

PM SHRI KENDRIYA VIDYALAYA BETUL

(Allotment of additional responsibilities for the session 2024-25)

Following Committees are hereby constituted for the session 2024-25, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect and directed to frame action plan of the year and submit on or before **31th March 2024** Handing/taking over of the charge must be completed at the earliest. After physical stock verification, a report regarding handing/taking over of the charge must be submitted to the Principal on or before **05.04.2023**.

All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner, for formation of such sub committee's approval of the Principal should be obtained.

Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal. **He/She should also take the help of other staff members for best results.** All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2023-24.

| S.No- | Committees | Name of the Teachers | Si gn | Duties/ responsibilities |
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| 1. | General Supervision of the Vidyalaya | Mr. Suresh Purohit, | | ➤ General Supervision of daily activities of Vidyalaya. |
| 2. | Academic Coordinator & Implementation of NEP | Mr. Suesh Purohit Mr.J.LOKHANDE Mr. B. Dhote | | ➤ Sustain and nurture strong points ➤ Record the lapses and weak points of the Vidyalaya ➤ Suggestions for improvement and discuss in monthly staff meeting regarding academic improvement |
| | CBSE | Mr.Suresh Purohit Mr Yashdev Hada,Class teachers | | ➤ To coordinate and conduct internal and CBSE exam |

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| 3. | Examination | | | of Xth and XII th | | on time. |
| | | Intern al | Sec. | Mr Deependra S Thakur I/C | | <ul style="list-style-type: none"> ➤ To maintain secrecy in all respects. ➤ To handle correspondence in relation to CBSE/RO. ➤ To suggest ways and means to improve examination. ➤ To Keep the records of exams. & Results. |
| | | | | Mr Tapan Shrivastva PGT Comm. | | |
| | | | | Mr Mukesh TGT Skt | | |
| | | | Pri. | Mr J Lokhende ,PRT-I/C | | |
| | | | | Mr.A.R. Dange,PRT | | |
| | | | | Mrs. Aprana, Vibhi PRT | | |
| | | Olympiads& NTSE ,Other Exams | | Mr. Dinesh Pawar PGT (Maths) | | <ul style="list-style-type: none"> ➤ To prepare students for Olympiads. ➤ Plan and prepare students for participation in National Science Olympiad. |
| | | CBT | | Mr.R Pandole,TGT (Eng.) Mr J. Panse | | |
| | | | | Mr Deependra S Thakur I/C Mr Y. Hada PGT (Comp.) Coordinator | | <ul style="list-style-type: none"> ➤ To conduct PISA Practice tests as per instructions & schedule issued by the KVS. according to the getting circulars. ➤ Timely updating PISA/CBT side. ➤ Closely monitors the PISA/CBT based activities. ➤ Time to time reporting about the progress & performance to Principal & vice –principal. |
| | | | | Mr. B.Dhote,HM,Co-Ordinator Mr. J.LOKHANDE Co-Ordinator | | |
| | | | | Mr.RUPESH KUMAR PAL | | |
| | | | | All Class teachers | | |
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| 4. | Admission | | Mr.Avinash Ghorse,PGT(Chem)- I/C | | <ul style="list-style-type: none"> ➤ Registration and conducting admission tests and interviews, preparing list of selected candidates ➤ To answer the queries of parents. ➤ To maintain proper records ➤ Follow admission guidelines of KVS 2022-2023. | |
| | | | Mr, Y Hada PGT(CS) | | | |
| | | | Mr N. Parmar TGT (Maths) | | | |
| | | | Mr. B. Dhote H.M Mr. J.Lokhande ,PRT | | | |
| 5. | RTI Handling | | Mr. S.K.Purohit PGT (PHY)- I/C | | <ul style="list-style-type: none"> ➤ Reply to RTI queries well in time. | |
| | | | Mr. Y Hada ,PGT (CS.) | | | |
| | | | Mr Kamal Gohar (SSA) | | | |
| 6. | Local Purchase Committee | | | | <ul style="list-style-type: none"> ➤ Plan and purchase as per KVS guidelines. ➤ Ensure quality items. ➤ Ensure about the competitive rates of the articles. | |
| | | | Mr.Avinash Ghorse PGT(Chem.) | | | |
| | | | Mr Y Hada PGT (CS) | | | |

