

KENDRIYA VIDYALAYA, AIR FORCE STATION OJHAR

2023-24

Sr. No	NAME OF COMMITTEE	Sr. No	NAME OF COMMITTEE
1	Academic and Administrative Support Committee	42	Adolescent Education Programme
2	Admission Committee	43	Awakened Citizen Programme
3	TC preparation Committee	44	Science Exhibition & NCSC
4	Exam Department & Moderation Committee	45	EBSB Programme (Social Science Exhibitions)
5	Time Table & Daily arrangement committee	46	Staff Grievance Committee
6	CCA Committee	47	House System of the Vidyalaya
7	Cleanliness & Conservancy Monitoring Committee	48	Students complaint/Suggestion committee
8	Morning Assembly Committee	49	Grievance cell for SC/ST /OBC /Minorities & Physically, Handicapped
9	Flag Hoisting preparation for morning assembly	50	Arrangement of Staff Meeting and Reporting Minutes
10	M & R committee (School Building)	51	Alumni Committee
11	Purchase Committee	52	Internal Complaint Committee
12	Furniture Committee	53	Garden maintenance & Beautification of Vidyalaya CommitteeEco & Nature Club
13	Discipline committee	54	Establishment of Atal Tinkering Lab
14	Sports Committee	55	Developing - Kitchen Garden
15	Transportation Committee	56	Shaala Darpan
16	Scout and Guide, Cubs and Bulbul	57	SARAL / Shaala Siddhi / UDISE
17	Disaster Management & SecurityCommittee	58	Modernization of Labs
18	CS54 and CS11Fees Record Committee	59	Website Updation
19	Quarters allotment & License Fee recording committee	60	Gate Duty
20	M & R Staff Quarters committee	61	Leave Records
21	Medical Checkup and First Aid Committee	62	BALA
22	Educational tour & trip committee (Excursion)	63	Social Accounts
23	Photography Committee	64	Medical Bills Scrutiny
24	Primary Resource Room (Activity Room) & TLM Procurement committee	65	PISA
25	Reception & Refreshment Committee	66	Staff Club School
26	Quarterly News Letter Committee	67	GSP
27	Vidyalaya Magazine Committee	68	GeM
28	राजभाषा कार्यान्वय समिति	69	Service Book
29	Office	70	VMC
30	Income Tax & Professional Tax Committee	71	PTA
31	Escort duty chart preparation committee	72	Yuva Tourism Club
32	Preparation of Identity Card Committee	73	Pre Matric/Post Matric Scholarship
33	Fee concession & RTE Committee	74	Special Campaign for Cleaning
34	Correspondence with State Govt. & Join Hands with Govt. School	75	Vidyanjali
35	Subject Committee I/C	76	VVM
36	Monthly Report (ICT, Enrollment, Maintenance of E class room - CCTV cameras & UBI Portal Fee Verification (Second level) Committee	77	NISHTA
37	A V. Aids, Teaching Aids & PA System	78	Vaccination
38	Departments I/C	79	Aaryabhata Maths challenge
39	Literary Clubs	80	Manodarpan
40	CMP & Primary Education Committee	81	GIS/GLIS Portal
41	Career Guidance and Counseling	82	ESSA Scholarship/ Army welfare

KENDRIYA VIDYALAYA AFS OJHAR
LIST OF COMMITTEES FOR ACADEMIC YEAR 2023-24

The following committees have been formed for the year 2023-24 for smooth functioning of the Vidyalaya. Every committee In-Charge is responsible for preparation of Annual/ Year Planner of all activities of his/her Department and at the end of every month committee will hold meeting and submit activity report of the month.

Sl.	NAME OF COMMITTEE	MEMBERS	DUTIES
1.	Academic and Administrative Support Committee	<p>Secondary :-</p> <ol style="list-style-type: none"> 1) Mr Rakesh Kumar, VP (I/C) 2) Mrs Pratibha S B, PGT(Phy) 3) Mr. Kailash Bhamre PGT (Hindi) 4) Mr. Devendra R Bhamre, PGT (Eng) 5) Mrs. Shivani Mishra PGT (Coomerce) <p>Primary :-</p> <ol style="list-style-type: none"> 1) Mr R S Patil. PRT (I/C) 2) Mr R M Kamble, PRT 3) Mr. Chetan Sinkar, PRT 	<ul style="list-style-type: none"> • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • The Sr. PGTs' will also contribute their might in dealing with academic works. They will be given the responsibility to prepare plan and schedule for Notebooks (C/w & H/w) checking. • Preparing academic calendar department wise for 2022-23. • Planning Execution & supervision of the implementation of academic and co-curriculum activities & routine work. • Assisting, advisory and supporting the Principal to take decision during emergencies and in routine work. • To make co-ordination with other teachers and duties to be assigned for remedial classes / MOD duties / Gate duty. <p>Any other related work.</p>
2	Admission Committee	<ol style="list-style-type: none"> 1) Mr. Kailash Bhamre PGT (Hindi) (I/C) 2) Mr. Darasing Pawara TGT(English) 3) Mr Nilesh Satao, PRT 4) Mr. Jondhale Vikas Ambadas, PRT 5) All class teachers of class I (For Assistance in admission process & Entry in SR Register) 	<ul style="list-style-type: none"> • To plan admission procedure as per KVS guidelines. • Planning, execution, dissemination & supervision to ensure error free Registration. • Maintenance of the admission records i.e. registration, provisional list, waiting lists, category wise details of admission etc. • Supervision of SR registers i.e. completion of detailed & correct entries from admission form. • Coordination with Examination department for conducting tests/ examination for fresh admission in the class. • Any other correspondence related to the admission department.

