

COMMITTEES FOR THE SESSION 2025-26				
Sr No	Committee	Secondary	Primary	Duties
1	Academic Advisory & Planning Committee	Chairman: Shri.Mahendra Kalra Principal MEMBERS 1..Mrs.G K Vinayagam 2. Mrs.V Sunitha 3. Mrs.Pushpa Nigam 4.Ms.Shipra 5.Mr.Rahul 6.Mr.Vimal Sharma 7. Mr. Suraj	1. Mrs.Hemalata HM (I/C) 2. Mrs. Anjum 3. Ms. Bhagyshree	Supervise all academic activities of the Vidyalaya Suggest remedial/corrective measures for the improvement.
2	Academic Supervision	1.Mr.Mahendra Kalra Principal	1. Mrs. Hemalata N HM I/C	
3	ADMISSIONS	<b>K V TC &amp; CLASS XI :</b> 1.Mrs.V. Sunitha PGT ENG (I/C) 2.Mr Pramod Kamble TGT ENG 3. Mr. Chetan Astekar TGT MATHS 4 <del>Mr.Vishnu TGT ENG</del> <b>CLASS 1 &amp; BALVATIKA</b> 1. Mr Vimal Sharma (I/C) 2 Mr. Chetan Astekar	1.Ms. Sonal PRT 2. Ms.Pranci PRT 3. Ms. Sudha, PRT  1. Ms. Gayatri M (I/C) 2. Mrs.Bhagyashree S 3. Ms.Sonal 4. Ms.Pranci 5.Ms. Subhadra 6.Ms.Kiran 7. Mr.Gyanprakash	To check all documents vigilantly, Recommend Granting admission to students based on application received and as per KVS Admission Guidelines. Maintain proper record of all registration and admission. Submit monthly report on students enrolment position and student vacancy position to the office and to the Website I/C.
4	1.(i) Examination (Internal) & (ii) PTM	1. Mr. Joshin PGT Physics 2. Mr. Samrat Kamble I/C 3. Mr. Prakash Patil TGT So.Sci 4. Mr. Shivam TGT Maths 5. Ms. Tanvi TGT Maths	1. Mrs.Sarojini. H (I/C) 2. Ms. Himani 3. Mr. Devender 4. Ms.Bharti	Smooth conduct of examinations , timely submission of required data/reports,ensure vigilant evaluation, ensure correction of answer sheets in time, coodination with the class teachers and subject teachers and maintainance of examination records , filling up the google sheet with the data, that is to be sent to RO from time to time.
5	2. CBSE/ SAFAL/ SQAA	1.Mrs. G K Vinayagam, I/C 2.Mr. Satish Kumar 3.Mr. Rahul Karkera Computer instructor 2	NA	VIGILANT CONDUCT OF ALL CBSE EXAMINATIONS AS PER CBSE RULES, TIMELY COMPLETION OF Registration and all other ONLINE task including OASIS assigned by CBSE of the students and quick correspondence with CBSE whenever needed. Timely and accurate completion of CBSE Registration. To ensure that CBSE Registration is done as per the school records.(No mismatch in CBSE and school records) Appointment of checkers for Registrations of Class IX to XII

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6	<b>Time Table and Leave Arrangement</b>	1.Mr.Satish Kumar S ( <b>Time Table I/C</b> ) 2.Mr. Vimal Sharma 3. Ms.Shipra 4. Mr. Chetan Astekar 5 Mrs. Archana R B	1. Mrs. Hemlata N (I/C) 2. Mrs. Renuka K	Prepare the time - table and modify it as and when a need arises. Daily arrangement against teachers on leave for smooth functioning of school without chaos.
