

# Kendriya Vidyalaya Pulgaon

## Staff Committee and Allotment of duties

### Session 2024-25

S. No	Committees	Duties
1	<b>Academic Monitoring Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Atul Thakare (I/C)</b></li> <li>● All PGTs</li> <li style="padding-left: 20px;"><b>Primary Section</b></li> <li>● <b>Sh Rahul Durge(I/C)</b></li> <li>● Smt Smita Sthul</li> </ul>	Monitoring the academic, remedial & other strategies for overall development of the school.
2	<b>Discipline Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh. Vijay Padole(I/C)</b></li> <li>● Sh R. S. Ghatole</li> <li>● Sh. Umesh Chandra</li> <li>● Sh Vishal Bhardwaj</li> <li>● Mrs. Ritu Rani</li> <li>● Mrs. Megha Chauhan</li> <li>● Sh. Amol B</li> <li>● Sh. Hanumat Tiwari</li> <li>● Sh. Shailendra Pachghare</li> <li>● All Class Teachers</li> <li style="padding-left: 20px;"><b>Primary Section:</b></li> <li>● <b>Sh. Rahul Durge (I/C)</b></li> <li>● Sh Chetan Rajgure</li> <li>● Smt Dipali Patil</li> <li>● All Class Teachers</li> </ul>	Monitor and maintain the discipline check the activities of the students within the school campus during offline classes. To deal with cases of indiscipline by the students and their counseling during online /offline classes.
3	<b>Examination Committee</b>	
	<p style="text-align: center;"><b>Internal Examination</b></p> <ul style="list-style-type: none"> <li>● <b>Sh G. G. Bathe(I/C)</b></li> <li>● Sh Dhalesh Patel</li> <li>● Ms Ritu Rani</li> </ul> <p style="text-align: center;"><b>External Examination(CBSE)</b></p> <ul style="list-style-type: none"> <li>● <b>Sh Nitin Dongre (I/C)</b></li> </ul> <p style="text-align: center;"><b>Primary Section</b></p> <ul style="list-style-type: none"> <li>● <b>Smt Vidya Bhojane (I/C)</b></li> <li>● Sh Shivam Pal</li> <li>● Smt. Ritu Yadav</li> </ul>	To plan & conduct home examination as per KVS norms. CBSE & other (Olympiad, etc.) examinations. To prepare and disseminate the time table well in advance. To conduct the PTM in coordination of class teachers and Subject teachers. To get the question paper setting, result analysis timely.
4	<b>Admission Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Shailendra Pachghare(I/C)</b></li> <li>● <b>Sh. Atul Thakare</b></li> <li style="padding-left: 20px;"><b>Primary Section</b></li> <li>● Sh.Rahul Durge</li> <li>● Smt Dipali Patil</li> </ul>	To manage registration and admission process as per KVS guidelines.
5	<b>Time Table Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh. R. S. Ghatole(I/C)</b></li> <li>● Sh Madanlal Bairwa</li> <li style="padding-left: 20px;"><b>Primary Section:</b></li> <li>● <b>Sh Naushad Sha (I/C)</b></li> </ul>	To prepare time table and make arrangement against leave.