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| | | | Mr. T. Shrivastava PGT (Comm.) <u>Mr. G Bankhede TGT (Lib) VMC</u> Mr.J.LOKHANDE <u>PRT</u> Mr.Kamal Gohar (SSA) | | <ul style="list-style-type: none"> ➤ To call the quotations as per the requirement of items. ➤ Completion of quotations & making comparative statements and taking approval from Chairman. ➤ Supervising the whole procedure of condemnation till the auction. |
| 7. | Condemnation Committee | | Mr.S. K. Purohit Mr Dinesh Pawar Mr. Arpita Hazare Mr.Y Hada Mr. B. Dhote | | <ul style="list-style-type: none"> ➤ Plan and purchase as per KVS guidelines. ➤ Ensure quality items. ➤ Ensure about the competitive rates of the articles. ➤ To call the quotations as per the requirement of items. ➤ Completion of quotations & making comparative statements and taking approval from Chairman. ➤ Supervising the whole procedure of condemnation till the auction. |
| 8. | Time Table / Arrangement | Sec. | Mr.Dinesh Pawar,PGT (Maths)-I/C Mr.N. Parmar TGT (Maths) Mr.J. Panse TGT (Maths) | | <ul style="list-style-type: none"> ➤ To prepare Timetable and amend it whenever needed during the session. ➤ To ensure proper distribution & communication of time table to students, teachers and provide its copies to the Principal and Vice Principal. ➤ Daily arrangement of teachers on leave. ➤ Arrangement of Contractual teachers with the consent of Principal. |
| | | Pri. | Mrs. MANISHA KUMARI ,PRT –I/C Mr. Sudam Baghaye PRT | | |
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| 9. | Quarter Maintenance & Repair & Quarter Allotment | | Mr.S.K.Purohit ,PGT(Phy)-I/C Mr.Dinesh Pawar ,PGT(Maths)-I/C Mr.Mukesh,TGT(Skt) Ms Manisha (PRT) | | <ul style="list-style-type: none"> ➤ Allotment of Quarter as per KVS guidelines ➤ Plan for a repairing & maintenance of staff quarter as fund receive from KVS |
| 10. | M & R (Civil Electrical, M&R) (School Building) | | Mr.G D Bankhede,TGT(Lib)-I/C Mrs.Seema Sahu TGT (Art) Mr.P L Surjaye TGT(So.Sci.) Mr J Lokhande PRT Mr. Niyaz A. | | <ul style="list-style-type: none"> ➤ To plan & purchase material and supervise the works. ➤ To prepare the list of materials and submit to Principal for necessary action. ➤ To maintain all fans/ tube lights in working order ➤ Plan the repair work. |
| | | | Mr. Y Hada,PGT (Cs.) -I/C | | <ul style="list-style-type: none"> ➤ Organize workshop for staff and parents. |

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| 11. | Guidance & Counseling | Mrs. Arpita Hazare,PGT (Bio.) | | <ul style="list-style-type: none"> ➤ To handle typical problems of children. ➤ Monitoring of typical problematic kind of students. ➤ To keep in touch with such parents. |
| | | Mr. D Pawar PGT (Maths.) | | |
| | | Mrs Seema Sahu TGT (Art) | | |
| | | Mr.J.LOKHANDE PRT Ms Manisha Kumari | | |
| 12. | Innovations & Experimentation | Mrs. Arpita Hazare,PGT (Bio.)-I/C | | <ul style="list-style-type: none"> ➤ Motivate teachers for innovation and experimentation during teaching learning process ➤ Develop innovative project at Vidyalaya level. ➤ To provide space to take up Innovative Practices, Action Research & motivate to submit the paper to KVS/NCERT/SCERT. ➤ To collect feedback from students and parents and submit to the Principal. ➤ To meet minimum once in a month. ➤ Submission of monthly progress report of overall development of the school. ➤ To keep the record in proper way. |
| | | Mrs. Krishna K. TGT (Sci.) | | |
| | | Ms Manish Kumari PRT | | |
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| 13. | Drinking Water Supply,Aqua Guard & Water Cooler , Cleanliness of the Point | Mrs. Arpita Hazare,PGT (Bio.)-I/C | | <ul style="list-style-type: none"> ➤ To supervise and maintain all water coolers, aqua guards. ➤ Proper installation & running of Aqua guards. ➤ Proper AMC & Cleanliness. |
| | | Mrs Seema Seema TGT Art | | |
| 14. | Fee Concession ,Scholarship Updation & U DISE/Reimbursement under RTE | Mr G D Bankhede ,TGT (Lib .)-I/C Mr. Niyaz A | | <ul style="list-style-type: none"> ➤ Recommend fee concession for emergency assistance to the students(exemption of VVN for one session). ➤ Fill data on U-DISE portal ➤ Complete entry for scholarship timely. ➤ Collection of bills/receipts of expenditure from parents of students admitted under RTE ➤ Keep proper records of admissions under RTE. ➤ Properly check the filled forms and submit to office in proper time. ➤ Help office to prepare Cheques |
| | | Mr.Yashdev Hada PGT (CS.) | | |
| | | Mr.J.LOKHANDE,PRT | | |
| | | All Class Teachers | | |
| 15. | P.A. System | Mr.Mukesh TGT(Skt) I/C | | <ul style="list-style-type: none"> ➤ To maintain mic system. ➤ Arrange the mic system before start of any program. |
| | | Mr U P Singh PRT Mus | | |