7	<b>Morning Assembly</b>	1. Mrs. Biji .T V (I/C) 2. Ms. Kamalaxi 3.Vishnu Ningangoud 4. Mr. Suraj 5.Mr S A Bhende 6.Mr. Avinash Kumar Singh 7.Yoga Instructor 8. Sports Coaches.	1. Mrs. Subhadra N (I/C) 2. Mr. Bhuvnesh 3. Class teacher on duty	Organize daily morning assembly in a presentable manner ensuring maximum participation of students with a view to bringing out the innate talents and encouraging them for further enrichment
8	<b>CLA/STUDENT COUNCIL/Assembly/ Celebration of important days &amp; KVS activities/Assembly</b>	1.Mrs. Biji T V (I/C) 2.Ms. Kamalaxi 3.Mr.Suraj 4. Mr. Vishnu N 5 Mr. Nand Kishor	1. Mrs. Bhagyashree S I/C 2. Ms. Sudha 3. Ms. Subhadra 4.Ms. Shweta	House Distribution, Prepare CLA Calendar of Activities, organize activities at regular interval and encourage students to participate in all the Co-Curricular activities of the Vidyalaya. Decorate all Display Boards,Conduct of activities like Bhasha Sangam , Important days, Teachers day, Childrens day, , Farewell etc. and Other Programmes given by RO , HQ. or cbse AND PROPER MAINTAINANCE OF RECORDS
9	<b>Discipline &amp; Punctuality enforcement &amp; Checking of uniforms</b>	1. Mr. Avinash (I/C) 2. Mr.Jairaj H 3. Ms. Shipra 4. Mr. Shivam 5.Sports Coaches Yoga Instructor All Class Teachers	1.Mr. Gyan Prakash 2.Ms. Shalini G 3. Mr. Amit 4. Devender 5. Ms. Pinki	Maintainance of discipline of the students throughout the day, at the time of arrival of the students,departure of the students and during lunch break, Maintainance of records of Indisciplined students, action taken, follow-up,interaction with the parents , coordination with the class teacher and timely report to Principal/V.P/HM, Monitoring of the activities of the students inside and outside the class,Monitor the functioning of the council of volunteers. Maintain discipline during morning assembly as well as during any special programmes. Check uniform & cleanliness of students.
10	<b>Safety &amp; Security Committee</b>	1. Mr. Ravi Rathod 2. Mrs. G Karpaka Vinayagam 3. Ms. Pushpa Nigam 4. Mr. S A Bhende 5. Mr. B S Bhosge 6. Mr. Mahesh Jat 6. Ms. Preeti Yadav 7. Ms. Jyoti Koshti 8.School Counsellor 9. Spots coaches and Yoga Instructor 10. All Lab In Charges	1. Mr.Gyanprakash 2. Ms. Shalini 3. Ms. Anjum Shaikh 4. Ms. Pinky Yadav 5. Mr.Amit	To regularly monitor and repair all open electrical points and wiring in the class rooms, corridors, labs, assembly stage.
10	<b>Library</b>	1.Mr. Suresh H (I/C) 2.Mr. Nandkishor 3.Ms. Aparna	1. Ms. Sonal 2. Ms. Diksha 3. Pinki Yadav	Keep the vidyalaya library in a presentable manner by arranging the furniture and books in proper order. Keep stock of all the books and display list of new arrivals in notice boards and in library display board as soon as they are procured. Suggest useful books from all strems which could be of use for students as well as teachers. The suggestionns from students could also be sought while making recommendations.
11	<b>TEACHING AIDS</b>	1. Shashibhooshan 2. Mr. Mahesh J(I/C) 3. Mr. Ajay	1. Ms. Pinky K 2. Ms. Pranci	
12	<b>STS and UDISE</b>	1. Mr. Ajay Kumar -UDISE I/C 2. Mr. Sukhdev 3. Mrs CH Vijaya Shree- STS I/C All Class Teachers	1. Ms. Sarojani 2. Ms.Subhadra 3. All Class Teachers	Verification and entry of students' data, Promotion in STS and UDISE Portal
13	<b>TARA (ORF)</b>	1. Mr. Pramod Kamble (I/C) 2. Ms.Aparna Dubey 3. Ms. Jyoti Koshti	1. Mr.Amit 2. Ms.Subhadra	To ensurte the timely completion of ORF test and motivate students and teachers to take maximum efforts to improve the reading skills of students

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14	<b>Cleanliness</b>	1. Mr.S A Bhende I/C 2. Ms. Reena Kumari 3. Mr. Pramod Kamble 4. Mrs. Jyoti Khoshti 5. Mr. NandKishor 6. Mr. Sukhdev 7. Mrs. Preeti 8. Nurse 9.Sports Coaches 10. Yoga Instructor	1.Ms. Gayathri I/C 2. Mr. Jeevan 3. Ms. Anuradha 4. Ms. Deepshikha 5. Ms.Pinki Yadav	To allot wingwise duty to conservancy staff, maintain the record of daily cleaning of class rooms, departments, toilets,staff room,principal room, common area in and around the vidyalaya, drinking water points,Monitoring work of Sweepers on daily basis, check their attendance and verify the bill produced by the Agency and submit to the office. etc
15	<b>Student Dairy</b>	1.Ms.Biji PGT (ENG) I/C 2. Mr. Suresh H	1. Ms.Anuradha 2. Ms. Diksha 3.Ms. Ritu Rani	Procument and distribution of students dairy
16	<b>Scouts &amp; Guides, Cubs And Bulbul</b>	<b>SCOUTS/GUIDES</b> 1.Mr. S.A.Bhende (I/C) 2.Mr. Samrat K 3.Mrs. Jyothi Koshti 4. Mr. Vimal Sharma	<b>Cubs &amp; BULBUL</b> 1.Mr. Bhuvanesh(I/C)- Cubs 2. Ms. Shalini 3. Mrs. Anjum Shaikh 4.Mrs. Sarojani H 5.Mrs. Renuka K	Ensure adequate enrolment of students as scouts and guides as per guidelines.Ensure participation in all activities as per instructions from KVS.Smooth conduct of all the activities related to Scout and Guide , Encouraging students for maximum participation , maintainance of records.