3	TC preparation Committee	1) Mr. Marathe Rohidas Ashok, PRT 2) Mr. Vishal Dayaram Salunke PRT 3) Mrs. Rajni Sharma, PRT	<ul style="list-style-type: none"> •Preparation, checking and issuance of TC after realizing all fees payment & other dues(necessary) •Keeping the entries of the same in SR register. •Updation of TC on school website & any other portal if required.
4	Exam Department & Moderation Committee	Home Examination (Seconadary) 1) Dr. Rakhi Goyal, PGT (Chem) (I/C) 2) Mrs. Vaishali Kamble TGT(English) 3) Mr. Prakash TGT(Hindi) 4) Miss. Anita Hadas, Librarian Home Examination (Primary) 1) Mrs. Geeta Yadav, PRT(I/C) 2) Mis. Mahajan Ashwini Suresh, PRT 3) Mr Ramesh Devram Bhusare, PRT 4) Mrs. Pooja Kharat, PRT 5) Mrs. Kamlesh, PRT CBSE & External Examination 1) Mr. Pramod Tupe, PGT (CS) (I/C) 2) Mr. Koushalendra Verma TGT (Maths) 3) Mr. R M Kamble, PRT 4) Mr. Pawar Jaylal Shivdas, PRT	<ul style="list-style-type: none"> •Coordination, communication & implementation of all KVS/CBSE guidelines / directions. •Planning, execution & supervision of all exams, entries related to evaluation and documentation of the same. •Procurement of all exam requirements, stationary & maintenance of records/ registers. •Correspondence work of exam department. •Any work related to Exam.
5	Time Table & Daily arrangement committee	Secondary / Sr. Secondary 1) Mrs. Shivani Mishra PGT(Commerce) 2) Mr. Ram W Sawarkar TGT (AE) 3) Ms. Anita S Hadas TGT (Lib) 4) Mrs. Rajani Dabhade TGT (Maths) 5) Mr. Koushalendra Verma TGT(Maths) Primary 1) Mr Meena Thakur PRT(I/C) 2) Mr. D D Sharma PRT 3) Mr. R M Kamble 4) Mrs. Kamlesh, PRT 5) Mrs. Rajni Sharma , PRT	<ul style="list-style-type: none"> •Preparation of the routine time table of the school as per KVS guidelines. •Preparation & dissemination of daily arrangement and remedial/extra classes time table as per the directions. •Supervision of class attendance registers. •Documentation and correspondence related to time table.

6	<p align="center">CCA Committee</p>	<p>Secondary / Sr. Secondary</p> <ol style="list-style-type: none"> 1) Mr. Devendra R Bhamre, PGT(Eng) (I/C) 2) Mr. Surendra Singh TGT (SST) 3) Mrs Kavita Yadav, TGT(Hindi) 4) Mrs. Nidhi Shrivastava TGT (Science) <p>Primary</p> <ol style="list-style-type: none"> 1) Mr. D D Sharma, PRT (I/C) 2) Mr. Pawar Jaylal Shivdas, PRT 3) Ms. Priyanka Sharma, PRT 4) Mr. Ramesh Dvram Bhusare, PRT 5) Mr. Vishal Dayaram Salunke, PRT 	<ul style="list-style-type: none"> • Preparation of Calendar of activities for 2022-23 • Preparation of Days to be observed and celebrated in the year 2022-23 • House distribution activity • Constitution of student's council. • Planning, preparation and Celebration of Annual Day as well as all special days. • Distribution of display boards to different departments and regular monitoring of all display boards. (including class room display boards) • Theme selection for every month and carrying out the suggested activities • Maintaining the record of achievements of the students of house and maintaining transparency in the result. • Planning & implementation of activities, competitions as per the directions & documentation of the same.
7	<p align="center">Cleanliness & Conservancy Monitoring Committee</p>	<ol style="list-style-type: none"> 1) Mrs. Swetali Lad , PRT (I/C) 2) Mr. M B Mali, PGT Phy 3) Mr. R D Pakhare TGT (PH & E) 4) Mr. Darasingh Pawara TGT (English) 5) Mrs. Kavita Yadav TGT (Hindi) 6) Mr. Koushalendra Verma TGT (Maths) 7) Mr Nilesh Satao, PRT 8) Ms. Priyanka Sharma PRT 9) Ms. Pooja Anirudha Kharat PRT 10) Mrs. Kamlesh , PRT 11) Mrs. Rajni Sharma , PRT 12) Mr. Pawar Jaylal Shivdas, PRT 13) Mr. Ramesh Devram Bhusare, PRT 14) Mr. Jondhale Vikas Ambadas, PRT 15) Nurse 	<ul style="list-style-type: none"> • Procuring materials for cleanliness for entire school campus (if required). • Distribution of such materials to housekeeping staff regularly. • Assigning duties to wing in charges, cleanliness monitors, housekeeping staff. • Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor. • Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work. • Reporting the performance report of housekeeping staff regularly.

