

**KENDRIYA VIDYALAYA GANESHKHIND**  
**VIDYALAYA PLAN SESSION: 2024-25(w.e.f 01/04/2024)**  
**KENDRIYA VIDYALAYA GANESHKHIND**  
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Vidyalaya academic & Institutional Plan for session 2024-25 has been set up and presented before all staff members for further course of action. The following committees, departments and clubs are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2023-24. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for both **online and offline** platform accordingly. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

SR. NO	NAME OF COMMITTEE	NAME OF STAFF MEMBERS	SCOPE OF THE WORK	SIGN
1.	FLAG HOISTING	MR YOGESH(I/C) MR SANJAY BHUKAN(CO I/C) MR SUHAS D. MS PRIYANKA BEHERA MR CHANDERE	<ul style="list-style-type: none"> <li>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</li> <li>To position the flag post at prominent place.</li> <li>To follow DO's and Don'ts to honor our National Flag.</li> <li>To ensure compliance of the Flag Code.</li> </ul>	
2	ACADEMIC COUNCIL	MR KANA RAM (VP) I/C MS. ANITA K (Co-I/C) MS. INDU CHIB (SCIENCE)  MS SHIKHA GUPTA [MATHS] MS. SHALINI VERMA [HINDI] MR UJJWAL AWARE [ENGLISH] MS. SNEHA [Commerce] Mr Rajesh Rajbhar [Comp sci and AI] MRS. SUREKHA NARKE (HM) (PRIMARY)	<ul style="list-style-type: none"> <li>Planning for academic program setting activities</li> <li>Arranging projects&amp; guiding for Innovation and experimentation</li> <li>Conducting monthly meetings including primary teachers of respective subjects on the allotted days.</li> <li>Course Completion</li> <li>Eligibility tests</li> <li>Plan various academic activities for the improvement of teaching learning process</li> <li>To plan and monitor remedial teaching and CALP.</li> <li>Implementation of Diksha / Nistha , CCT , CLP circulars</li> </ul>	
3	FURNITURE & FIXTURE	MR. KISHORE (Co I/C) MR. LOVEKUSH SHARMA MR. SUNIL GOLHARE MR. BODHAN	<ul style="list-style-type: none"> <li>Procuring of suitable furniture as per requirement</li> <li>To maintain the record of the Vidyalaya furniture.</li> <li>To get the furniture numbered serially.</li> <li>To plan for annual purchase and repair.</li> <li>To maintain the stock register of furniture and get the physical verification done annually.</li> <li>To take up the repair work.</li> </ul>	
4	MAINTENANCE & REPAIRS (SCHOOL BUILDING)	MR. SANJAY BHUKAN (I/C) MR. YOGESH DHERE MS. MANJU DEVI MR. SUHAS DHOLE(Co I/C) MR. MARUTI BHOTE	<ul style="list-style-type: none"> <li>To take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya</li> <li>To look after the operational condition of the water supply, taps, Building maintenance etc.</li> </ul>	

5	A) REPAIR & MAINTENANCE (STAFF QUARTER)	MR. YOGESH DHERE (I/C) MR. ASIF E. MR. SIDDHARAM K.(Co I/C) MS SHUBHANGI S. MR. R. M. BODHAN	<ul style="list-style-type: none"> <li>To look after the operational conditions of the water supply, electricity supply lines, Building maintenance etc. of KV Staff Colony by proper utilization of Annual Maintenance Fund.</li> <li>Allotment of quarter as per KVS rules.</li> <li>To prepare rooster for allotment of staff qtrs.</li> <li>To monitor the Deposit work undertaken by MES</li> <li>To do market survey for spot quotation</li> </ul>
	B) CLEANLINESS AND UP KEEPING OF STAFF QUARTERS	MS. ANITA K (I/C) MR. ASIF (CO I/C) MS. MANJU DEVI MR. A. K. GUPTA MR. BODHAN	<ul style="list-style-type: none"> <li>To look after the cleanliness in staff residential area.</li> <li>Pruning of Trees / Shrubs as and when required.</li> </ul>