17	<b>Adventure and Excursion / Field Trip/ Exposure Visit/ transport arrangement</b>	1.Mr. Jairaj Hegde (I/C) Mr.Pramod Kamble 3.Mr. Shashank N Rao 4.Mr. Vishnu N	2. 1. Mrs Sarojani H (I/C) 2.Mr. Devender	Plan yearly picnics, adventure activities and excursions. Arrange the planned programmes taking care of the security of the children and usefulness to the students.
18	<b>Medical check-up, Deworming, Health &amp; Hygiene, First Aid and Civic Sense</b>	1.Mrs. Reena Kumari (I/C) 2. Nurse 3.Mr Sukhdev Singh 4. TGT Sci-4 5. PGT Chem-2	1. Mrs. Pinky 2. Ms. Bharti	To ensure the availabiity of the First Aid Equipment in Medical Room, sports room and HM room. Counduct Medical check-up, organize counselling session for students, sensitize students for the health and hygiene etc.Instant and Prompt action wherever medical Aid required, Monitoring the requirements of medicines , Medical check up(twice) in a year.
19	<b>CPD</b>	1.Ms. Jyoti Koshti I/C Mr. Jairaj H (Certificate Generation) 2. Ms. Kamalaxi	1.Ms. Riya 2.Ms. Diksha	
20	<b>Examination (NIOS )</b>	1. Dr. Suresh H (I/C) 2. Mr Vimal Sharma 3.Mr. Rahul K 4.Mr. Ajay Kumar	1. Subhadra N 2. Renuka K	Conduct NIOS Practical and Theory Exams as per the norms.
21	<b>Implementation of PM SHRI Scheme</b>	1.Mr. Satish Kumar S (I/C) 2.Mrs. G K Vinayagam. 3. Mr Vimal Sharma 4.Mr.Mahesh K Jat 5.Mr. S A Bhende 6.TGT (AE) 7.Mr. Suresh H 8.Mr. Maxwell H	1. Mr.Bhuvanesh 2. Ms. Pranati	Implementation of PM SHRI.

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22	<b>Maintenance &amp; Repair of Vidyalaya Campus, Staff Quarter</b>	1.Mr. S A Bhende (I/C) 2.Mr. Mahesh Kumar Jat 3.Mr. Avinash Singh 4.Mr. Pramod Kamble 5. Mr. Ajay	1.Mr. Bhuvanesh 2. Mr. Jeevan 3. Ms. Ritu Rani 4.Ms. Riya 5. Ms. Kiran	Ensure timely maintenance of the Vidyalaya Building. Recommend maintenance, repair and construction work required for the Vidyalaya, Supervise the work as and when they are undertaken..Maintain the records of all work
23	<b>Purchase committee</b>	1.Mr. Rahul K (I/C) 2.Mr.S A Bhende 3.Mr. Avinash Kumar 4.Mr.Vimal Sharma 5.Dr. Suresh H	1. Mrs Bhagyashree S 2. Mr. Devender	Collect details for purchasing any item for the vidyalaya and ensure the quality and usability of the item for the benefit of the vidyalaya.
24	<b>Beautification of the Vidyalaya</b>	1. Mr. Shivam Singh I/C 2. TGT AE 3. Mr. S A Bhende 4. Ms. Tanvi M 5. Mrs. Kamlaxi G 6. Ms. Preeti Yadav 7. Ms. Jyoti Koshti		Beautification of school garden/corridors and registering in GSP Audit and completion of audit
25	<b>Furniture</b>	1. Mr. Shashi Bhooshan 2. Mr. Mahesh Jat 3. Mr. Ajay	1. Mr. Jeevan 2. Ms.Anuradha 3. Ms. Ritu	Supervise and ensure proper upkeep of all furniture of the vidyalaya. Report any breakage of furniture, window panes, floor etc. and make all efforts to identify the faulty student.Proper recording,verification of the furniture of the entire school , maintainance of furniture register ,
26	<b>TLM (CMP, BALASABHA)</b>		Mrs. Subhadra	
27	<b>Photography, Digitization &amp; Uploading on website / Social media</b>	1.Ms.Tanvi(I/C) 2. Mr. B S Bhosge Comp Instructors.	1. Mr Jeevan 2. Computer Instructor	To Ensure the photography of events of Vidyalaya and Uploading photos and videos on website& social Media
28	<b>ACTIVITY ROOM</b>		1. Mrs Renuka K	Decoration and Beautification of Room and maintaining all records
29	<b>Green School Program &amp; GSP Audit</b>	1. Mrs. G K Vinayagam (I/C) 2.Mr. Jairaj Hegde 3.Mr. Sukhdev Singh 5.Mrs. Preeti Yadav 6. Mr Shashank Rao 7. TGT sci-4	1. Ms Ritu 2 Mrs Bharati	Place recommendations on giving a better image for the Vidyalaya. Maintain all the gardens of the Vidyalaya with the help of the gardener. Plant seasonal flowering plants recommend purchase of flowering plants, manure and fertilizers.