8	Morning Assembly Committee	<ol style="list-style-type: none"> 1) Mrs. Vaishali Kamble, (I/C) 2) Mr. R D Pakhare, TGT (Ph&E) 3) Mr. Ram W Sawarkar, TGT(AE) 4) Ms Priyanka Sharma, PRT (I/C Primary) 5) Mr.Ashish Bhalerao, PRT 6) Mrs. Rajni Sharma , PRT 7) All the members of CCA 	<ul style="list-style-type: none"> •Duty allotment and monitoring of assembly program. •Important announcements in the assembly. •Planning & preparing students for various activities. •Preparation of duty chart of flag hoisting. •Arrangement of mike for assembly programme. (Sr. No 3&4, Sr. No 7 & 8)
9	Flag Hoisting preparation for morning assembly	<ol style="list-style-type: none"> 1) Mr. R D Pakhare (I/C) 2) Mr. Darasing Pawara, TGT (English) 3) Mr. Vishal Dayaram Salunke, PRT 4) Coach 	<ul style="list-style-type: none"> •Duty allotment and monitoring flag hoisting and lowering.
10	M & R committee (School Building)	<ol style="list-style-type: none"> 1) Mr. Ram W Sawarkar TGT (AE) (I/C) 2) Mrs Pratibha S B, PGT(Phy) 3) Mr. Devendra R Bhamre, PGT (English) 4) Mr. R S Patil , PRT 5) Mr D D Sharma, PRT 6) Mr. R M Kamble, PRT 	<ul style="list-style-type: none"> •Maintain register for complaints and repairs work for school building. •Raising the quotations for procurement of materials required for civil work. •Monitoring of Vidyalaya infrastructure development and works in progress •Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya & Informing Principal the areas of immediate attention •Monitoring and recording of civil work / repair work undertaken •Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification •Maintenance of record of stock registers. •Certifying the proper usage of material at appropriate and required places
11	Purchase Committee	<ol style="list-style-type: none"> 1) Mr. Rakesh Kumar 2) Mrs Pratibha S B, PGT(Phy) (I/C) 3) Mr. M B Mali PGT (Phy) 4) Dr. Rakhi Goyal PGT (Chemistry) 5) Mr. Chetan Sinker PRT 6) Concerned stock I/C 	<ul style="list-style-type: none"> •Collection of requisition from concerned department •Placing order to the firm as per quotation approved. Making stock entry by the stockholder •Keeping record of consumption

12	Furniture Committee	<ol style="list-style-type: none"> 1) Mr M B Mali PGT(Phy) (I/C) 2) Mr. Vishal Dayaram Salunke, PRT(I/C Pri) 	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification. • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, departments, library, office etc regularly. • Checking of existence of furniture regularly. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
13	Discipline committee	<ol style="list-style-type: none"> 1) Mr R D Pakhare, TGT(P&HE)(I/C) 2) Mrs Rajani Shukla, TGT(Eng) 3) Mr Surendra Singh, TGT(SST) 4) Mrs. Nidhi Shrivastava , TGT (Science) 5) Mr. Darasing Pawara TGT (English) 6) Mr. R S Patil , PRT 7) Mr Nilesh Satao, PRT 8) Mr Chetan Sinkar, PRT 9) Mrs. Swetali Lad, PRT 10) Mr. Marathe Rohidas Ashok, PRT 11) Mr. Jondhale Vikas Ambadas, PRT 12) Counsellor & All class teachers 	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students not attending assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. • Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (With class teacher) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Vice Principal • Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher • Maintenance of records of related work.

14	Sports Committee	<ol style="list-style-type: none"> 1) Mr R D Pakhare, TGT(P&HE) (I/C) 2) Mr. Pawar Jaylal Shivdas, PRT(Pri I/C) 3) Yoga Coach 4) Sports Coach 	<ul style="list-style-type: none"> • Planning & documentation of Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meet as per KVS norms • Planning and conducting Annual Sports Day celebration. • Conducting SBSB activities as per KVS schedule.
15	Transportation Committee	<ol style="list-style-type: none"> 1) M. N B Sagar PGT (English) (I/C) 2) Mrs Rajani Dabhade, TGT(Maths) 3) Mr. R M Kamble PRT 	<ul style="list-style-type: none"> • To communicate with transport department of different sections coming to school. • Ensure that every child / transport section received information of holidays/extra classes/ Half day school/ PTA meeting/ any other situations where there is change in time of school. • Ensure that no child is left behind after the school hours due to the transportation. • Keeping records of all vehicles (including private), information of drivers & owners of the vehicle. • Keeping record of all the students about their mode of transportation for coming to school.
16	Scout and Guide Cubs and Bulbul	<p>Mr M B Mali, PGT(Phy) (Overall I/C) Mr Surendra Singh, TGT(SST) Mr R M Kamble, PRT Mr Nilesh Satao, PRT</p> <p>SMs:-</p> <ol style="list-style-type: none"> 1) Mr. Devendra R Bhamre PGT (English) 2) Mr Pramod Tupe, PGT(CS) 3) Mr. Ram W Sawarkar TGT (AE) 4) Mr R D Pakhare, TGT(P&HE) 5) Mr. Koushalendra Verma TGT (Maths) 6) Mr Chetan Sinkar, PRT 7) Mr. Ashish Bhalerao, PRT <p>GCs:-</p> <ol style="list-style-type: none"> 1) Mrs. Usha Yadav, PRT 2) Mrs Vaishali Kamble, TGT(Eng) 3) Mrs. Geeta Yadav, PRT 4) Mrs. Meena Thakur, PRT 	<ul style="list-style-type: none"> • Registration of unit • Fresh registration for Pravesh, Cubs, & Bulbuls • Conducting upgrading camps & celebrations related to scouts • Taking up Community development & celebration related to scout • Submitting monthly reports & carrying out other work related.