	<ul style="list-style-type: none"> <li>● Smt. Dipali Patil</li> <li>● Sh. Shivam Pal</li> </ul>	
6	<b>CCA Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Mrs. Megha Chauvan(I/C)</b></li> <li>● <b>Sh. Shailendra Kushwah</b></li> <li>● All House Masters</li> <li>● <b>Primary Section:</b></li> <li>● <b>Smt Rupali (I/C)</b></li> <li>● <b>Smt. Smita Sthul</b></li> <li>● <b>Sh. Chetan Rajgure</b></li> <li>● All House Masters</li> </ul>	To plan and organize house activities.Maintainance of the record of the same. Arrange evaluation and Prize distribution
7	<b>Assembly Committee</b>	
	<ul style="list-style-type: none"> <li>● Sh. Chetan Rajgure</li> <li>● Smt. V. Nagdeve</li> </ul>	To plan & ensure presentation of assembly with the help of students, class teachers & house masters weekly.
8	<b>Social Science Exhibition</b>	
	<ul style="list-style-type: none"> <li>● <b>Ms Sunita (I/C)</b></li> <li>● Sh Sachin Dharpure</li> <li>● Sh G G Bathe</li> <li>● Ms Megha Chauhan</li> <li>● Sh Madan Lal</li> <li>● Smt V. Nagdive</li> </ul>	To Motivate students to prepare exhibits and prepare for Cultural Programme ,Debate ,Quiz etc
9	<b>Cultural Programme Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Smt V D Nagdeve(I/C)</b></li> <li>● <b>Ms. Ritu Rani</b></li> <li>● <b>Ms. Jyoti</b></li> <li>● <b>Ms. Sunita</b></li> <li>● <b>All House Master</b></li> <li>● <b>Primary Section:</b></li> <li>● Smt Dipali Patil</li> <li>● All Class Teachers</li> </ul>	Planning, Preparation & organizing Cultural activities inside and outside the vidyalaya.
10	<b>Rajbhasha Committee</b>	
	<ul style="list-style-type: none"> <li>● Sh Madan Lal (I/C)</li> <li>● Sh Rajbir Singh</li> <li>● Sh sahilendra Kushwah</li> </ul>	To Promote work in Hindi. To sent the monthly and quarterly report to KVS RO Mumbai
11	<b>Games &amp; Sports Committee</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Vijay Padole (I/C)</b></li> <li>● <b>Primary Section:</b></li> <li>● Sh Chetan Rajgure</li> <li>● Sh. Rishabh Mishra</li> </ul>	To coach and train students in different sports & games according to their potential. To plan the vidyalaya and cluster level activities Ensure availability of sports material for the students.
12	<b>Readers Club</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Shailendra Pachghare(I/C)</b></li> <li>● All Language Teachers</li> <li>● <b>Primary Section:</b></li> <li>● <b>Smt Smita Sthul</b></li> <li>● Smt. Rupali</li> </ul>	To develop the Reading Skill among the students
13	<b>TLM Purcahse</b>	
	<ul style="list-style-type: none"> <li>● Sh Chetan Rajgure</li> <li>● <b>Smt. Ritu Yadav</b></li> </ul>	To get requisition from teachers, consolidate and purchase of TLM

		To issue TLM to teachers and maintain records
14	<b>Photography Club</b>	
	<ul style="list-style-type: none"> <li>● Ms Sachin Dharpure(I/C)</li> <li>● Sh Amol B</li> <li>● Sh Vinay Kumar</li> </ul>	To motivate and enhance students skill in photography. To capture various school events in camera.
15	<b>Press Coverage</b>	
	<ul style="list-style-type: none"> <li>● Sh. Atul Thakre (I/C)</li> <li>● Sh. Rupali</li> <li>● Sh.Vijay Padole</li> <li>● Sh. Harish S</li> </ul>	To ensure press coverage of all activities in the vidyalaya To inform press personnel to cover event well in advance
16	<b>Cleanliness Committee</b>	
	<ul style="list-style-type: none"> <li>● Sh Vijay Padole(I/C)</li> <li>● Sh Vishal Bhardwaj</li> <li>● Mrs. Jyoti</li> <li>● Smt. Rupali</li> <li>● Sh. Shivam Pal</li> </ul>	To monitor the work of outsourcing agency related to cleaning of the vidyalaya.
17	<b>Beautification &amp; Gardening</b>	
	<ul style="list-style-type: none"> <li>● Sh Nitin Dongre(I/C)</li> <li>● All House Masters</li> <li>● Smt Dipali Patil</li> </ul> <p>All House Masters Primary Section</p>	To make the vidyalaya beautiful, colorful & attractive. To make KV Green.
18	<b>Repair and Maintenance</b>	
	<ul style="list-style-type: none"> <li>● Sh.H Tiwari (I/C)</li> <li>● Sh Atul Thakre</li> <li>● Sh.Nitin Dongre</li> <li>● Sh.Chetan Rajgure</li> <li>● Sh Shivam Pal</li> </ul>	To look after the maintenance & repair work of the vidyalaya building and surrounding.
19	<b>Purchase Committee</b>	
	<ul style="list-style-type: none"> <li>● Sh. Nitin Dongre(I/C)</li> <li>● Sh.Atul Thakre</li> <li>● Sh Nitin Dongre</li> <li>● Sh. Rishabh Mishra</li> <li>● Sh Naushad Sha</li> </ul>	Survey of shops for material,call quotations and acquisition.
20	<b>Right to Information</b>	
	<ul style="list-style-type: none"> <li>● Sh.Atul Thakare(I/C)</li> <li>● Mrs. Sunit V</li> <li>● Mrs. Samta Patil</li> </ul>	To provide information under RTI.
21	<b>Fun Day</b>	
	<ul style="list-style-type: none"> <li>● Sh Vinay Kumar (I/C)</li> <li>● Sh Rishabh Mishra</li> </ul>	To plan and organize Funday and to maintain Pen Paper record
22	<b>SC/ST Grievance Cell</b>	
	<ul style="list-style-type: none"> <li>● Sh. Nitin Dongre (I/C)</li> <li>● Smt Smita Sthul</li> <li>● Smt V D Nagdeve</li> </ul>	To handle all the issues related to SC and ST.
23	<b>First Aid Committee</b>	
	<ul style="list-style-type: none"> <li>● Sh Vijay Padole (I/C)</li> <li>● Nurse/Counselor</li> <li>● Ms Sunita</li> </ul> <p>Primary Section:</p> <ul style="list-style-type: none"> <li>● Smt Dipali Patil</li> <li>● Mrs. Vidya B</li> <li>● Sh. Rishab Mishra</li> </ul>	To procure the material required for first aid, maintain first aid kit and to provide first aid facility to students & staff. To arrange medical Checkup program.
24	<b>Vidyalaya Plan/Assessment Tool/Academic Plan</b>	