30	<b>Student ID card Printing and Distribution</b>	1.Mr. Ravi Rathod(I/C) 2. Mr. Suraj Magadum Class Teachers Comp Instructors.	1. Mr. Devender 2. Mr.Shweta Class Teachers Computer instructor	Market survey, design of ID Card, rate fixing, collection of ID Card preparation charges, distribution and manintaing all records.
31	<b>Staff Club</b>	1.Mr. Pramod Kamble 2. Mr Vishnu N 3. Mrs. Jyoti Khoshti All staff members of school	1. So	Staff welfare activities

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32	<b>Preperation of CS 54, Fees and Fine Checking</b>	1.Mr. Suraj Magdum I/C 2. Mr. Shivam Singh	Mrs. Pinky	To the check the fee details from UBI PORTAL and to inform teachers about the fee defaulters, to ensure that all students of the school have paid the fees
33	<b>SPC Student police Cadet Programme</b>	1. Mr Avinash Kumar Singh		As per instruction of KVS/ Higher authorities.
34	<b>School Website Updating/ ICT Committee/ E-Content/ E- Gadgets/ Social Media Platform maintenance</b>	1. Mr Vimal Sharma (I/C) 2. Mr. Ravi Rathod 3. Members of CCA 4. Sports Incharges All Computer Instructors	1. Ms Himani 2. Computer Instructor 3. Members of CCA 4. Sports Incharges	Update the Vidyalaya webiste with required and relevant information. Ensure proper usage of the webiste. Maintain the computer Labs in a neat and tidey manner. Ensure proper working of all computer systems and peripherals. Help in proper digital documentations of the Vidalaya as per requirements.
35	<b>Income Tax calculation GST, TDS etc</b>	1. Mr Rahul K (I/C) 2. Maxwell H	1. Mr Ravindra Vaze	To prepare and maintain income tax detail of all the employees of the Vidyalaya.
36	<b>Sports &amp; SBSB</b>	1. Mr Avinash Singh (I/C) 2. Yoga Coach All Sports coaches	1. Mr. Debender 2 Ms. Pariniti 3. Sports Coach	Provide guidance for students by organizing sports and games activities at Vidyalaya level as well as Cluster and national level. Ensure participation of students in all games as per instructions from KVS.Celebration of Sports day, smooth conduct of various sports activities throughout the year with complete safety and security of the students, maintanance of proper records
37	<b>ENGLISH Subject Committee</b>	1. Mrs Sunitha V (I/C) 2. Mrs. Biji T V 3. Mr. Samrat Kamble 4.Mr. Pramod Kamble 5. Ms. Aparna Dubey 6.Mr. Vishnu Ninganagoud	1. Mrs Anjum Shaikh	To organise subject committee meetings to discuss & interact syllabus, question paper pattern ,syllabus completion, difficulty, improvement, innovation, use of ICT- Worksheets- Activity Sheets, Basic skill in particular subject in the light of Back to basis, CCT implementation and Demo lessons
38	<b>HINDI Subject Committee.</b>	1. Mrs Pushpa Nigam (I/C) 2. Mr Bharatesh Bhosge 3. SKT 2 4. Mrs. Kamlaxi G 5.Mr. Suraj M 6.Mrs. Jyoti Koshti 7. Mr Nand Kishor	1. Mrs.Pinky K	To organise meetings to discuss & interact syllabus completion, difficulty, improvement, innovation, use of ICT-worksheets - Activity Sheets, Basic Skill in particular subject in the light of Back to Basics and Demo lessons.
