of meetings	Madhuri mishra , Seema Singh ,R.S.Prasad	
2	Asst. Coordinator	Record keeping; Student contact	D.K. Dubey	
3	Members	Data collection & student contact	All Class teachers, HOD of all Dept	

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4	Member	Technical Support - Google Form	Ashutosh Kr Yadav	
28. School ERP Committee				
1	Coordinator	SPOC; Updation of student/staff details; Fee collection	Ashutosh Yadav (Technical Support) ,	
2	Assistant Coordinator	IT support & solutions; Examination-related work; Report Cards (VI-XII)		
3	Member	Staff & student information; Accounting; Salary; Biometric attendance; TC generation; Fee collection coordination	Kaushlesh Mishra (Accounting & Fees Collection & updation), Salary Management (Anurag Dubey & Kaushlesh Mishra)	
4	Member	Teacher timetable; Subject & class allocation		
5	Member	Examination-related; Report Cards (Nur-V)		
6	Member	Library module; Training		
7	Member	Calendar, Events, News, Messages, Circulars	TC (Anurag Dubey)	
8	Members	Daily student attendance	Anjana Dwivedi (Library) Saurabh Srivastava (Technical Support) Report Card (Examination Department & Subject Teacher) All Class Teacher (attendance)	