

SN.	NAME OF COMMITTEE	SN.	NAME OF COMMITTEE
1	Academic and Administrative Support Committee	36	Monthly Report (ICT, Enrollment, Eclass room,CCTV, UBI Portal Fee Verification
2	Admission Committee	37	A V. Aids, Teaching Aids & PA System
3	TC preparation Committee	38	Department I/C
4	Exam Department & Moderation Committee	39	Literary Clubs
5	Time Table & Daily arrangement committee	40	CMP & Primary Education Committee
6	CCA Committee	41	Career Guidance and Counseling
7	Cleanliness & Conservancy Monitoring Committee	42	Adolescent Education Programme
8	Morning Assembly Committee	43	Awakened Citizen Programme
9	Flag Hoisting preparation for morning assembly	44	Science Exhibition & NCSC
10	M & R committee (School Building)	45	EBSB Programme (Social Science Exhibitions)
11	Purchase Committee	46	Staff Grievance Committee
12	Furniture Committee	47	House System of the Vidyalaya
13	Discipline committee	48	Grievance cell for SC/ST /OBC /Minorities & Physically,handicapped
14	Sports Committee	49	Arrangement of Staff Meeting and Reporting Minutes
15	Transportation Committee	50	Alumni Committee
16	Scout and Guide Cubs and Bulbul	51	Internal Complaint Committee
17	Disaster Management & Security Committee	52	Garden maintenance & Beautification Committee Eco & NatureClub
18	CS54 and CS11 Fees Record Committee	53	Establishment of Atal Tinkering Lab
19	Quarters allotment & License Fee recording committee	54	Developing – Kitchen Garden
20	M & R Staff Quarters committee	55	Shaala Darpan
21	Medical Checkup and First Aid Committee	56	SARAL / Shaala Siddhi / UDISE
22	Educational tour & trip committee (Excursion)	57	Modernization of Labs
23	Photography Committee	58	Website Updation
24	Primary Resource Room(Activity Room)& TLM Procurement	59	Gate Duty
25	Reception & Refreshment Committee	60	Leave Records
26	Quarterly News Letter Committee	61	BALA
27	Vidyalaya Magazine Committee	62	Social Accounts
28	राजभाषा कार्यान्वय समिति	63	Medical Bills Scrutiny
29	Office	64	PISA
30	Income Tax & Professional Tax Committee	65	Staff Club Quarters
31	Escort duty chart preparation committee	66	Staff Club School
32	Preparation of Identity Card Committee	67	GSP
33	Fee concession & RTE Committee	68	GeM
34	Correspondence with State Govt. & Join Hands with Govt.	69	Service Book
35	Subject Committee I/C		

LIST OF COMMITTEES FOR ACADEMIC YEAR 2022-23

The following committees have been formed for the year 2022-23 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.