39	<b>MATHEMATICS Subject Committee and other exams/Olympiads realated maths</b>	1. Ms. Shipra Singh(I/C) 2.Mrs Reena Kumari 3. Mr. Chetan A 4. Mrs. Chintapalli Vijaya Shree 5. Mr. Shivam Singh 6. Ms. Tanvi Manchanda 7. TGT (Maths)	1. Mrs.Sarojani	To organise meetings to discuss & interact syllabus completion, dissicultt, improvement, innovation, use of ICT- worksheets - Activity Sheets, Basic skill in particular subject in the light of back to basics and demo lessons. To organise Maths exhibitions, Olympiad, and all activities related to Maths.
40	<b>SCIENCE Subject Committee</b>	1. Mrs G K Vinayagam (I/C) 2. Mrs. Satish Kumar 3. Mr. Jairaj Hegde 4. Mr. Shashank N Rao 5. Mr. Sukhdev Singh 6. Mrs. Preeti Yadav 7.Mr. Joshin John 8. TGT Sci-4 9.PGT Chem 2 10. PGT Chem 3 11. PGT (Phy 3)	1. Mrs.Bhagyashree	To organise meetings to discuss & interact syllabus , pattern of question paper, syllabus completion, difficulty, improvement, innovation, use of ICT- worksheets - Activity Sheets, Baisc skill in particular subject in the light of back to basics and Demo lessons. To arrange Science exhibition NCSC, Inspire, Science Olympiad and other science activities

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41	<b>SOCIAL SCIENCE Subject Committee</b>	1. Mr. Rahul Karkera I/C 2. Prakash Patil 3. Mr. Shashibhooshan 4. Mr. Ajay Kumar 5. Mr. Mahesh Jat 6. TGT So St 7. PGT (Eco)		To organize meetings to discuss & interact syllabus, pattern of question paper, syllabus completion, difficulty, improvement, innovation, use of ICT- worksheets- Activity Sheets, Basic skill in particular Subject in the light of Back to Basics and Demo lessons.
42	<b>NIPUN BHARAT</b>		1. Mrs. Hemlata N 2. Mrs. Anjum Shaikh	As per instruction of KVS/Higher authorities
43	<b>Rajbhasha Samiti</b>	1. Mrs. Pushpa Nigam (I/C) 2. Mrs. Sakshi, JSA 3. Mr. Nand Kishor 4. Mr. Maxwell H <del>All Hindi &amp; Sanskrit teachers</del>	1 Mr. Amit 2. Mr. Gyanprakash	Collect articles from students and teachers Scrutinize the articles received and arrange them for the timely publication of the Vidyalaya Patrika Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika. Encourage the use of HINDI in day to day life and official tasks.
44	<b>Internal complaint Committee (ICC) for Prevention Of Sexual Harassment (POSH) against women employees.</b>	1. Mrs. G K Vinayagam (I/C) 2. Mrs. Sunitha V 3. Mrs. Pushpa Nigam 4. Mrs. Reena Kumari	1. Mrs Hemlata 2. Mrs Anjum S	To report to the principal immediately follow the procedures and take necessary measures as per the need sexual harassment.
45	<b>Sexual offences against children (POCSO Act) &amp; child safety and security.</b>	1. Ms. Shipra Singh (I/C) 2. Mrs. Kamalaxi G 3. Mrs. CH Vijayashree 4. Dr. Suresh H 5. <del>Mr Chetan A</del>	1. Mrs. Hemlata 2. Mrs. Subhadra	Develop improved response system and alert administrative machinery is required to take immediate action on reported cases of misbehaviour. Close monitoring of academic performance and psychological behaviour particularly in cases of sudden decline in performance, lack of interest, depression and aloofness should be noticed to give proper counselling to the children.
46	<b>Media, Press &amp; Local newspaper Publishing</b>	1. Mr Pramod Kamble (I/C) 2. Mrs. Sunitha V 3. Mr B S Bhosge 4. Members of CCA Committee 5. <del>Ms. Aparna Dubey</del>	1. Ms Sonal 2. Ms Ritu 3. Members of CCA Committee	Prepare Press Note and Sending to Media.
47	<b>P A System &amp; Electrical repairs &amp; Connections. Water Management including upkeep of R.O./Aqua guards/Pump House/Water coolers etc.</b>	1. Mr S A Bhende (I/C) 2. Mr Joshin 3. Mr. Avinash 4. Mr. Chetan Astekar 5. Ms. Tanvi	1. Mr. Bhuvnesh 2. Mrs. Preeti 3. Mrs. Pinky	Ensure proper installation and operations of P A system during morning assembly and during special programmes. Supervise proper functioning of all electrical installations and sanitation in toilets. Report any damage to the installation in time. Recommend purchase of items in PA System and electrical and sanitary equipment. To ensure that pure drinking water is available to the students. Monitoring the cleanliness of the area near the source of drinking water, water filters etc on daily basis. Date of Cleanliness of Water Tank, water coolers, filters etc regularly.