		<p>CMS:- 1) Mr R S Patil, PRT 2) Mr D D Sharma, PRT 3) Mr. Vishal Devaram Salunke , PRT</p> <p>FLs:- 1) Mrs. Swetali Lad, PRT 2) Ms. Mahajan Ashwini Suresh,PRT 3) Mrs. Rajni Sharma ,PRT</p>	
17	Disaster Management & Security Committee	1) Mr Rakesh Kumar, VP (I/C) 2) Mr R R Charjan, PGT(CS) 3) Mr. Devendra R Bhamre PGT (English) 4) Mr R D Pakhare, TGT(P&HE) 5) Mr Surendra Singh, TGT(SST) 6) Ms. Anita S Hadas TGT (Lib) 7) Mr. R S Patil , PRT 8) Mr D D Sharma, PRT 9) Ms. Mahajan Ashiwini Suresh , PRT	<ul style="list-style-type: none"> • Following disaster management instructions & S.O.P. provided by KVS. • Ensuring safety and security of entire vidyalaya (students, staff, building, availability of portable water etc.) • Conducting mock drills.
18	CS54 and CS11 Fees Record Committee	1) Mr Prakash TGT (Hindi) (I/C) 2) Mr. Chetan Sinkar PRT 3) Mr Marathe Rohidas Ashok, PRT	<ul style="list-style-type: none"> • Maintenance of CS-54 & CS-11 and its verification every month. • Submission of monthly statement of CS-54/ CS-11
19	Quarters allotment & License Fee recording committee	1) Mr Nandkumar B Sagar PGT(English)(I/C) 2) Mrs. Meena Thakur PRT 3) Mr. R D Pakhare TGT(P&HE)	<ul style="list-style-type: none"> • Allotment of staff quarter as per KVS guidelines. • Recording of month-wise license fee and water electricity deductions made through salary bill. • Handing over & taking over of quarters. • To make roaster of all type of quarters.
20	M & R Staff Quarters committee	1) Mr. R D Pakhare, TGT(PH&E) (I/C) 2) Mrs. Rajani Dabhade, TGT (Maths) 3) Mrs. Kavita Yadav TGT(Hindi) 4) Mr. Koushalendra Verma , TGT (Maths) 5) Ms. Priyanka Sharma, PRT (I/C- Electric meter reading)	<ul style="list-style-type: none"> • Monitoring of staff quarters electrical fittings and fixtures. • Preparing the estimates and submitting request for procurement of materials or required service with clear justification as per priority. • Monitoring and recording of any work / repair work undertaken. • Keeping record of the material and proper usage of material purchased.

			<ul style="list-style-type: none"> • Certifying the proper usage of material at appropriate and required places. • Ensuring proper functioning of electrical fittings and fixtures. • Informing Principal the areas of immediate attention. • Noting & reporting of meter reading of staff quarters every month & maintaining the register for record.
21	Medical Checkup and First Aid Committee	<ol style="list-style-type: none"> 1) Mrs. Syed K, TGT(Sci) (I/C secondary) 2) Mrs. Usha Yadav, PRT (I/C Primary) 3) Doctor 4) Nurse 5) All Class Teachers & Co-Class teachers 	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. • Planning & coordination with local doctors for a medical checkup for children twice a year. • Keeping record of medical checkup with the help of class teachers. • Keeping first aid item readily available. • Getting the books binded and keep a record after the medical checkup. • Making a list of differently abled students & to inform class teacher..
22	Educational tour & trip committee (Excursion)	<p>Secondary / Sr. Secondary</p> <ol style="list-style-type: none"> 1) Mr. Rakesh Kumar, VP 2) Mr. N B Sagar PGT(English) (I/C) <p>Primary</p> <ol style="list-style-type: none"> 1) Mr. R S Patil , PRT 2) Mrs. Meena Thakur, PRT (I/C) 	<ul style="list-style-type: none"> • Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students. • Deciding the places to visit through formal discussions with Principal and submit a report through the register meant for the purpose of excursions to children. • Taking students to local places of educational and tourist interest. • Planning of entire arrangement(such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc) • Preparation of report of visited places & students feedback.

23	Photography Committee	<ol style="list-style-type: none"> 1) Mr. Ram W Sawarkar AE (I/C) 2) Mr. Jondhale Vikas Ambadas, PRT 3) Mr. Ramesh Devram Bhusare, PRT 	<ul style="list-style-type: none"> • Photography of different events as per requirement. • Arrangement of photographer for important functions. • Display of photographs on display boards along with proper caption regularly. • Maintaining the album of the Vidyalaya Year-wise to be presented to visitors. • Provide photographs of various activities to Members of Social Media Committee.
24	Primary Resource Room (Activity Room) & TLM Procurement committee	<ol style="list-style-type: none"> 1) Mr. Ramesh Devram Bhusare, PRT (I/C) 2) Ms. Mahajan Ashwini Suresh, PRT 3) Mrs. Kamlesh, PRT 4) Mr. Jondhale Vikas Ambadas, PRT 	<ul style="list-style-type: none"> • Maintenance, beautification exploration & development of resources within the room for the effective functioning and strengthening of Primary classes. • Planning of CMP room usage by PRTs' • Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room. • Re-charging of TATA Sky activation and prepare a plan to show film shows live on TATA Sky • Planning for TATA English classes. • Submission on activities taken up. • Procurement of TLM as per the requirement of the teachers • Reviewing procurement of items monthly.
25	Reception & Refreshment Committee	<ol style="list-style-type: none"> 1) Mrs Usha Yadav, PRT (I/C) 2) Mrs Geeta Yadav, PRT 3) Mrs. Rajni Sharma, PRT 4) Mrs. Kamlesh, PRT 	<ul style="list-style-type: none"> • Decorating the front elevation of the Vidyalaya & reception formalities is made to the perfection. • Procurement and distribution of refreshment to the guests.
26	Quarterly News Letter Committee	<ol style="list-style-type: none"> 1) Mrs Usha Yadav, PRT (I/C) 2) Mr. Ramesh Devram Bhusare , PRT 3) Computer Instructor (Prim) 	<ul style="list-style-type: none"> • Planning, publication, communication and documentation of quarterly Newsletter for Primary. • Collection of materials (including photographs) of all the events, special achievements of primary section. • Report of Fun day