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| 16. | Furniture | Mr.N Parmar,TGT (Maths.)-I/C Mr.D S Thakur PGT (Eco.) Mr.R Pandole,TGT(Eng.) Mr Sudam PRT | | <ul style="list-style-type: none"> ➤ To maintain the record of furniture and inventory of each class and department . ➤ To prepare a list of broken/unserviceable furniture & repair of broken furniture. |
| 17. | Excursion & Adventure | Mr Y Hada,PGT (CS.) Mr. N.Parmar tgt (Math) Mr. B. DhotePRT | | <ul style="list-style-type: none"> ➤ To motivate the children for Excursion and Trekking. ➤ To arrange railway reservation well in advance. ➤ To motivate the children for adventure and trips and excursion. |
| 18. | V.V.N. | Mr.Kamal Gohar SSA – I/C Mr. Rohit S JSA | | <ul style="list-style-type: none"> ➤ Checking of VVN registers in proper maintenance of ledger. |
| 19. | Discipline | Mr.Dinesh Pawar PGT(Maths) -I/C Mr.Bharat Bhande PGT (Eng.) Maintain Records during Meeting Mr.Y Hada ,PGT (CS) Mrs A Hazare PGT(Bio) Mrs Seema sahu.,TGT(Art) Mr.N Parmar,TGT (Maths) Maintain Records during daily coming Cases)-I/C Mr.J.LOKHANDE PRT Concern Class Teacher Mr. Avinash Ghorse, PGT(Chem) | | <ul style="list-style-type: none"> ➤ To formulate rules regulations to maintain discipline of the vidyalaya . ➤ To keep the records properly. ➤ To keep track of in disciplined students monitor them with proper counselling. ➤ To check students who damaged school property and call the meeting of their parents. ➤ To oversee moment of students from class to ground, departments assembly / class / library. ➤ ➤ To investigate the in-discipline cases, prepare report and suggest some ways to improve discipline. ➤ To plan duties and responsibilities of student council, house captains and class monitors. ➤ Regular supervision of duties performed by the students. ➤ Checking of uniform and late comers', class out passes etc. with the help of class teacher. ➤ Counselling of the indiscipline student time to time. ➤ To ensure overall discipline of Vidyalaya. |
| 20. | Cleanliness | Sec Mr.P L Surjaye TGT (SST.)-I/C Mr.R Pandole ,TGT (English) Mrs. Tarika Narula Mrs. Manisha Kumari PRT | | <ul style="list-style-type: none"> ➤ To monitor the work of conservancy. ➤ Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. ➤ Corridors are swiped and swabbed twice a day. ➤ Toilets are cleaned twice a day. |

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| | | Pri. | Mr. Sudan Bghaye Mr.Anupam Raj | ➤ Playgrounds, parks are cleaned. |
| 21. | Publicity & Press | | Mr.Bharat Bhande,PGT(Eng)-I/C Mr. Mukesh Y (TGT Skt.) MR R K Pandole TGT_(Eng) Mr. Prakash Sahu (TGT Hindi) Mr. Anupam Raj Mr. Kamal Gohar | ➤ To publish / coverage of achievement of students in various competitions organized at different levels. |
| 22. | Photography | | Mr Rupesh Pal (Comp. Inst.), Mr. Sudam B. Mr. Annupam | ➤ To collect and maintain record of photographs of various events organized in the Vidyalaya. ➤ |
| 23. | Scout & Guide /Cub-Bulbul | | Mr.G D Bankhede ,TGT(Lib.)-I/C Mr Bharat Bhande (Scout) Mr Dinesh Pawar Mr.D.K.Dange Mr. J. Panse Mrs. Krishna Mr.A.R.Dange Mrs Mamta Rajak (Cub & bulbul) Mrs R Soni (Gide) Ms. Vibhi Moury (Guide) Ms. Pooja U. Mr. Sudam B. All trained members of scout & guide /Cubs & Bulbul | ➤ To conduct Scout activities weekly . ➤ To prepare calendar of activities for the session 2021-2022. ➤ To prepare the students for various testing Camps and select students to participate at district/ state/ national level. |
| 25. | Communication Skill & Language Lab | | Mr Bharat Bhande PGT (Eng.)-I/C Mr. R Pandole TGT (Eng.) Mr. Mukesh Yadav TGT (San) Mr. D.K.Dange | ➤ Proper use of reading cards. ➤ Planning & implementation of programmes for development of communication skill among staff & students. ➤ Proper use of language lab. |
| 26. | Raj Bhasha & Hindi | | Mr. Mukesh Yadav TGT (San) Mr. D.K.Dange TGT Hindi Mr. K.C Sahu (TGT Hindi) | ➤ Timely preparation of reports. ➤ Use of Hindi Bhasha for day to day correspondence. ➤ To celebrate Hindi Pakhwara and organize different events. |

