

BKDKVM, Renukoot
Administrative Bodies
 Session - 2025-26

S.No.	Name of Committee	In-Charge	Members	Assignments	Functions
1	Coordination & Compliance Committee	Principal	Madhuri Mishra, R S Prasad, Y P Singh, Ashutosh Kr Yadav, Anurag Dubey, Kaushlesh Mishra	Feedback Collection	collection of feedbacks from different stakeholders.
2	Parental Counselling	Principal	Class Teachers & Wellness teacher	List of problematic children	Track problematic children in emotional & academic , discuss remedial measures and suggest with parents , also monitor their progress over time.
3	Monthly PTM	Principal	Office (Class Mapping), Class teachers	Send message to the students via diary or WhatsApp	gathering feedback from parents, addressing their concerns, and relaying this information to the school administration. This helps the school to understand the parents' perspectives and make improvements.
4	Academics - Booklist, Syllabus Division	Principal	Departmental Head & Office Staff	List of Innovation	oversees the selection of textbooks and other learning materials, ensuring they are appropriate, up-to-date, and support the curriculum goals.
5	Admission Committee	Principal	Y.P. Singh, D.K. Dubey, Seena Sajiv, Reeya Ponappan, Anita Gupta, Ankit Srivastava, Manorama Singh, Anurag Dubey, Ashutosh Yadav, Kaushlesh Mishra	Record Maintenance	Setting the criteria of Admission & ensuring that students are allotted classes as per their performances in Entrance Test .
6	Counselling for admission to class XI	Principal, Ashutosh Yadav, Anurag Dubey & Kaushlesh Mishra	Madhuri Mishra, Sweta Jharkhandi, Y.P. Singh, D.K. Dubey, Reeya Ponappan, R.S. Prasad	Record to be submitted to Office and Exam. Department	Setting the criteria of Admission & ensuring that students are allotted classes as per their performances in Class 10th Board Results.
7	Examination & Academic Report	Anita Gupta	Seena Sajiv, R.S Prasad, Saurabh Srivastava, Radheyshyam, Manorama Singh	All updates related to Exam-CBSE from time to time & collaborate with ERP, Exam Roster, Report Card Printing Etc.	Ensures smooth conduction of exams and preparing report card annually .
8	Time Table Committee	Reeya Ponnappan	Y.P. Singh	Annual Time-Table & Substitution	Preparation of Class Time-Table & Substitution in class teaching .
9	Assembly Committee	C.N. Mishra	Senior - Aradhana Singh Primary- Sunita Singh Pre-Primary- Kusum Singh	Smooth conduction and proper check of - Uniform, Fancy hair style, earrings, jewellerys, mobile phones etc. and other prohibited materials	Ensures daily conduction of assembly as per the scheduled themes.