27	Vidyalaya Magazine Committee	<ol style="list-style-type: none"> 1) Mr Kailas Bhamare, PGT(Hin) (I/C) 2) Mr. Nandkumar B Sagar,PGT(Eng) 3) Mrs. Rajni Shukla , TGT (English) 4) Mrs. Kavita Yadav TGT (Hindi) 5) Both Computer instructor 	<ul style="list-style-type: none"> • Planning, publication, communication and documentation of the Vidyalaya magazine as per schedule. • Collection of materials (including photographs) of all the events, special achievements (including retiring from services)
28	राजभाषा कार्यान्वय समिति	<ol style="list-style-type: none"> 1) Mr Kailas Bhamare, PGT(Hin) (I/C) 2) Mr Prakash, TGT(Hin) 3) Mrs. Kavita Yadav TGT (Hindi) 4) Mr Chetan Sinkar, PRT 5) Mr. Nilesh Satao, PRT 6) Mrs Rajni Sharma, PRT 7) Mr. Marathe Rohidas Ashok 	<ul style="list-style-type: none"> • Planning, communication, documentation & reporting of work done in Hindi in the vidyalaya periodically in all aspects. • Planning, conducting & reporting of Rajbhasha related work such as Hindi Pakhwada / Mah , Hindi classes, Hindi Tests, Hindi workshops etc with the involvement of students & teachers.
29	Office	<ol style="list-style-type: none"> 1) Mr. V G Pawar, JSA 1) Mr Chetan Sinkar, PRT 2) Mr. Marathe Rohidas Ashok, PRT 	<ul style="list-style-type: none"> • Completion, maintenance and submission of all reports / records as per KVS guidelines. • Replies of RTI have & maintain their records.
30	Income Tax & Professional Tax Committee	<ol style="list-style-type: none"> 1) Mr. Prakash TGT(Hindi) (I/C) 2) Mr. Chetan Sinkar PRT 3) Mr. Marathe Rohidas Ashok, PRT 	<ul style="list-style-type: none"> • Calculation of income tax of staff & verification of their documents as per IT rules. • Maintenance of register & record of month wise IT collection and submission of staff. • Review of IT & PT collection - challan submission and record of SBI challan & related communication with CA for compilation.
31	Escort duty chart preparation committee	<ol style="list-style-type: none"> 1) Mrs. Geeta Yadav, PRT (I/C) 2) Mrs. Meena Thakur, PRT 3) Mr. D D Sharma, PRT 4) Mr. Vishal Dayaram Salunke , PRT 	<ul style="list-style-type: none"> • Allocating the escort duties to teachers for various programmes such as exhibitions, sports events etc.
32	Preparation of Identity Card Committee	<ol style="list-style-type: none"> 1) Mr. Darasing Pawara TGT(Eng)(I/C–Sec) 2) Ms Mahajan Ashwini Suresh,PRT (I/C Pri) 	<ul style="list-style-type: none"> • Preparing Identity cards for all students (Primary & Secondary)

33	Fee concession & RTE Committee	1) Mr. R M Kamble, PRT (I/C) 2) Mr. Jondhale Vikas Ambadas, PRT		<ul style="list-style-type: none"> • To prepare calendar of activities to complete work in time. • Collection of details of existing students under any kind of fee concession (BPL /Single girl child/ RTE) from all class teachers. • Considering new cases of fees exemptions as per KVS guidelines only. • Planning, collection & verification of documents (bills etc.), documentation & final payment to students under RTE.
34	Correspondence with State Govt. & Join Hands with Govt. School	1) Mr. R S Patil, PRT (I/C) 2) Mr. Nilesh Satao, PRT 3) Mrs Swetali Lad, PRT		<ul style="list-style-type: none"> • Providing data asked by various departments of the state & Keeping the record of data provided. • Planning, conduction, documentation & reporting of activities to be done with the association of state govt. school.
35	Subject Committee I/C	Secondary	Primary	<ul style="list-style-type: none"> • Conducting monthly meeting on agenda pre decided and got approved by the Principal. • The agenda shall be on the following points. These points are suggestive but not exhaustive and In charge of subject committee can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. • Split up syllabus month wise and teacher wise. • Activities-term wise. • Weightage of marks to each topic. • Evaluation scheme. • Practical work. • Class room activities and teaching aids. • Model question paper. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvements. • Educational tour. • Class activities, Exhibition, • Exam- PT/HY/SEE,
	English	Mr. Nandkumar B Sagar, TGT (Eng)	Mr Geeta Yadav, PRT	
	Hindi	Mr Kailas Bhamare, PGT(Hin)	Mr. D D Sharma, PRT	
	Science	Mrs Pratibha S B, PGT(Phy)	Mrs Meena Thakur, PRT	
	Maths	Mrs Rajani Dabhade TGT(Maths)	Mr R M Kamble, PRT	
	Social Science	Mrs. Shivani Mishra PGT(Comm)	---	