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| | | | | | <ul style="list-style-type: none"> ➤ Ensure centpercent official work in hindi . ➤ To send quarterly report to rajbhasha to RO. |
| 27. | Subject Committee | English | MR R Pandole I/C | | <ul style="list-style-type: none"> ➤ To note the steps for enhancing teacher and learning process. ➤ To give emphasis on ICT. ➤ To note down the steps taken for improvement of the performance of the weak students with name . ➤ Steps taken by teachers to motivate students for better performance. ➤ To conduct subject committee meeting monthly & keeps the records of the meeting . |
| All TGT's & PRT's Related | | | | | |
| Hindi | | Mr.Mukesh TGT (SKT) Mr D.Dange-I/C | | | |
| | | All TGT's & PRT's Related | | | |
| Science | | Mr.Avinash Ghorse,PGT(Chem)-I/C Mr.S.K.Purohit | | | |
| | | All PGT's ,TGT's & PRT's Related | | | |
| Social Science (S-St.Hist ,Comm., Eco.) | | Mr.T Shrivastava PGT (A/c .) -I/C | | | |
| | | All PGT's & TGT's Related | | | |
| Mathematics | | Mr.Dinesh Pawar,PGT (Maths)-I/C | | | |
| | | All PGT's TGT's & PRT's Related | | | |
| WE & Art | Mrs.Seema Sahu TGT(Art | | <ul style="list-style-type: none"> ➤ To ensure proper activities to be performed Which are related to Art & SUPW ➤ To prepare calendar of activities for the session 2021-22. | | |
| | Mr Suadam | | | | |
| | Mr.niyaz A | | | | |
| 28. | Library Committee | Mr. S.k.Purohit PGT (Phy) | | <ul style="list-style-type: none"> ➤ To prepare list of required books / newspapers / magazines periodically and journals. ➤ To keep proper record of books and magazines and monitor them properly. ➤ To maintain proper issuing and returning of books. ➤ To promote and motivate students and teachers to borrow more and more books from the library. ➤ To purchase books as per KVS instructions. ➤ To display new arrivals books in a corner. ➤ To maintain proportion of books of both the languages (Hindi + English). ➤ Regular meeting of library committee. ➤ To make available latest editions of the books for | |
| Mr. Avinash Ghorse (Chem) | | | | | |
| Mr. G D Bankhee TGT (Lib)-I/C | | | | | |
| Mr.Arпита hazare PGT(Bio) | | | | | |
| Mr Bharat Bhande PGT (Eng) | | | | | |
| Mr Mukesh TGT SKT | | | | | |
| Mr. J Lokhande | | | | | |
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| | | | | <ul style="list-style-type: none"> ➤ the children. ➤ To facilitate children for reading of all available books, CDs, LCDs, etc. and also e- Granthalaya. ➤ To purchase & make available select latest books for their primary students as per their interest. ➤ To ensure the ratio and variety of books in Primary Class Libraries. |
| 29. | PTA/PTM | Mr Deepaendra Thakur Mr.Y. Hada Mr Bharat Dhote | | <ul style="list-style-type: none"> ➤ To keep academic discipline. ➤ Keep liaison with parents in the interest of academics. ➤ Arrange for Parent teacher meeting and keep the records & circulate the minutes among the teachers for academic improvement . |
| 30. | Campus Beautification, <u>Gardening</u> & BALA | Mrs. Seema Sahu TGT Art I/C <u>Mrs A. Hazare PGT Bio,</u> Mr. U.P. Singh Mr.B.Dhote Ms. Anamika G. | | <ul style="list-style-type: none"> ➤ Planning for beautification of campus. ➤ Preparation of month wise reports. ➤ Implementation of BALA concepts properly . |
| 31. | A/C,CS-54,Fee,Cash Book& Pay bill Checking | Mr.Tapan Shrivastwa I/C Mr. J.Panse | | <ul style="list-style-type: none"> ➤ To ensure reconciliation of fees. ➤ Proper accounting and checking of fee details of all class teachers. ➤ To check & ensure correctness of the pay bill, verification of office expenses etc. |
| 33. | Computer Labs | Mr.Y Hada <u>PGT(CS)-I/C</u> Mr. Anupam Raj,PRT | | <ul style="list-style-type: none"> ➤ To maintain all computers in working order. ➤ To check out the plan so that teachers can use computers. ➤ Ensure proper working of all computers. ➤ Ensure cleaning & dusting of the lab & system. |
| 34. | Departments | Teach ing Aids Chem .Lab Mr.N Parmar -I/C <u>Mr.P L Surjaye,TGT(S.Sci.)</u> Mr.J.LOKHANDE PRT Mr.Avinash ghorse PGT (Chem.)- I/C | | <ul style="list-style-type: none"> ➤ To maintain proper record of teaching aids& display in the room. ➤ To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal. ➤ To ensure about all equipment/ material available in the lab as per KVS benchmark. |