S I.	NAME OF COMMITTEE	MEMBERS	DUTIES
1	Academic and Administrative Support Committee	<p><u>Secondary :-</u></p> <p>1) Mr Rakesh Kumar, VP (I/C) 2) Mrs Pratibha S B, PGT(Phy) 3) Mr. Kailash Bhamre PGT (Hindi) 4) Mrs. Shivani Mishra PGT (Commerce)</p> <p><u>Primary :-</u></p> <p>1) Mr. R S Patil. PRT (I/C) 2) Mr. Chetan Sinkar, PRT</p>	<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. • Any other related work.
2	Admission Committee	<p>1) Mr. Kailash Bhamre PGT (Hindi) (I/C) 2) Mr. Anita S Hadas TGT (Librarian) 3) Mr. Darasing Pawara TGT(English) 4) Mr Nilesh Satao, PRT 5) Mr. D D Sharma , PRT 6) All class teachers of class I (For Assistance in admission process & Entry in SR Register)</p>	<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	<p>1. Mr. Marathe Rohidas Ashok, PRT 2. Mr. Vishal Dayaram Salunke PRT 3. Mr. Ramesh Devram Bhusare, PRT</p>	<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	<p>Home Examination (Seconadary) 1) Dr. Rakhi Goyal, PGT (Chem) (I/C) 2) Mrs. Vaishali Kamble TGT(English) 3) Mr. Prakash TGT(Hindi)</p> <p>Home Examination (Primary) 1) Mrs. Usha Yadav PRT(I/C) 2) Ms. Mahajan Ashwini Suresh PRT 3) Mr. Ramesh Devram Bhusare PRT 4) Mrs. Pooja Kharat, PRT</p> <p>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</p>	<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	<p>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)</p> <p>Primary 1) Mrs. 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</p>	<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	CCA Committee	<p>Secondary / Sr. Secondary 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> <p>Primary 1) Mr. D D Sharma PRT (I/C) 2) Mr. Ashish Bhalerao PRT 3) Ms. Priyanka Sharma PRT 4) Mr. Jondhale Vikas Ambadas PRT</p>	<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	Cleanliness & Conservancy Monitoring Committee	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	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	1) Mr. R D Pakhare (I/C) 2) Mr. R M Kamble	<ul style="list-style-type: none"> • Duty allotment and monitoring flag hoisting and lowering.
10	M & R committee (School Building)	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	<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	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 Sinkar 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	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	1) Mr R D Pakhare, TGT(P&HE)(I/C) 2) Mrs Rajni 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	1) Mr R D Pakhare, TGT(P&HE) (I/C) 2) Mr. Jondhale Vikas Ambadas, PRT(Pri I/C) 3) Yoga Coach 4) Sports Coaches (Both)	<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	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 an 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	Mr M B Mali, PGT(Phy) (Overall I/C) Mr Nilesh Satao, PRT SMs:- 1) Mr. Devendra R Bhamre PGT (English) 2) Mr Surendra Singh, TGT(SST) 3) Mr Pramod Tupe, PGT(CS) 4) Mr. Ram W Sawarkar TGT (AE) 5) Mr R D Pakhare, TGT(P&HE) 6) Mr. Koushalendra Verma TGT (Maths) 7) Mr R M Kamble, PRT 8) Mr Chetan Sinkar, PRT 9) Mr. Ashish Bhalerao, PRT GCs:- 1) Mrs. Usha Yadav, PRT 2) Mrs Vaishali Kamble,TGT(Eng) 3) Mrs. Geeta Yadav, PRT 4) Mrs. Meena Thakur, PRT CMs:- 1) Mr R S Patil, PRT 2) Mr D D Sharma, PRT 3) Mr. Vishal Devaram Salunke , PRT FLs:- 1) Mrs. Swetali Lad, PRT 2) Ms. Mahajan Ashwini Suresh,PRT 3) Mrs. Rajni Sharma ,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.