			<ul style="list-style-type: none"> •Preparation of subject magazine. •Effective implementation of Back to basics. Innovations taken up and the reports thereof
36	Monthly Report (ICT, Enrollment, Maintenance of E class room – CCTV cameras & UBI Portal Fee Verification (Second level) Committee	1) Mr R R Charjan, PGT(CS)(I/C) 2) Mr Pramod Tupe, PGT(CS) 3) Computer Instructor, (Primary) 4) Computer Instructor, (Secondary)	<ul style="list-style-type: none"> •Updating enrolment (of students class-wise and section-wise), Staff vacancy position, Computer infrastructure data •Monitoring of second Verification of fees at UBI Portal and Other allied information required by KVS.
37	A V. Aids, Teaching Aids & PA System	1) Mr. R R Charjan, PGT(CS) (I/C) 2) Mr. Pramod Tupe, PGT(CS)	<ul style="list-style-type: none"> •Procurement of teaching aids. •Keeping a record of use of ICT/TLM class wise and teacher wise. •Maintenance of records.
38	Department	I/C	<ul style="list-style-type: none"> •Preparation of yearly planner for the department. •Displaying all required materials. •Purchasing of items as per requirement. •Keeping all records of purchases of articles. •Maintaining operational lab/department. •Condemnation of articles. •Planning schedule of practical's/ activities for all classes. •Displaying syllabus, time table, all other information of practical's / activities in the department. •Verification of stock (physically) – regularly. •Any other related work.
	Physics Lab	Mrs. Pratibha S B, PGT(Phy)	
	Chemistry Lab	Dr. Rakhi Goyal, PGT(Chem)	
	Biology Lab	Mrs. Syed Kahkasha TGT (Science)	
	Computer Lab (1 & 2) In-charge	Mr. R R Charjan, PGT(CS)	
	Computer Lab- 3 In-charge	Mr. R R Charjan, PGT(CS) Mr. R S Patil, PRT	
	Language Room	Mr. Nandkumar B Sagar PGT (English)	
	Medical Room & First Aid	Mrs. Syed Kahkasha TGT (Science)	
	SUPW Room	Mr. Ram W Sawarkar TGT (AE)	
	Junior Science Lab	Mrs. Nidhi Srivastava TGT (Science)	
	Music Room	Mrs. Usha Yadav PRT	
Library	Mrs Anita Somnath Hadas TGT (Lib)		

	E Content room	Mr. Ram W Sawarkar TGT (AE)	
	Sports Room	Mr R D Pakhare, TGT (P&HE)	
	Maths Lab	Mrs. Koushalendra Verma, TGT (Maths)	
	Store Room	Mr Chetan Sinkar, PRT	
	Art Room	Mr. Ram W Sawarkar TGT (AE)	
	Staff Room Sec	Mrs. Kavita Yadav TGT (Hindi)	
	Staff Room Primary	Mr. Pawar Jaylal Shivdas, PRT Ms Mahajan Ashwini Suresh,PRT	
39	Literary Clubs	Mrs. Anita Somnath Hadas TGT (LIB) (I/C) All Subject Committee In charges	<ul style="list-style-type: none"> • Planning, execution, documentation and reporting of activities to be done as per instruction. • Preparing & Publishing news in local newspapers
40	CMP & Primary Education Committee	1) Mr. R S Patil , PRT (I/C) 2) Mr. R M Kamble, PRT 3) Mrs. Geeta Yadav , PRT	<ul style="list-style-type: none"> • Preparation of year planner. • Planning, execution & supervision of all the guidelines and changes to update the staff for proper implementation. • Supervision of Primary classes. • Documentation, communication and correspondence of the activities, information as and when required. • All works related to primary education. • Formation of Committees for smooth conduct of all activities to be done. • Maintaining & reporting CMP & Back to basic & Fun day Records regularly.
41	Career Guidance and Counseling	1) Mrs Rajani Dabhade, TGT(Maths) (I/C) 2) Mrs Rajani Shukla, TGT(Eng)	<ul style="list-style-type: none"> • Planning, organizing, reporting and documentation of (minimum 6) counseling session. • Collection of information and providing to students. • Arrangement of Guest Lectures. • Submission of monthly report.

42	Adolescent Education Programme	<ol style="list-style-type: none"> 1) Mrs Rajani Shukla, TGT(Eng) (I/C) 2) Mr. R R Charjan, PGT (CS) 3) Mr. M B Mali, PGT(Phy) 4) Mr. Devendra R Bhamare, PGT (Eng) 5) Mr. Nandkumar B Sagar, PGT (Eng) 6) Mrs. Vaishali Kamble, TGT(Eng) 7) Mrs. Sayed Kahkasha, TGT(Sci) 8) Mrs. Nidhi Shrivastava TGT (Sci) 	<ul style="list-style-type: none"> • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems • Planning, Preparation and conducting the programs • Submitting a monthly report to Principal
43	Awakened Citizen Programme	<ol style="list-style-type: none"> 1) Mrs. Syed Kahkasha TGT(Science)(I/C) 2) Mrs. Rajani Dabhade, TGT(Maths) 3) All trained teachers 	<ul style="list-style-type: none"> • Reporting, documentation and implementation of the programme as per KVS guidelines.
44	Science Exhibition & NCSC	<ol style="list-style-type: none"> 1) Mr M B Mali, PGT(Phy)(I/C) 2) Mrs Meena Thakur, PRT (I/C primary) 3) All Science, Maths & Comp.Sci Teachers. 	<ul style="list-style-type: none"> • Planning the exhibition themes and models in advance and start synopsis preparation • Conducting mock exhibition well before the exhibitions scheduled as per KVS • Selecting the best models and the suggestions for improvement • Getting the new models ready before the exhibition to begin.
45	EBSB Programme (Social Science Exhibitions)	<ol style="list-style-type: none"> 1) Mr. Surendra Singh TGT (S ST) (I/C) 2) Mrs Shivani Mishra, PGT (Comm) 3) PGT (Economics) 4) All TGT, SST 5) PRT(Music) 	<ul style="list-style-type: none"> • Planning the exhibition themes and models in advance and start synopsis preparation • Conducting mock exhibition well before the exhibitions scheduled as per KVS • Selecting the best models and the suggestions for improvement • Getting the new models ready before the exhibition to begin.
46	Staff Grievance Committee	<ol style="list-style-type: none"> 1) Mr Rakesh Kumar, VP(I/C) 2) Mr R S Patil , PRT (I/C) 3) Mrs Pratibha S B, PGT(Phy) 4) Mr. Kailash Bhamre PGT (Hindi) 	<ul style="list-style-type: none"> • Documentation, enquiring & reporting of grievances/ complaints regarding women & any staff member