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| | | Phy.L ab | Mr. S Purohit PGT (Phy.)- I/C | | ➤ To ensure proper activities to be performed by the science teachers. |
| | | Bio. | Mrs. Mrs. Arpita Hazare,PGT (Bio.)-I/C | | ➤ Cleanliness of the lab assigned by sub staff. ➤ To ensure neatness of apparatus and lab. ➤ Prepare plan of lab activities month wise & display in the lab. |
| | | Maths Lab | Mr. Dinesh Pawar ,PGT (Maths)-I/C Mr N Parmar TGT Maths | | ➤ To ensure that all the required equipment / material available in the lab. ➤ To ensure proper activity to be performed by math teachers. |
| 35. | Clubs | Integri ty | Mr. Tapan Shrivastava ,PGT -I/C | | ➤ To develop plantation in the Vidyalaya campus and also along the boundary wall. ➤ To form integrity clubs as per KVS norms. ➤ |
| | | | Mrs. G D Bankhede ,TGT(Lib) | | |
| | | | Mr. Mukesh TGT (Skt) | | |
| | | Eco (Gard ening, &Natu re)/Gr een Club | Mrs Seema Sahu .TGT (Art)-I/C | | ➤ To supervise the maintenance of existing garden. ➤ Get/ arrange decorative plants and pots. ➤ To Prepare & perform required activities on the stage for improving overall development of the students. ➤ To instill & inculcate values of patriotism Secularism Socialism among students through various club activities. |
| | | | Mr.Y . Hada ,PGT (CS.) | | |
| | | | Mrs A Hazare .PGT (Bio.) | | |
| | | Healt h (First Aid & Medic al Chec k -Up) | Mrs. A Hazare PGT Bio -I/C | | ➤ To inform parents for seriously sick student. ➤ Planning for twice medical checkup of students. ➤ Keep record of medical card. ➤ To attend to injured students and provide first aid on time with the help of Nurse. |
| | | | Mrs. S Sahu TGT (Art.) | | |
| | | | Mrs. A Chouhan PRT Ms Manisha Ms Sheetal | | |
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| AEP | Mrs. Arpita Hazare,PGT (Bio.)-I/C | | ➤ Sensitize student about adolescent stage& organize workshop for parents also. ➤ Arrange lecture on NAEP. ➤ To complete the modules as per schedule. | | |
| | Mrs.Y. Hada | | | | |
| | Mr. Dinesh Pawar PGT Maths Mrs Seema Sahu TGT Art | | | | |