6	REPAIR& MAINTENANCE (SCHOOL ELECTRIC )	MR. A.K. GUPTA(I/C) MR. LOVEKUSH S (CO I/C) MR. SAINATH AWARE MR. CHANDERE	<ul style="list-style-type: none"> <li>To look after the operational conditions of the, electricity supply lines, etc.</li> <li>To plan procurement and purchase as per requirement.</li> </ul>
7	SCHOOL TIME TABLE (SECONDORY)& ARRANGEMENT	MR. TABREZ KHAN (I/C) MS KIRANJEET KAUR (CO I/C) MS. SHIKHA G MS. PRIYA GOSWAMI TGT MATHS 1	<ul style="list-style-type: none"> <li>Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers.</li> <li>To prepare special time-table as per need and also to prepare time-table for supervisory work to be done by the principal. The new time table will come into effect from 1stApril 2023.</li> </ul>
	SCHOOL TIME TABLE(PRIMARY)	MR. SUNIL GOLHARE (I/C) MR MADAN (CO I/C)	<ul style="list-style-type: none"> <li>To prepare remedial timetable/zero period time table.</li> <li>To Put arrangement every day.</li> </ul>
8	EXAMINATION (INTERNAL) PRIMARY	MR. SUHAS Dhole(I/C) MR.GAJANAN D (CO I/C) MR. ASHOK	<ul style="list-style-type: none"> <li>All online / offline examination work pertaining to Vidyalaya.</li> </ul>
	EXAMINATION (INTERNAL) SECONDARY& PISA/CCT ASSESSMENT	MRS. SHIKHA GUPTA(I/C) MRS. MANJU DEVI(CO I/C) MRS. SHOBHA GUPTA MR. ALIM B. TGT MATHS 1 COMP INSTRUCTOR MR. BODHAN MR. MARUTI B.	<ul style="list-style-type: none"> <li>Planning execution of examination Schedule including periodic test/cumulative tests etc.</li> <li>Maintenance of examination record and keeping them under safe custody confidentially.</li> <li>Handing over date sheet to website I/C for uploading on website.</li> <li>Conduction of PISA and CCT related assessments and related work.</li> </ul>
9	EXAMINATION (EXTERNAL CBSE)	MR. K. ANAND-(I/C) MR. TABREZ KHAN (CO I/C) MS. MAMTA P MR. KISHORE MR. RAJENDRA	<ul style="list-style-type: none"> <li>Coordination for registration.</li> <li>All examination work pertaining to Vidyalaya for board students.</li> <li>Maintenance of examination record and keeping them under safe custody confidentially.</li> <li>Maintenance of CBSE result and other board.</li> <li>Uploading the date sheet of CBSE examinations and result analysis on Vidyalaya website.</li> </ul>
10	PURCHASE COMMITTEE	MR. ANAND K.(I/C) MR. GAJANAN D(Co I/C) MS. INDU CHIB	<ul style="list-style-type: none"> <li>To do market survey for spot quotation.</li> <li>To plan for the tentative purchase from the VVN.</li> <li>To prepare for the required provision to be made</li> </ul>



			<p>also other activities that come up from time to time.</p> <ul style="list-style-type: none"> <li>To co-ordinate the house master of the day activities involving school band with suitable commands.</li> <li>Any other job pertaining to morning assembly.</li> <li>Playing of marching tunes etc. involving school band with suitable commands. Hosting of flag ceremony.</li> <li>To coordinate for Spic Macey and Routs to Routs programme</li> </ul>	
14	CMP	MS. SUJATA JAIN (I/C) PRT-1	<ul style="list-style-type: none"> <li>To plan CMP Activities for the year and prepare calendar for 2023-24.</li> <li>To coordinate CMP activities.</li> <li>To prepare reports of the activities under CMP.</li> <li>To prepare Newsletter for each term.</li> <li>To click photographs of the activities and display them from time to time.</li> </ul>	