47	<p style="text-align: center;">House System of the Vidyalaya</p>	<p><u>Secondary: -</u></p> <p>Shivaji House: - Mrs. Syed Kahkasha, TGT(Sci)</p> <p>Tagore House: - Mr. Surendra Singh, TGT(SST)</p> <p>Ashoka House :- Mr. Ram W Sawarkar TGT (AE)</p> <p>Raman House:- Mr. Nandkumar B Sagar , PGT (English)</p> <p>Primary:-</p> <p>Shivaji House:- Mr. Rajni Sharma, PRT</p> <p>Tagore House:- Mr. Ashish Bhalerao, PRT</p> <p>Ashoka House:- Mr. Jondhale Vikas Ambadas, PRT</p> <p>Raman House:- Ms. Pooja Kharat, PRT</p>	<ul style="list-style-type: none"> • Ensuring safe arrival departure of students during entire school hours with the help of prefect. • Checking of school uniform & late comers regularly. • Maintaining the record of achievements of the students of house and maintaining transparency in the result. • Planning & implementation of activities, competitions as per the directions & documentation of the same. <p>Objectives of House System.</p> <ul style="list-style-type: none"> • To provide a smooth transition from home life to school life for all students. • To create and use social situation so that children’s social and emotional needs are fulfilled. • To enable students is integrate themselves well in the corporate life of school. • To enable students to prepare themselves for playing different role as member of a group, community or society. • To inculcate the sense of responsibility to take one’s tasks and duties in life • Earnestly and discharge them to the best of one’s abilities. • To help every student developed him/her personality and integrity. • To develop the spirit of healthy competition among students. • To inculcate the qualities of self-dignity self-confidence and respect for others views and opinions and discretion to take decision on issues and problems faced by them. • To develop a sense of belongingness among students and to create desire to live in harmony. • To inculcate among students respect for seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all. To
----	---	---	---

			learn live work endure and enjoy together and develop a degree of sensitivity for their feelings and needs to inculcate among students personal social and national values
48	Students complaint/Suggestion committee	1) Mrs. Shivani Mishra, PGT (Comm) 2) Mrs. Rajni Shukla, TGT (Eng) 3) Mrs. Meena Thakur, PRT	
49	Grievance cell for SC/ST /OBC /Minorities & Physically, Handicapped	1) Mr. Rakesh Kumar, VP (I/C) 2) Mr Pramod Tupe, PGT(CS) 3) Mrs Syed Kahkasha, TGT(Sci) 4) Mr. Darasing Pawara TGT(English) 5) Mr. Prakash, TGT (Hin) 6) Mr. Sunil S Darade, Substaff	<ul style="list-style-type: none"> • Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC /Minorities & Physically, Handicapped
50	Arrangement of Staff Meeting and Reporting Minutes	1) Mr. Nandkumar B Sagar (Eng) 2) Mrs. Kavita Yadav, TGT(Hindi)	<ul style="list-style-type: none"> • Arrangement of staff meeting. • Compilation & reporting of all points discussed in the staff meeting.
51	Alumni Committee	1) Mr. R R Charjan, PGT(CS) (I/C) 2) Mrs. Pratibha S B PGT (PHY) 3) Mr. R D Pakhare TGT (PH & E) 4) Mr R M Kamble, PRT 5) Mr R S Patil, PRT	<ul style="list-style-type: none"> • Collection of data from different sources. • Display of alumni details in alumni portal of vidyalaya website. • Planning for alumni meeting.
52	Internal Complaint Committee	1) Mrs. Pratibha S B, PGT (Phy) 2) Mrs. Rajani Shukla TGT (English)	<ul style="list-style-type: none"> • To see complaints received from woman, girls.
53	Garden maintenance & Beautification of Vidyalaya Committee Eco & Nature Club	1) Mrs. Nidhi Srivastava TGT(Sci) (I/C) 2) Mrs Sayed K, TGT(Sci) 3) Mrs. Rajani Dabhade, TGT (Maths) 4) Mrs. Meena Thakur, PRT 5) Mrs. Swetali Lad, PRT	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Making Rangoli on various events. • Monthly review of garden and suggestions for improvement • Submitting monthly review of garden & Beautification of Vidyalaya • Raising the requirement for Garden and Vidyalaya beautification • Developing of kitchen garden.