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| | | Mr G D Bankhede TGT Lib | | |
| 36. | News Letter/Magazine | -Mrs Bharat Bahdne PGT (Eng.)- I/C Mr. D.K.Dange Mr. R Pandole TGT (Enh) Mr. Mukesh , TGT (SKT) Mr. B.Dhote Mr. J. Lokhande | | <ul style="list-style-type: none"> ➤ To record whole year (session) activities/organize workshop for parents also. ➤ To collect photographs of all special achievements. ➤ To write note for different function organized in Vidyalaya. ➤ To collect articles for magazines. |
| 37. | SECURITY , SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services (Outsourcing Services Committee)) | Mr Dinesh Pawar (-I/C Mr. Avinash Ghorse Mr. A. Hazare (Bio.)- Mr. G D Bankhede, TGT (Lib) Mrs. Seema Sahu Mr. B.Dhote Mr J Lokhande | | <ul style="list-style-type: none"> ➤ To supervise that the security personals are working properly ➤ Ensure safe entry and exit of students from building. ➤ Ensure that unwanted elements are not entering in the campus. ➤ Keep a check that no item is being taken from Vidyalaya without prior permission. ➤ Ensure teachers and student will use gate pass to go to outside the school campus in school hours. ➤ Ensure installation, refilling & monitoring of Firefighting. |
| 38. | Lock & Key | Mr. Kamal Gohar SSA Mr. Rohit S. JSA Mr. PL Surjaye Security Guard | | <ul style="list-style-type: none"> ➤ To ensure that all classrooms doors & school gate are properly locked after the school is over & to ensure doors, school gates are properly opened before the school begins. ➤ To maintain proper record of locks. Prepare list of unserviceable locks yearly for writing them off. ➤ To purchase locks, if required with the permission of the principal and according to KVS norms. |
| 39. | Website Updation | Mr. Yashdev Hada , PGT (CS)- I/C Mr. N Parmar TGT Math Mr. Rohit S (JSA) Mrs. Tarika N. TGT (Eng) Mr. Rupesh Kumar Pal | | <ul style="list-style-type: none"> ➤ Timely updating Vidyalaya website with correct data and accuracy. |
| 40. | Science Exhibition | Mr A. Ghorse I/C Mrs. Arpita Hazare Mrs. K. Khaterkar | | <ul style="list-style-type: none"> ➤ To ensure scientific temperament. ➤ To ensure mass participation in Science Exhibition. ➤ To create awareness about the latest development in science and technology. |

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| 41. | Social Science Exhibition EBSB, Youth Parliament Azadi ka Amrat Mahotsava | | Mr. P L Surjaye TGT SST (I/C) Mr Bharat Bhande PGT Eng Mr. D.Dange Mrs Seema Sahu TGT Art Mr Mukesh TGT Skt | | <ul style="list-style-type: none"> ➤ To ensure mass participation in social science exhibition. ➤ To prepare students for Youth Parliament. ➤ To conduct all the activities & send photo /video to KVS as per schedule on time . |
| 42. | COMPLAINT HANDLING & GRIEVANCES | | Mr. S.K.Purohit I/C Mr A Ghorse Mr Y Hada Mrs A Hazare Mr K Gohar Mrs Rachna Soni | | <ul style="list-style-type: none"> ➤ Acknowledgement of verbal and non-verbal complaints. ➤ Redress disposal of complaints. ➤ Records to be maintained. |
| 43. | Prevention of Sexual Harassment Committee | | Mrs. Arpita Hazare,PGT (Bio.)-I/C Mr. Avinash Ghorse Mr. Y. Hada Mrs. Mamta Rajak Mr. Bharat D. Mr. Deependra T | | <ul style="list-style-type: none"> ➤ Acknowledgement of verbal and non-verbal complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. ➤ To provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required. ➤ Prepare a report and submit to higher authority if requires |
| 44. | Awaken Citizen Programme | VII VIII IX | Mr. Seema Sahu Mr Mukesh Yadav Mr. P.L.Surjaye Mr. J. Lokhande | | <ul style="list-style-type: none"> ➤ Proper implementation of ACP programme. ➤ To Conduct various training sessions on suggested activities. ➤ To Complete the ACP module as per guidelines. |
| 45. | Nipun/C.M.P. | | Mr. Bharat D. (I/C) Mr. Sudam B. PRT Mr.Anupam Raj PRT Mrs. Aparna Shukla PRT Mr.Tarika N. | | <ul style="list-style-type: none"> ➤ Keep records of CMP. ➤ Conducting various activities under CMP |
| 46. | TLM | | Mrs PRT I/C Mrs M Rajak PRT Mrs Manisha Ms.Rachna S | | <ul style="list-style-type: none"> ➤ Proper purchase procedure to be followed. ➤ Teacher learning material should be used for TLM |
| 47. | Alumni Association | | Mr A Ghorse Mr R Pandole TGT | | <ul style="list-style-type: none"> ➤ Arrange alumni meeting. ➤ Keep records of alumni meet. |