S.No.	Name of Committee	In-Charge	Members	Assignments	Functions
10	Discipline	Principal	All Class Teachers, Recess Teachers on Break duty, House Masters & All House Tutors	Check & Counsel	Interacts with indisciplined students and records them in Disciplinary Register.
11	House System & Prefectorial (Student Council) Board	House co-ordinator - C.N. Mishra House Activity - Middle - Sushma Tiwari Senior - Sweta Jharkhandi	All House Master & Tutors	Record Registers, Inter-House Competitions (Local), Monthly Inspection	Selection of students for School Students Council and allotting them duties with their houses.
12	Coordination of (LKG to V) Primary Activities (Literary)	Pre-Primary.- Kusum Singh Primary - Alka Singh	All House Master & Tutors (Pry. & Pre-Pry.)	Smooth conduct of all activities	planning and executing a range of activities designed to foster a love for reading and writing.
13	Editorial	Suneeta Kushwaha & Aradhana Singh	Sushma Tiwari, Anurag Dubey Computer Support - Deepak Gupta, Anurag Upadhyay, Ankit Srivastava	School Magazine/e-Magzine, Monthly Report update in Staff meeting, Press Reporting of all major events. Keep record in Hard/Soft copy and report to the Principal	Prepares the Annual School Magazine.
14	Library	Anjana Dwivedi	Kusum Singh, Madhu Dhaulakhandi, Deepak Gupta ,Ashutosh Kr. Yadav,Anurag Upadhayay	Class-wise list of best readers (Teacher & Student)	Issues books, magazines and journals. Maintains Stock Register.
15	Meditation & Yoga	Anita Dwivedi	Y.P. Singh	Arrange evening classes for students	Organises meditation and yoga classes in school as well as evening sessions.
16	Safety & Cleanliness	<u>Overall Incharge (Safety Philosophy)</u> PRINCIPAL <u>Incharge of various domain</u> 1. Madhuri Mishra (Sanitation & Hygiene Guidelines) 2. R.S. Prasad (Securing the School Premises) 3. D.K. Dubey (Emergency Preparedness) 4. Sunneta Kushwaha (Staff Well-Being) 5. Kaushlesh Mishra (Checks & Audits) 6. Anjana Dwivedi (Student's Well-Being)	<u>Members of respective domains (serial-wise)</u> 1. Y.P. Singh & Ankit Srivastava 2. Aradhana Singh & Reeya Ponappan 3. V.B. Singh, Amit Singh 4. K.N.D. Pandey, Sweta Jharkhandi 5. Ashutosh Yadav, Anurag Dubey 6. Amit Dubey & Shikha Singh	Cleanliness, Electric Points, Water Cooler etc. and send report to Principal	Looks after the proper hygiene and ensures that students are all round safe.
17	SQAA + SDP	D1 : Madhuri Mishra D2 :Anjana Dwivedi D3: C.N.Mishra D4 : V.B. Singh D5 : Aradhana Singh D6 : Reeya Ponappan D7 : Anita Gupta	D1: D.K.Dubey, Alok Mishra D2: Shikha Singh, Deepak Gupta, Ashutosh Yadav, Anurag Dubey, Kaushlesh Mishra, Anurag Upadhyay D3 : Ankit Srivastava , K.N.D.Pandey, Amit Singh, Anita Dwivedi, Prachi Maurya, Neelam Tiwari, Geeta Tiwari D4: Pooja Dubey, Vinay Kr. Mishra, Nitin Kumar, Sanju Yadav D5: Seema Singh, Sushma Tiwari, Suneeta Kushwaha, Kusum Singh, Amit Dubey D6: Y.P.Singh, Saurabh Srivastava, Sweta Jharkhandi, Alka Singh, Amita Pandey D7: Seena Sajiv, Sunita Singh, Sarita Singh, Jyoti Kumari, Prachi Maurya, Sushma Mishra	Implementation of SQAA/SDP properly.	All teachers drafts plans and implements them for the development of the school.
18	First-Aid	Anjana Dwivedi	Y.P. Singh, Anita Dwivedi, Ashutosh Yadav, Anurag Dubey, Mahendra, Ashish, Babita & Manorama Singh,Radhe Shyam	Arrange First-Aid training for teachers & handle any incident.	Ensures providing immediate first aid to injured students/staff and follows up with ambulance service.
19	Career Counselling	Principal	Madhuri Mishra, Ankit Srivastava	Arrange special talks by professionals	Organises Career Counseling sessions to aware students about future career opportunities.

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20	Games & Sports	Y.P. Singh	Anita Dwivedi	Attend CBSE cluster and evening sports	Organises games and sports events in the school.
21	Exhibition	Principal	All Department Heads, Anurag Dubey, Ashutosh Yadav & Kaushlesh Mishra	Organisation of event & arrangements of materials	Focuses on planning, promoting and managing exhibitions to showcase art, culture, science or commercial products for education and community engagement.
22	Sahitya Manch	C.N. Mishra	All English, Hindi & Sanskrit teachers	One Kavi Sammelan per session	Organises acts and plays with the help of language teachers.
23	Prize Distribution	Anita Gupta	Aradhana Singh	Record maintenance & announcement	responsible for organizing and executing the annual prize distribution ceremony, an event that honors outstanding accomplishments in academics, sports, and other extracurricular activities
24	Disaster Management	Ankit Srivastava	K.N.D. Pandey, Nitin Kumar	Bi-Annual Mock Drill	coordinates immediate actions during a disaster, such as search and rescue, providing medical aid, and ensuring essential services.
25	Interactive Board Maintenance	R.S. Prasad	All Computer teachers	Working report	Ensures routine checks, cleaning, and software updates to keep the boards functioning optimally.
26	Staff Club	Kaushlesh Mishra	Authorised Signatories - Madhuri Mishra, Reeja Ponnappan	Fund collection & record maintenance	Organizes events, fosters social interaction, and addresses the needs of the staff. National festivals & Pooja Club
27	National festivals & Pooja	Suneeta Kushwaha	Aradhana Singh, Y.P. Singh, Anurag Dubey, Ashutosh Yadav, Kaushlesh Mishra, Amit Dubey, Anita Dwivedi, Anjana Dwivedi, Shikha Singh, Sunita Singh, Sarita Singh.	15th August, 26th January & Saraswati Pooja arrangements	organizes and celebrates national festivals and religious events, promoting cultural awareness and community engagement.
28	External Competitions	Anjana Dwivedi	D.K. Dubey, Reeja Ponappan ,Amit Singh	Various competitive Exams	Organises and coordinates student participation in external competitions, promoting school representation and student achievement.
29	Attendance Register	Anurag Dubey	Ashutosh Kr. Yadav, Kaushlesh Mishra	Class Register & Teachers' Attendance	managing student attendance, ensuring accurate record-keeping and addressing issues related to absences.