	<ul style="list-style-type: none"> <li>● <b>Sh.Atul Thakre(I/C)</b></li> <li>● Sh Rahul Durge</li> </ul>	To prepare and send it to KVS RO Mumbai and upload on the school website as per KVS instructions.
25	<b>Guidance &amp; Counselling</b>	
	<b>BOYS</b> <ul style="list-style-type: none"> <li>● Sh.Atul Thakare(I/C)</li> <li>● Sh Sachin Dharpure</li> </ul> <b>GIRLS</b> <ul style="list-style-type: none"> <li>● <b>Mrs Sunita(I/C)</b></li> <li>● <b>Mrs. Ritu Rani</b> Primary Section</li> <li>● <b>Sh. Rahul Durge</b></li> <li>● <b>Sh. Chetan Rajgure</b></li> <li>● <b>Smt. Dipali Patil</b></li> <li>● <b>Smt. Smita Sthul</b></li> </ul>	To provide necessary guidance to students & arrange guest lectures on guidance & counseling
26	<b>AEP</b>	
	<b>BOYS</b> <ul style="list-style-type: none"> <li>● <b>Sh R. S. Ghatole(I/C)</b></li> <li>● <b>Sh Nitin Dongre</b></li> </ul> <b>GIRLS</b> <ul style="list-style-type: none"> <li>● <b>Ms. Megha C(I/C)</b></li> <li>● <b>Ms Sunita</b></li> </ul>	To provide necessary guidance to students & arrange guest lecturers AEP.
27	<b>Language Club</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh R S Ghatole(I/C)</b></li> <li>● All Language Teachers Primary Section:</li> <li>● <b>Sh Vinay Kumar</b></li> </ul>	These are designed to develop vocabulary, fluency in the language, familiarize learners with linguistic expressions, to develop linguistic competence, sharpen creativity and trigger logical thinking.
28	<b>Furniture</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Amol B (I/C)</b></li> <li>● <b>Sh. H P Tiwari</b></li> <li>● <b>Sh Rajvir S</b></li> </ul>	To Look after purchase and repair of furniture
29	<b>UBI Fee Portal</b>	
	<ul style="list-style-type: none"> <li>● Sh Atul Thakare(I/C)</li> <li>● Ms Samata Borkar</li> </ul>	To ensure verification by the class teachers
30	<b>Cash book/Ledger Verification</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Atul Thakre</b></li> </ul>	To verify the entry made in cash Book and Ledger
31	<b>CMP</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Chetan Rajgure (I/C)</b></li> <li>● <b>Smt. Ritu Yadav</b></li> </ul>	To reach the desired level of primary education purposefully and to improve school and class room environment
32	<b>Income Tax Assistance/ Salary verification</b>	
	<ul style="list-style-type: none"> <li>● <b>Sh Atul Thakare</b></li> <li>● <b>Mrs. Samta Patil</b></li> </ul>	To assist the office staff in preparing salary, income tax calculation etc
33	<b>Scouts and Guides</b> <ul style="list-style-type: none"> <li>● <b>Sh Amol B (I/c)</b></li> <li>● <b>ALL Scout Master and Guide Captain</b></li> </ul> <b>Cubs and Bulbuls</b> <ul style="list-style-type: none"> <li>● <b>Mrs. Smita Sthul (I/C)</b></li> </ul>	To carry out all the activities of Scouts and Guides To organize Camp To prepare students for various camps for different badges, Sopan,