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| | | | | <ul style="list-style-type: none"> ➤ Registration of alumni. |
| 48. | CCA | Primary Sec. | <u>Mrs. Rachna I/c (Primary)</u> | <ul style="list-style-type: none"> ➤ To ensure proper conducting of morning assembly. ➤ Proper celebration of different days and various functions. ➤ To plan, prepare items for different programmes & celebration of important days. ➤ Prepare CCA calendar for whole year. ➤ To print student's diary, News letter etc ➤ Maintain silence on the stage when any programme is going on. |
| | | | <u>Mr. U.P.Singh</u> | |
| | | Secondary Sec. | Mrs. Aamika | |
| | | | <u>Mr. Bharat Bhande I/c (Secondary)</u> <u>Mrs. Seema Sahu</u> <u>Mr. Mukesh</u> Mrs. Soniya | |
| 49. | Contractual Selection | <u>Mr. Avinash Ghorse I/c</u> | <ul style="list-style-type: none"> ➤ Arrangement of interview for part time teachers. ➤ Prepare panel of part time teachers. ➤ Appointment & payment as per KVS guideline | |
| | | <u>Mr. Y. Hada</u> | | |
| | | Mr. Bharat Bhande Mr. J. Lokhande | | |
| 50. | Meeting Arrangement & Minutes Writing | <u>Mrs Seema Sahu TGT Art I/C</u> | <ul style="list-style-type: none"> ➤ To make seating arrangement for staff meeting in a systematic way ➤ To arrange everything in Well manner. ➤ To note down the minutes of each meeting—. | |
| | | <u>Mr Bharat Bhande</u> | | |
| | | <u>Mr Mukesh</u> and Ms. Tarika Narula <u>(Minutes Writing)</u> | | |
| 51. | <p>——Maintenance of staff room.<u>(Sr)</u></p> <p><u>Maintenance of staff room.(Primary)</u></p> | <u>Mr Tapan Shrivastava(PGT A/c) I/C</u> <u>Mr R Pandole TGT Eng</u> <u>Mrs Aparna PRT</u> <u>Ms Anamika PRT</u> | <ul style="list-style-type: none"> ➤ To take care of staff room and ensure its dusting & cleaning regarding-. ➤ To take care Computer. | |
| 52. | Refreshment Committee | <u>Mrs. Seema Sahu I/c</u> | <ul style="list-style-type: none"> ➤ To arrange all the material for refreshment during official programme in the vidyalayas. | |
| | | <u>Mrs. A Hazare</u> | | |
| | | Mrs. Mamta Rajak | | |
| 53. | Joyful Learning | S c i e n c e | Mr. Avinash Ghorse | <ul style="list-style-type: none"> ➤ To make the joyful environment for Learning in the entire School campus. ➤ To suggest all the points to improve the level of learning. |
| | | | <u>Mrs A Hazare</u> | |

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| | | M a t h s | Mr. N Parmar ,TGT (Maths)-I/C Mrs. Manisha | | |
| | | E n g l i s h | Mrs. R Pandol PGT (Eng.)-I/C Mr. Sduam Bhgaye | | |
| 54. | Display Board Decoration | | Mrs Seema Sahu TGT Art Mrs. Aprana Chouhan, TGT Eng. Ms Manisha | | ➤ To update All the boards time to time with the help of house masters. |
| 55. | Games & Sports & Fit India Movement | | Mr Sanjy Soni TGT PHE I/C MR. G.D. Bankhede TGT Lib Mrs. Mamta Rajak PRT Mr Sudam PRT | | <ul style="list-style-type: none"> ➤ To ensure about all sports related materials available. ➤ To ensure proper activities to be performed Which are related to games/Sports. ➤ To prepare students for assembly commands. ➤ To prepare calendar of activities for the session 2021-22. ➤ To prepare the students for various games and sports and select students to participate at cluster/regional/ national level. ➤ Cleanliness and maintenance of the ground. ➤ To encourage all the students to participate mandatorily in the games & sports activities. ➤ To conduct coaching camps for students. |
| <u>56</u> | <u>Academic Monitoring & Advisory Committee</u> | | <u>MR. Avinash Ghorse I/c</u> <u>MR. Y. Hada</u> <u>Mr. Bharat Bhande</u> <u>Mrs. A Hazare</u> <u>Mr. R. Pandole</u> <u>Mr. Mukesh</u> | | To ensure proper teaching take place in classes To ensure to solve all the problem related to academic |