48	<b>Resource Room/ CMP Room</b>		1. Ms. Riya Singh 2. Ms. Pranci Tripathi	

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<b>49</b>	<b>Vidyalaya Patrika</b>	1. Mrs Pushpa Nigam I/C 2. Mrs Sunitha V 3.Ms. Aparna Dubey 4.Mr. Ajay Kumar 5. Mr. Suraj M 6. Mr. Nand Kishor 7. Ms. Preeti Yadav 8. Ms Tanvi M 9. Computer instructors	1. Mrs. Subhadra N 2. Ms Shalini 3. Mr Jeevan	Collect articles from students and teachers, Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Patrika, Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya patrika.
<b>50</b>	<b>Vidyalaya Newsletter(Primary)</b>		1. Mrs Subhadra N (I/C) 2. Ms Shalini <del>3.Mr. Jeevan</del>	Collect articles from students and teachers Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Patrika Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika.
<b>51</b>	<b>Event Mangement</b>	1. Mr. Samrat Kamble (I/C) 2. Mr. Vishnu N 3. Mr Shashank Rao 4. Mr Sukhdev 5. PGT (ECO)	1. Mrs Pinky K 2. Mr Devender	To ensure the registration of outer/inner candidates whenever any program like games,Scouts, exhibition etc. Held in the Vidyalaya. To arrange Food & Refreshment including sweet distribution.
<b>52</b>	<b>CCTV</b>	1. Mr. Pramod Kamble I/C 2. Mr. Vimal Sharma 3. Computer Instructor		Installation of CCTV, maintenance etc
<b>53</b>	<b>Food &amp; Refreshment including sweet distribution on all important occasion &amp; Hospitality</b>	1. Mrs. Kamalaxi Gokavi I/C 2. Mrs. Jyoti Koshti	1.Mrs. Anjum Shaikh 2. Mr. Devender Kumar	Hospitality services to be provided whenever needed on various occasions in the vidyalaya
<b>54</b>	<b>Lab and Class Maintenace, Display boards, Quotations in the classrooms and the corridors, Flex Board Development Etc.</b>	Lab In charges for labs All Class teachers and co- teachers for classes House masters& associates of house display boards and Display boards in the corridors TGT AE (I/C)	1.Mrs. Bhagyashree S	To maintain Neat & clean the assigned Lab and others works assigned by the School Authority.
<b>55</b>	<b>Fire Extinguisher, Disaster Management &amp; Building Safety.</b>	1. Mr. S A Bhende (I/C) 2. Mr Avinash Singh 3. Mr Bhosge 4. Mr.Chetan A	1. Mr Gyan Prakash 2. Mr Jeevan Kumar	To ensure the Cleanliness of Vidyalaya and availability and usage of fire safety equipments for the safety and security of Vidyalaya.

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56	<b>Alumni Reg./ Distiguished Alumni</b>	1. Mrs. G K Vinayagam 2. Mr. Vimal Sharma (I/C) 3. Mr. Satish K 4. Mr. Prakash Patil 5. Mr. Samrat Kamble		Maintain a database of alumni and keep in contact with them. Organize alumni meetings when required. Ensure their registration in the Vidyanjali portal,Motivate them to participate in Vidyanjali activities,
57	<b>Youth Parliament and social science exhibition/ EBSB/ Kala Utsav</b>	1. Mr Prakash Patil 2. PGT ECO 3. Mr. Shashibhooshan 4. Mr. Mahesh Kumar Jat 5.Mr. Ajay Kumar 6. Mr. Bharatesh Bhosge 7. Ms. Aparna Dubey 8. TGT AE 9. TGT So. Sci -4	1. Mr Santosh Puri 2. Ms. Arti	To constitute Youth parliament,Train the members at school olevel for Youth parliament, Constitution of EBSB club, smooth conduct of all the activities as per the EBSB calender , Encouraging maximum participation of the students in various activities/project work of EBSB with proper guidance and maintaining its proper record. Sending Monthly report , Preparation of Display Boards. Performing all the activities assigned without any reminder.
58	<b>Flag Hoisting</b>	1. Mr Avinash Singh (I/C) 2.Sports Coaches 3. Yoga Instructor	1. Sports Coach	Ensure Flag Hoisting and lowering on all working days.
59	<b>Scholarship &amp; RTE</b>	Mr. Chetan Astekar All Class Teachers	1. Ms. Gayatri M 2. Ms. Renuka	To ensure the detail of all RTE Case and maintain the record carefully.