54	Establishment of Atal Tinkering Lab	Co-coordinator : 1) Mr. R R Charjan, PGT(CS) -I/C 2) Mrs Pratibha S B, PGT(Phy) 3) Mr M B Mali, PGT(Phy)	<ul style="list-style-type: none"> • Planning, execution, documentation and reporting of activities in coordination with the other related departments (if required). • Registration & developing of Atal Tinkering Lab • Recording all correspondences with KVS MR/ HQ/ Niti Ayog
55	Developing – Kitchen Garden	1) Mrs Sayed K, TGT(Sci) (I/C) 2) Mrs. Nidhi Shrivastava TGT (Science) 3) Mrs. Rajni Sharma , PRT 4) Mrs. Kamlesh, PRT	<ul style="list-style-type: none"> • Developing of kitchen garden.
56	Shaala Darpan	1) Mr. R R Charjan, PGT(CS) I/C 2) Mr Pramod Tupe, PGT(CS)	<ul style="list-style-type: none"> • Uploading details & maintaining records as per KVS guidelines / directions.
57	SARAL / Shaala Siddhi / UDISE	1) Mr Pramod Tupe, PGT(CS) (I/C) 2) Mr. R R Charjan, PGT (CS) 3) Mr. R S Patil, PRT 4) Mr R M Kamble, PRT	<ul style="list-style-type: none"> • Uploading details & maintaining records as per KVS & State Govt. guidelines / directions.
58	Modernization of Labs	1) Mrs. Pratibha S B , PGT (Phy) (I/C) 2) Mr M B Mali, PGT(Phy) 3) Dr. Rakhi Goyal, PGT (Chem) 4) Mrs. Syed Kahkasha TGT(Science) 5) Mrs. Nidhi Shrivastava TGT(Science)	<ul style="list-style-type: none"> • Uploading details & maintaining records as per KVS guidelines / directions.
59	Website Updation	1) Mr. R R Charjan (I/C) 2) Mr. Marathe Rohidas Ashok, PRT 3) Mr. Pawar Jaylal Shivdas, PRT	<ul style="list-style-type: none"> • Updating of Vidyalaya website once in every fortnight and as when it is required.
60	Gate Duty	1) Mrs. Pratibha S B, PGT(Phy) (I/C) 2) Mr. D D Sharma, PRT (I/C)	<ul style="list-style-type: none"> • Allotment of gate duty well in advance • Inform to all teachers in writing • Display of duty chart at important places
61	Leave Records	1) Ms. Priyanka Sharma, PRT (I/C)	<ul style="list-style-type: none"> • To keep records of all type of leaves
62	BALA	1) Mr. Ram W Sawarkar, TGT (AE) (I/C) 2) Mr. R S Patil , PRT	<ul style="list-style-type: none"> • To develop BALA concepts at various corners of Vidyalaya.
63	Social Accounts	1) Mr. Jondhale Vikas Ambadas, PRT (I/C)	<ul style="list-style-type: none"> • To upload various photos of Vidyalaya on social accounts (Facebook & Twitter)

64	Medical Bills Scrutiny	1) Mrs Rajani Dabhade, TGT (Maths)I/C 2) Mrs. Syed Kahkasha TGT(Science) 3) Mrs. Geeta Yadav, PRT	<ul style="list-style-type: none"> To check & verify authenticity of medical bills received from employees of Vidyalaya.
65	PISA	1) Mrs. Rajani Shukla, TGT (Eng) (I/C) 2) Mrs. Vaishali Kamble, TGT (Eng)	<ul style="list-style-type: none"> To conduct workshops at vidyalaya level. To coordinate & monitor for Baseline Tests on PISA portal & uploading marks on PISA portal.
66	Staff Club School	1) Mr Surendra Singh, TGT(SST) (I/C) 2) Mr. Devendra R Bhamre, PGT (English) 3) Mrs. Geeta Yadav, PRT 4) Mr. Vishal Dayaram Salunke, PRT	<ul style="list-style-type: none"> To plan and execute various activities related to staff
67	GSP	1) Mr. R R Charjan, PGT(CS)	<ul style="list-style-type: none"> To complete Green School Program.
68	GeM	1) Dr. Rakhi Goyal, PGT(Chem)	<ul style="list-style-type: none"> To complete purchase procedure through GeM.
69	Service Book	1) Mr. Prakash TGT(Hindi)	<ul style="list-style-type: none"> Maintainance and updating of service book of all employees.
70	VMC	1) Mrs. Usha Yadav, PRT (I/C)	<ul style="list-style-type: none"> To plan and execute various activities related to VMC
71	PTA	Secondary: 1) Mr. Darasing Pawara, TGT (Eng) Primary: 1) Mr. Nilesh Satao, PRT	To plan and execute various activities related to PTA.
72	Yuva Tourism Club	Mr. Nandkumar B Sagar, PGT (Eng) (I/C)	To conduct various activities as per KVS guidelines.
73	Pre Matric/Post Matric Scholarship	Mr. Nandkumar B Sagar, PGT (Eng) (I/C)	To conduct various activities as per KVS guidelines.
74	Special Campaign for Cleaning	Mrs. Swetali Lad , PRT (I/C)	To conduct various activities as per KVS guidelines.
75	Vidyanjali	Mr. R R Charjan, PGT (CS) (I/C)	To conduct various activities as per KVS guidelines.
76	VVM	Mr. Pramod Tupe, PGT (CS) (I/C)	To conduct various activities as per KVS guidelines.
77	NISHTA	Mr. R R Charjan, PGT (CS) (I/C)	To conduct various activities as per KVS guidelines.
78	Vaccination	Mr. D D Sharma, PRT (I/C)	To conduct various activities as per KVS guidelines.

79	Aaryabhata Maths challenge	Mrs. Rajani Dabhade, TGT (Maths) (I/C)	To conduct various activities as per KVS guidelines.
80	Manodarpan	Mr. Devendra R Bhamre, PGT (English)	To conduct various activities as per KVS guidelines.
81	GIS/GLIS Portal	Mr. R R Charjan, PGT (CS) (I/C)	To conduct various activities as per KVS guidelines.
82	ESSA Scholarship/ Army welfare	Mr. Nandkumar B Sagar, PGT (Eng) (I/C)	To conduct various activities as per KVS guidelines.