15	ADMISSION	MS. MADHU BHANDARI (I/C) MR. YOGESH DHERE (CO I/C) MS SUREKHA NARKE HM MR. SUHAS MR. RAMNATH CLASS TEACHERS OF CLASS I MR. BODHAN	<ul style="list-style-type: none"> <li>To check out the admission schedule as per KVS directions.</li> <li>To monitor registration and checking of the entries and documents attached with the registration forms.</li> <li>Grouping of students according to merit etc.</li> <li>Allotment of admission number and Co-ordination work with the office and class teachers. Checking of concerned documents.</li> <li>Submitting consolidated record of admissions done on last day of every month .</li> <li>Prepare reply regarding details of admission as and when asked by higher authorities.</li> </ul>	
16	AEP/DISHA CLUB.	MS. MADHU BHANDARI (I/C) TGT SCI -1 (Co I/C) TGT SCI-2 MR. RAJESH RAJBHAR MRS.KIRANJEET TGT MATHS 1 MR. YOGESH D. MR SAINATH DOCTOR NURSE	<ul style="list-style-type: none"> <li>Organize program and co-ordinate activities of the club.</li> <li>Ensuring 23 hours in a year for AEP activities.</li> </ul>	
17	SCIENCE CLUB & SCIENCE OLYMPIAD/OTHER EXAMS/ VISIT TO LABS/JIGYASA / NTSE / SCIENCE EXHIBITION / JNSMEE / NCSE	MRS INDU CHIB (I/C) MS. MADHU BHANDARI (Co I/C) MR A K GUPTA MR. RAJESH RAJBHAR TGT SCI-1 TGT SCI- 2 MR SAINATH AWARE MR. SUHAS D ALL TEACHERS TEACHING SCIENCE , MATHS	<ul style="list-style-type: none"> <li>Plan. Monitor &amp; co-ordinate activities of the club</li> <li>Conducting various lectures, program &amp; selecting the members for club etc.</li> <li>Inculcating scientific temperament by practicing science activities. <ul style="list-style-type: none"> <li>Preparation of junior science Exhibition.</li> </ul> </li> <li>Notifying the dates to student</li> <li>Registration and coordination of examinations.</li> <li>Preparation of students for examinations.</li> <li>Making models and exhibits.</li> <li>Notifying dates.</li> <li>Escorting students.</li> <li>Developing and motivating students.</li> <li>Maintaining proper records.</li> </ul>	

		MR BODHAN		
18	SOCIAL SCIENCE EXHIBITION AND EBSB	MS. ANITA KANAJIA(I/C) (NODAL TEACHER FOR EBSB )  MS MANJU ( CO - I/C) MR. RAJESH RAJBHAR TGT SST 1 TGT SST 2 TGT SCIENCE - 1 TGT SKT-1  MS. PRIYA GOSWAMI MS SHOBHA G. MS. MADHURI SHINDE MR. ALIM BAGWAN MR. CHANDERE	<ul style="list-style-type: none"> <li>• Registration and coordination for exhibition at school level as well as higher levels.</li> <li>• Preparation of students for exhibition and other events related to EBSB</li> <li>• Planning activities as per calendar provided by KVS</li> <li>• Notifying the dates and events to students.</li> <li>• Maintaining all the records of activities</li> <li>• All IT support</li> </ul>	
19	SPORT CLUB SBSB , FIT/ KHELO INDIA	MR. SANJAY BHUKAN (I/C) MR. K. ANAND (Co I/C) TGT WE MRS. SHOBHA GUPTA MR SAINATH MR. SUNIL MISS SUJATA MR ASHOK MR MARUTI COACHES	<ul style="list-style-type: none"> <li>• Preparing demand for the year in advance for sports department</li> <li>• Getting the approval as per the available budget.</li> <li>• Procuring quotations, Making comparative statements through GEM PORTAL</li> <li>• Condemnation of damaged items.</li> <li>• Smooth conduction and compilation of all activities under FIT INDIA MOVEMENT</li> <li>• Uploading of FIT INDIA DATA</li> <li>• Planning activities under FIT INDIA celebrations.</li> </ul>	