60	<b>UBI Fee Verification</b>	1. Suraj M (I/C) 2.Mr. Shivam Singh 3. Computer Instructors 4. All Class Teachers	1. Mrs Renuka	To ensure fee reconciliation, UBI fees income tax, Shala Darpan, Class Registers, websites are properly maintained.
62	<b>RTI Handling</b>	1. Mr Maxwell H 2. Mrs. Sakshi	1. Mrs. Hemalata HM I/C	Timely redressal of RTI matters.
63	<b>A V Aids</b>	1. Mr Pramod Kamble (I/C) 2. Mrs Jyoti Koshti	1. Mrs Sonal 2. Ms Diksha 3. Computer Instructor	To ensure the proper functioning of audio visual aids
64	<b>Grievances and Redressal Committee</b>	1 Mrs Pushpa N (I/C) 2. Mrs Sunitha V 3. Mrs Kamlaxi G	2. Mrs.Hemlata 3. Mrs Anjum	Putting forward the Grievances of the staff to the principal Based on received compalints, the committee will immediatey redress the complaint as per norms.Conducting monthly meeting of the committee
65	<b>CSR &amp; Community Participation in school Development (Vidyanjali)</b>	1.Mr. Pramod Kamble I/C 2.Mr.Chetan 3. Mr. Jairaj H 4. Mr Vishnu N	1. Mrs. Bhagyashree	To work in co-ordination with Alumni committee & to get help from alumni and all stake holders like teachers and parents to register as volunteers for development of Vidyalaya.To register volunteers in vidyanjali portal before taking any services /facilities from the vidyalaya, To post the vidyanjali nactivities in the social media

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<b>66</b>	<b>ACP Awakened Citizen Prog.</b>	1. Mr Suresh H (I/C) All ACP trained teachers		Proper implementation of ACP,Inclusion ACP periods in the regular time table, maintaining the Record of activities conducted, Completion of all modules on time.
<b>67</b>	<b>Condemnation &amp; Record Disposal</b>	1. Mr. Samrat Kamble (I/C) 2. Mr. Vimal Sharma 3. Mr Shashi Bhooshan 4. Mr Maxwell H All department Incharges	1. Mr Amit 2. Mr Bhuvnesh	Stock Verification. Identification of Old/Obsolete record recommendation and disposal as per KVS Record Retaining and Disposal norms.
<b>68</b>	<b>Ganga House</b>	1. Mr. Bhosge I/C 2. Mr. Joshin 3. PGT Chem 3 4. Mrt. Pramod Kamble 5. Ms. Vijayashree 6. Mr.shashibhooshan 7. Mr. Ravi Rathod 8. TGT Sci 4	1. Mrs Pinky K 2. Ms Sudha 3. Ms Sonal 4. Ms Ritu 5. Ms Bharati 6. Mr Debender	To follow up all the activities assigned by CCA incharge and to encourage students in participation in all the co-curricular activities of the Vidyalaya and to decorate boards.
<b>69</b>	<b>Yamuna House</b>	1. Mrs. Preeti I/C 2.Mr. Jairaj 3.Ms. Shipra 4.Mr. Rahul 5. Mr. Samrat Kamble 6. Ms. Tanvi 7.Mr. Nandakishor 8. Mr. Mahesh 9. PGT Eco	Ms. Sweta Singh	To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the co-curricular activities of the Vidyalaya and to decore boards.
<b>69</b>	<b>Krishna House</b>	1. Mr. Ajay I/C 2. Mrs. Pushpa Nigam 3. Mrs. Sunitha V 4. Mr.Satish Kumar 5. PGT Chem2 6. Mr. Prakash Patil 7. Mr. Shivam 8. Mr. Sukhdev		To follow up all the activities assigned by CCA incharge and to encourage students in participation in all the co-curricular activities of the Vidyalaya and to decorate boards.
<b>70</b>	<b>Kaveri House</b>	1. Mrs. Jyoti Koshti I/C 2. Mrs. G K Vinayagam 3. Mr. Vimal Sharma 4. Mrs. Reena 5. PGT Phy 3 6. Ms. Aparna 7. Mr. Chetan A 8 Mr. Shashank	Mrs. Anuradha	To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the co-curriculars activities of the Vidyalaya and to decorate boards.