17	Disaster Management & Security Committee	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1) Mr Prakash TGT (Hindi) (I/C) 2) Mr. Chetan Sinkar PRT 3) Mr S R Patil, SSA 	<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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1) Mr. R D Pakhare, TGT(PH&E) (I/C) 2) Mrs. Kavita Yadav TGT(Hindi) 3) Mr. Koushalendra Verma , TGT (Maths) 4) 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. • 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. Geeta 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)	Secondary / Sr. Secondary 1) Mr. Rakesh Kumar, VP 2) Mr. N B Sagar PGT(English) (I/C) Primary 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	1) Mr. Ram W Sawarkar AE (I/C) 2) Mr. Ashish Bhalerao 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	1) Mr. R M Kamble, 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	1) Mrs Geeta Yadav, PRT (I/C) 2) Mrs Usha 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	1) Mrs Geeta 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	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	1) Mr Kailas Bhamare, PGT(Hin) (I/C) 2) Mr Prakash, TGT(Hin) 3) Mrs. Kavita Yadav TGT (Hindi) 4) Mr S R Patil SSA	<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	1) Mr S R Patil, SSA 2) Mr Chetan Sinkar, PRT (For Assistance) 3) 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's & maintain their records.
30	Income Tax & Professional Tax Committee	1) Mr. Prakash TGT(Hindi) (I/C) 2) Mr. Chetan Sinkar PRT 3) Mr. S R Patil, SSA	<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	1) Mrs. Usha Yadav, PRT (I/C) 2) Mrs. Meena Thakur, PRT 3) Mr. D D Sharma, PRT 4) Mr. Vishal 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	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	
	English	Mr. Nandkumar B Sagar, TGT (Eng)	Mrs Geeta Yadav, PRT	<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, • Preparation of subject magazine. • Effective implementation of Back to basics. • Innovations taken up and the reports thereof
	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)	---	
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 & 3) In-charge	Mr. R R Charjan, PGT(CS)	
	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. Geeta Yadav PRT	
	Library	Ms 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	Mr. Koushalendra Verma, TGT (Maths)	
	Store Room	Mr S R Patil, SSA	
	Art Room	Mr. Ram W Sawarkar TGT (AE)	
	Staff Room Sec	Mrs. Kavita Yadav TGT (Hindi)	
	Staff Room Primary	Mrs. Pooja A Kharat, 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. Usha 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 Rajni Shukla, TGT(Eng) 3) Counselor	<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	1) Mrs Rajni Shukla, TGT(Eng) (I/C) 2) Mr. R R Charjan PGT (CS) 3) Mr. M B Mali, PGT(Phy) 4) Mr. D R Bhamare PGT (Eng) 5) Mr. N B Sagar PGT (Eng) 6) Mrs. Nidhi Shrivastava TGT (Science) 7) Mrs. Sayed Kahkasha, TGT(Sci) 8) Mrs. Vaishali Kamble, TGT(Eng) 9) Counselor	<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	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	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)	1) Mr. Surendra Singh TGT (S ST) (I/C) 2) Mrs Shivani Mishra, PGT (Comm) 3) PGT (Economics) 4) TGT-1 (SST) 5) TGT-2 (SST) 6) TGT -3 (S ST) 7) 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	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	House System of the Vidyalaya	<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. Pawar Jaylal Shivdas, PRT</p> <p>Tagore House:- Mr. Vishal Dayaram Salunke , PRT</p> <p>Ashoka House:- Ms. Mahajan Ashwini Suresh, PRT</p> <p>Raman House:- Mrs. 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
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48	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) Mrs. S K Natare, Sub Staff	<ul style="list-style-type: none"> • Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC /Minorities & Physically, Handicapped
49	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.

50	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.
51	Internal Complaint Committee	1) Mrs. Pratibha S B, PGT (Phy) 2) Mrs. Rajni Shukla TGT (English)	<ul style="list-style-type: none"> • To see complaints received from woman, girls.
52	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.
53	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
54	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.
55	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.
56	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.
57	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 Kakhasha TGT(Science) 5) Mrs. Nidhi Shrivastava TGT(Science)	<ul style="list-style-type: none"> • Uploading details & maintaining records as per KVS guidelines / directions.
58	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.

59	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
60	Leave Records	1) Ms. Priyanka Sharma, PRT (I/C)	<ul style="list-style-type: none"> To keep records of all type of leaves
61	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.
62	Social Accounts	1) Dr. Rakhi Goyal (I/C)	<ul style="list-style-type: none"> To upload various photos of Vidyalaya on social accounts (Facebook & Twitter)
63	Medical Bills Scrutiny	1) Mrs Rajani Dabhade, TGT (Maths)I/C 2) Mrs. Syed Kahkasha TGT(Science) 3) Mrs. Usha Yadav, PRT	<ul style="list-style-type: none"> To check & verify authenticity of medical bills received from employees of Vidyalaya.
64	PISA	1) Mrs. Rajni 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.
65	Staff Club Quarters	1) Mr Pramod Tupe, PGT(CS) (I/C) 2) Mr. R D Pakhare TGT (PH&E) 3) Mrs. Rajani Dabhade, TGT (Maths)	<ul style="list-style-type: none"> To plan and execute various activities related to staff
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.