	<ul style="list-style-type: none"> <li>• Sh. Vinay Kumar</li> <li>• All Scout Masters, Guides, Cub Masters and Flock Leaders</li> </ul>	puraskar
34	<b>Internal Complaint Committee</b>	
	<ul style="list-style-type: none"> <li>• Smt Megha Chauhan(I/c)</li> <li>• Smt Smita Sthul</li> <li>• Smt V D Nagdeve</li> </ul>	To enquire into the complaints of Sexual harassment of women in the vidyalaya
35	<b>Office</b>	
	<ul style="list-style-type: none"> <li>• Sh Atul Thakare</li> </ul>	To prepare Monthly of SF and VVN To verify and upload Salary To prepare Quarterly for Income Tax for salary and firms To prepare Income tax calculation To Upload Professional tax receipt To prepare DA arrears/Due Drawn of Salary /pay fixation/senior scale To maintain cash book on Tally To prepare Bank Reconciliation GeM portal procurement and maximum purchasing through it keeping in view the Golden parameters and GFR 2017
36	<b>ACP</b>	
	<ul style="list-style-type: none"> <li>• Sh R S Ghatole (I/C)</li> <li>• Sh Shailendra Pachghare</li> <li>• Sh G G Bathe</li> <li>• All ACP Trained Teachers</li> </ul>	To ensure conduction of timely all the 16 modules and timely sending the report.
37	<b>JIGAYSA</b>	
	<ul style="list-style-type: none"> <li>• Sh Nitin Dongre(I/C)</li> <li>• Sh Dhalesh Kumar Patel</li> <li>• Smt Jyoti</li> <li>• PGT Chem</li> <li>• TGT Biology</li> </ul>	To organize Visits of Scientists to Schools, Lab specific activities / Onsite experiments and many more.
38	<b>Jawaharlal Nehru Science Exhibition</b>	
	<ul style="list-style-type: none"> <li>• Sh. Dhalesh Kumar Patel(I/C)</li> <li>• Sh Nitin Dongre</li> <li>• All Teachers teaching Science and Maths</li> </ul>	To guide the students to prepare exhibits and organize exhibition at vidyalaya level.
39	<b>National Children Science Congress</b>	
	<ul style="list-style-type: none"> <li>• Sh Nitin Dongre(I/C)</li> <li>• Sh Dhalesh Kumar Patel</li> <li>• Smt Jyoti</li> </ul>	To guide the students to prepare exhibits and organize exhibition at vidyalaya level.
40	<b>Website/facebook/X accounts/TC</b>	
	<ul style="list-style-type: none"> <li>• Sh Harish Sawant/ Computer Instructor.</li> </ul>	To update the website time to time . To upload photos and activities conducted time to time to be uploaded on Website and shared on Facebook and X account of the vidyalaya. Uploading TC on website.
41	<b>ENROLMENT/ UDISE/UDISE PLUS</b>	
	<ul style="list-style-type: none"> <li>• Sh Vishal Bhardwaj</li> <li>• Sh Vinay Kumar</li> </ul>	Submitting the soft copy and hard copy duly filled by class teachers

	<ul style="list-style-type: none"> <li>• <b>Sh Harish Sawant</b></li> </ul>	every month Updating UDISE and UDISE PLUS
42	<b>Eco Club</b>	
	<ul style="list-style-type: none"> <li>• <b>Sh Nitin Dongre</b></li> <li>• <b>Smt Jyoti</b></li> <li>• <b>TGT Biology (cont)</b></li> </ul>	To conduct various activities like plantation drive, celebrating Environment related day, cleanliness drive, Awareness campaigns
43	<b>TC Preparation</b>	
	<ul style="list-style-type: none"> <li>• <b>Sh Shailendra Kushwah</b></li> <li>• <b>Sh Chetan Rajgure</b></li> </ul>	The concern teacher will prepare TC on receiving application for Secondary and Primary.

- Minutes of every staff meeting will be noted in the register by Sh Madanlal , Ms. Rupali circulated among the staff members.

( **Neelam Meshram** )  
PRINCIPAL