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30	Quality Circle	Principal			Focuses on identifying and solving work-related problems, improving processes, and enhancing overall quality within the organization
31	Year Planner, Activity Planner & Monitoring events	Y.P. Singh	Jyoti Kumari & Ashutosh Yadav	Record of activities & register in school calendar	Responsible for creating and managing the annual calendar of events, activities and deadlines for the school.
32	Alumni Meet	Madhuri Mishra	D.K. Dubey, C.N. Mishra, Y.P. Singh	Arrangement of programme	Connects former students with the school and each other through events, networking and support.
33	Cultural Activities	Sushma Mishra	Anchoring & English Play- Aradhana Singh Hindi Play - Suneeta Kushwaha Music - Amit Dubey Dance - Sushma Mishra Stage Décor - Shikha Singh	Annual Function, ABG School Inter-School Competitions, Reporting Local News Paper, School Magazine & others	Organizes and promotes cultural events, performances, and celebrations to enrich the school's environment.
34	Achievement Record & Reporting	Principal	V.B.Singh, Madhuri Mishra, Ashutosh Kr. Yadav & Y.P.Singh, Saurabh Srivastava	Record all achievement	Manages and maintains records of student achievements and prepares reports on academic performance
35	Board Exam	Principal & R.S.Prasad	Saurabh Srivastava, Ankit Srivastava, K.N.D. Pandey, Deepak Gupta, Jyoti Kumari	Evaluation and other arrangements	Oversees the preparation, administration, and evaluation of board exams.
36	School Website	R.S. Prasad	Ankit srivastava ,K.N.D.Pandey ,Deepak Gupta Saurabh Srivastava & Jyoti Kumari	Update data on site	Manages and updates the school's website, ensuring it provides current information and resources.
37	CBSE, ABEA and other training	Saurabh Srivastava	Jyoti Kumari & Ashutosh Yadav	Information & Conduct of training	Organizes and conducts workshops related to the CBSE curriculum and educational practices.
38	CBSE Circulars	Principal	Ashutosh Kr. Yadav	Up to date with latest information	Responsible for drafting, reviewing, and distributing official circulars within an organization.
39	CBSE Work	Ashutosh Kr. Yadav	R.S.Prasad.	Admit Card, Registration, LOC, Practical Marks, Theory Marks etc.	Organizes and conducts works related to the CBSE
40	Day Book	Geeta Tiwari	Amita Pandey	Writing daily report	Manages and oversees the daily activities recorded on a daily basis.
41	CHRO & CEO Report	Ashutosh Kr. Yadav	Anurag Dubey & Kaushlesh Mishra	Compilation of data & Report to CHRO & CEO	Reviews and analyzes reports from the Chief Human Resources Officer and the Chief Executive Officer.
42	Photography	Deepak Gupta	Saurabh Srivastava	Photography of all events	Responsible for capturing images and videos for events and publications.

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43	Plastic Waste Management	Principal	Alok Mishra, K.N.D Pandey		Responsible for the collection, segregation, and disposal of plastic waste.
44	Recruitment Committee	Principal	Aradhana Singh ,Seema Singh & Office Staff.		Responsible for the recruitment process, including screening applications, conducting interviews, and making hiring decisions.
45	Sanrakshan (Conservation Drive)	Principal	Anurag Upadhyay, Madhuri Mishra, Nitin Kumar		Focuses on promoting environmental sustainability through various initiatives.
46	Ek Bharat Shrestha Bharat	KND Pandey			Promotes national integration through cultural exchange.
47	Arayabhata Ganit Challenge	D.K. Dubey	Amit Kumar		Organizes and manages the Aryabhata Ganit Challenge in the school .