<b>71</b>	<b>Vocational Skills</b>	1. Mr. S A Bhende I/C 2. TGT AE 3. Computer Instructor 1 4. Computer Instructor 2	Ms, Himani	

**COMMITTEES FOR THE SESSION 2025-26**

Sr No	Committee	Secondary	Primary	Duties
72	<b>Maths Circle/Club</b>	1. Mrs. Chintapalli Vijaya Shree (I/C) 2. Mrs Reena K 3. Ms Shipra Singh 4. Mr Chetan Astekar 5. Ms.Tanvi M 6. Shivam Singh 7. TGT Maths	1. Mrs Sarojini	To conduct maths circle/club activities to develop mathematical skills in students and to create interest in maths
74	<b>Career Guidance &amp; Counselling</b>	1. Mrs. Pushpa Nigam I/C 2. Mr. Satish Kumar 3. Mr. Bhujabali M 4. Ms Aparna Dubey 5. Ms. Shipra 6. School Counsellor 7. Special Educator		To give proper guidance to the students to enhance students' academic experience to make suitable career choices, To help the students in selecting proper stream of study To organize individual or group counselling for students , developing personal and social skills. School counsellor should give kind and Proper guidance to the students whenever required , critical cases to be reported to VP/Principal, coordination with the parents, maintenance of the records/reports
75	<b>Tarunostav</b>	1. Mr. Ravi Rathode PGT (CS) I/C 2. Mrs.Pushpa Nigam 3.Ms. Biji T V 4. Mr. Joshin J 5. Mr. Jairaj Hegde 6. Ms. Shipra 7. Mr. Rahul Karkera 8. Mr. Avinash Kumar 9. Mr. Suresh H		
76	<b>school Safety and Security Committee</b>	1. Mr. Avinash 2. Mr. Bhosge 3. Mr. Shivam Singh 4.Ms. Shipra 5.Mr. Bhende 6.Ms. Kamalaxi	1.Mr. Gyan Prakash 2.Mr. Amit 3.Ms. Renuka 4.Ms. Kiran	To go around and inspect different areas of the school and ensure the safety as per NDMA To conduct mock drills to prepare students & staff in case of emergency
77	<b>Minutes of the staff meeting</b>	1.Mr.Bharatesh Bhosge 2.Ms.Aparna Dubey		
78	<b>Transfer portal</b>	1. Ms. Sakshi JSA 2. Mrs. Prameela 3. Ms Sanjana		To verify the data of regular employees in the transfer portal
79	<b>Quarter Allotment &amp; Quarter Maintenance</b>	1. Pramod Gulab Kamble 2.Mr. Mahesh Kumar Jat 3. Mr. Maxwell H	1. Ms. Pranci 2. Mr. Devender	Prepare panel, Recommend Quarter Allotment to Eligible Staff, maintain inventory of staff quarters, check quarter Recommendation for Quarter Maintenance.
80	<b>1. Eco club for Mission Life</b>	1. Ms. G K Vinayagam 2. Mr. Shashank Rao 3. Mr. Jairaj H PGT Che 4. TGT Sci 4		
81	<b>BIS: Standard Club</b>	1.Mr. Joshin John 2. PGT Physics 3	1. Mr. Jeevan	

**COMMITTEES FOR THE SESSION 2025-26**

Sr No	Committee	Secondary	Primary	Duties
82	<b>Mathematic circle</b>	1. Ms.CH Vijayashree 2. MR. Chetan 3. Mr. Shivam 4. Ms. Tanvi 5. TGT Maths 5		
83	<b>Science Circle</b>	1.Mr Shashank Rao I/C 2. Mrs. Preeti Y 3. Mr. Sukhdev Singh 4. TGT Sci 4 5. PGT Chem 2 6.PGT Che 3 7. PGT Phy 3		
84	<b>Readers Club</b>	Mr. Suresh H Ms. Aparna Dubey		
85	<b>Literary Club</b>	Mr. Pramod Kamble Ms. Kamalaxi G Mr. Nandkishore		
86	<b>Value education and Integrity Club</b>	Mrs. Sunitha V Mr. Mahesh Jat Mr. Shashi Bhooshan		
87	<b>8. Commerce Club</b>	Mr. Rahul PGT Eco		
88	<b>Coding Club</b>	Mr. Ravi Rathod Mr. Vimal Sharma Computer Instructors		
89	<b>AEP</b>	1.Ms. Sunitha (I/C) 2.Mr. Jairaj Hegde 3. TGT Sci-4 4. Nurse		Arranging Guidance sessions , arrangement of activities, seminars, lectures etc to inculcate life skills in students and proper records, Conduct guidance counselling sessions related to AEP
90	<b>NCC</b>	Mr. Avinash Sports Coaches Yoga Instructor		
91	<b>Pipe Band (Boys)</b>	Mr. Avinash Mr. Mahesh Jat Sports Coaches Yoga Instructor		
	<b>Date : 30-03-2025</b>		Vice Principal	PRINCIPAL