20	BEAUTIFICATION/ ART and CRAFT	MR. ALIM BAGWAN (I/C) MS. MADHU BHANDARI (CO I/C) MS. SHOBHA GUPTA TGT SCI-1 MR RAMNATH MR.GAJANAN MR. SIDDHARAM KOLI MR. CHANDERE	<ul style="list-style-type: none"> <li>• To Organize Vanmahotsav Week, flower arrangement competition, Rangoli etc. on inter house level.</li> <li>• To maintain the school garden and to plan for further extension and expansion.</li> <li>• To add some flowering plants in the garden.</li> <li>• Submitting monthly review of garden and beautification of vidyalaya.</li> <li>• All types of decoration.</li> <li>• To organize activities to develop the awareness among students for inculcating creativity.</li> <li>• Arrange talks from experts.</li> </ul>	
21	LIBRARY COMMITTEE (SECONDARY)	MR. A.P.CHATI(LIB) (I/C) MS. INDU CHIB MS. SHOBHA GUPTA MS. REKHA KHOND	<ul style="list-style-type: none"> <li>• To chalk out the program for maximum utilization of library facilities.</li> <li>• To train the students in keeping a proper record of books read by the students. To undertake a project in all classes to improve the reading habits</li> </ul>	

	LIBRARY COMMITTEE (PRIMARY)	MS. SUREKHA NARKE (HM) MR. KISHOR S. MR. MADAN KHAIRE	of the children. <ul style="list-style-type: none"> <li>To purchase new books.</li> <li>To organize Book fair.</li> </ul>	
22	DISCIPLINE COMMITTEE	MR SANJAY BHUKAN(I/C) MR. TABREZ KHAN (CO I/C) MS ANITA K MR. A. P CHATI MR YOGESH DHERE MS. REKHA KHOND MR ALIM MS. SUREKHA NARKE (HM) MR. GAJANAN MR. MADAN ALL CLASS TEACHERS	<ul style="list-style-type: none"> <li>Checking of student movement in the class room corridors etc. during assembly time, recess break and after the school hours.</li> <li>Preparation of duty chart for morning, lunchtime and afternoon time.</li> <li>Monitoring the movement of students in line from outside and inside school gate and to ensure safe passage of students.</li> <li>Checking of uniform and personal hygiene.</li> <li>To handle all the discipline cases effectively.</li> <li>Any others job pertaining to discipline.</li> </ul>	
23	CLEANLINESS COMMITTEE	MS. INDU CHIB (I/C) MR. SANJAY BHUKAN(CO I/C) MS. MANJU DEVI MR. UJJWAL AWARE MS MAMTA PERDESI MR. ALIM BAGWAN MS PRIYANKA BEHERA MR SANDEEP KAMBLE MS P M INDU MR SIDDHARAM KOLI MR. ASHOK RANAWARE MR. MARUTI BHOTE MR. CHANDERE MR. R.BODHAN MR. RAJENDRA STAFF NURSE ALL CLASS TEACHERS AND DEPARTMENT INCHARGES	<ul style="list-style-type: none"> <li>To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc.</li> <li>To get done the cleanliness job by the conservancy staff.</li> <li>To chalk out appropriate PROGRAM of cleanliness group wise.</li> <li>To get the work evaluated fortnightly to honour classes with running shields.</li> <li>To consolidate result and display the achievements periodically and graphically.</li> <li>To carry out some innovations for further improvement of the project.</li> <li>To write a report on the project</li> <li>Procurement of potable drinking water certificate from concerned authorities.</li> <li>To prepare sanitization plan and monitor its implementation.</li> <li>To fix posters regarding precautions against COVID – 19.</li> </ul>	