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| 57 | Computer, E-Classes & ICT | Mr. Y. Hada Mr. Narendra Parmar Mr. Anupam Raj Mr. Rupesh kumar Pal | Proper and smooth conduction of E- Classes and ICT related matter |
| 58 | Disaster Management Committee | MR. P.L.Surjaye I/c Mr. D.S.Thakur Mrs. Aprana Shukla Mr.Sanjy Soni | To conduct drive run on disaster management To check Fire extinguisher on time to time To conduct a workshop |
| 59 | Disha Club & Protection of Chindren from Sexual Offence | Mrs. A. Hazare Mrs. Seema Sahu MR. R.K.Pandole Mrs. Manisha | |
| 61 | Grievance Redressal Committee | Mr. Avinash Ghorse I/c Mr. Y Hada Mrs. A Hazare MR. P.L.Surjaye Mrs. Tapan Shrivastva MRs. Rachna | To solve all grievance in school . |
| 61 | POCSO Committee | Mrs. A.Hazare Mr. Avinash Ghorse MRs. Seema Sahu Mrs. Mamta Rajak Mrs. Manisha Kumari Mr.Sanjay Soni | ➤ All matter related to POCSO ➤ Acknowledgement of verbal and non-verbal complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. ➤ To provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required. Prepare a report and submit to higher authority if requires |
| 62 | Science Subject Committee | Mr. Suresh Purohit I/c Mr. Avinash Ghorse Mrs. A Hazare Mr. Yashdev Hada PRT EVS Teachers | Month end meeting Science subject problems and solutions |
| 63 | Checking E Mail and | Mr.Suresh Purohit | Checking all email timely |

| | <u>Responding E Mail</u> | <u>Mr Y Hada</u> | | <u>Responding after final confirmation from Principal</u> |
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| <u>64</u> | <u>Disaster Management Committee Ashok House</u> | <u>Mr Avinash Ghorse</u> <u>Mr. Tapan Shrivastava,</u> <u>Mr Yashdev Hada</u> <u>Mr Bharat Bhande</u> <u>Mrs A Hazare</u> <u>Mr P L Surjaye</u> <u>Ms Manisha</u> <u>Mr. Sudam</u> <u>Mr. Anupam Raj</u> | | <ul style="list-style-type: none"> ➤ <u>Mock Drill House related activities</u> ➤ <u>Presentation</u> ➤ <u>Awareness Campaign</u> ➤ <u>Evacuation</u> |
| <u>65</u> | <u>Disaster Management Evacuation team</u> | <u>Mr P L Surjaye</u> | | <u>To guide students, teachers and staff membersHouse related activities</u> |
| | | | | <ul style="list-style-type: none"> ➤ <u>Emergency number flex at proper places</u> ➤ <u>Coordinate with disaster management team</u> |
| <u>66</u> | <u>Evacuation team cum site security team</u> | <u>Mr Sanjy Soni</u> | | |
| | | <u>TGT PHE,</u> <u>all sub staff and contingency members</u> | | <ul style="list-style-type: none"> ➤ <u>Plan for evacuation, positioning the site security and evacuation team</u> |
| | | | | <ul style="list-style-type: none"> ➤ <u>Guiding Class teachers, monitors regarding emergency exits.</u> |
| <u>67</u> | <u>Ashok House (Primary / Sec.)</u> | Mr.J. Lokhande / <u>Mr Tapan Shrivastava</u> | | <ul style="list-style-type: none"> ➤ <u>House related activities</u> |
| <u>68</u> | <u>Raman House (Primary / Sec.)</u> | Mr. Sudam B. / <u>Mr D.K.DANGE</u> | | <ul style="list-style-type: none"> ➤ <u>House related activities</u> |
| <u>69</u> | <u>Shivaji House (Primary / Sec.)</u> | Ms. Pooja U / <u>Mrs Arpita Hazare</u> | | <u>House related activities</u> |
| <u>70</u> | <u>Tagore House(Primary / Sec.)</u> | Mr. A.R Dange / <u>Mr. Dinesh Pawar</u> | | <ul style="list-style-type: none"> ➤ <u>House related activities</u> |
| 71. | SAMAGAM | Mr. Tapan S. | | ➤ |
| 72. | PRERANA | Mr.Seema Sahu | | ➤ |
| 73. | SATHEE | Mr. Avinash | | |
| 74. | PIMS | Mr. Y.Hada, Mrs. Mamta R. | | |
| 75. | SOCIAL MEDIA | Mr. Y.Hada , Mr. J.Panse | | |

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| 76. | PRABANDH | Mr G.D.Bankhede | | |
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