24	ICT, WEBSITE UPLOADING , SHAALA DARPAN, CYBER SECURITY, E-CLASS ROOMS , DIGITAL BOARD	MR. RAJESH RAJBHAR(I/C) MR. K. ANAND MR. RAMNATH (Co I/C) MR. SUNIL GOLHARE COMPUTER INSTRUCTORS	<ul style="list-style-type: none"> <li>Maintenance of computers in all labs.</li> <li>Making AMC with Service agencies.</li> <li>Regular updation of the website of the Vidyalaya. (at least once in a week)</li> <li>Competition related to IT/Techno Thelon.</li> <li>Display board outside the Computer-Lab</li> <li>Updation of shaala Darpan</li> <li>Organizing Awareness programme regarding cyber security.</li> <li>Uploading of TC issued every week.</li> <li>Uploading all the notification / Banners as per instruction given.</li> <li>Uploading all admission related information on website.</li> </ul>	
25	NATURE CLUB & ECO CLUB	MS. MADHU BHANDARI (I/C) TGT SCI-1(Co I/C) MS. PRIYANKA BEHERA MR. SANDEEP KAMBLE MS. SUJATA	<ul style="list-style-type: none"> <li>Motivating students for activities related to conservation of environment.</li> <li>Conducting activities related to club.</li> </ul>	
26	Art and Craft club	MR ALIM (I/C) TGT WE MS MAMTA P MR.RAMNATH P. (I/C Primary) MR. MADAN KHAIRE MR.SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To motivate children for participating in art and craft activities</li> <li>To guide and motivate children for decoration of school building and campus</li> </ul>	
27	Music and Dance club	MS.MADHURI SHINDE (I/C) MRS PRIYA G (Co I/C) MS SHOBHA G. MS MAMATA P MR. GAJAJAN D.	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To motivate children to participate in school cultural activities as well as outside competitions held from time to time</li> <li>To ensure proper practice of singing of all community songs, prayer and National Anthem for</li> </ul>	
28	Sports and Yoga Club	MR SANJAY B (I/C) MR.A.P.CHATI MR.GAJANAN D (I/C primary ) MR. KISHORE S. MR SUNIL GOLHARE	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To motivate children to participate in school sports and Yoga activities.</li> <li>To guide and motivate children to participate in outside competitions held from time to time</li> <li>To coordinate for data compilation of students participation at cluster, regional, national and SGFI level.</li> </ul>	
29	MATHS CLUB &MATHS OLYMPIAD PRMO , ALL THE EXAMS DIRECTED BY KVS , CBSE etc.	MR. TABREZ KHAN (I/C) MS SHIKHA GUPTA MS. PRIYA GOSWAMI (CO I/C) TGT MATHS 1 & 2 ALL TEACHERS TEACHING MATHS IN SECONDORY & PRIMARY SECTIONS MR. KISHOR S MR. SUHAS DHOLE	<ul style="list-style-type: none"> <li>To keep the record of activities performed by student.</li> <li>To prepare the student for Mathematics Olympiad.</li> <li>To coordinate with KVS for organization and examination.</li> </ul>	
30	INTEGRITY CLUB +	MS. PRIYA GOSWAMI (I/C)	<ul style="list-style-type: none"> <li>To teach the students regarding the values by</li> </ul>	

	AWAKENED CITIZEN	MR A P CHATI (Co I/C) MR. UJJWAL MRS REKHA K Ms MAMTA PERDESI MS. MANJU TGT WE TGT SCI-1 MR YOGESH D	<ul style="list-style-type: none"> <li>conducting lectures for ACP.</li> <li>Planning for module/completion of all modules.</li> <li>Making necessary arrangement for class both online and offline.</li> <li>Co-ordination with R.K.M.</li> </ul>	
31	STAFF MEETING (MINUTES)	MR. UJJWAL AWARE (I/C) MR LOVEKUSH(CO I/C) MS SHOBHA GUPTA MR. SANDEEP KAMBLE MR. MADAN KHAIRE	<ul style="list-style-type: none"> <li>To write the minutes of the meeting</li> <li>To take attendance of staff attending the meeting.</li> <li>To email the minutes to all staff members.</li> <li>To take sign of all staff members after receiving of email.</li> </ul>	
32	MONTHLY AWARD FOR BEST CLASS	MR. UJJWAL AWARE(I/C) MR KANA RAM (VP) MS SNEHA SINGHVI (Co I/C) MRS SUREKHA NARKE (HM) MRS MANISHA SATHYE PRT-1 MS. MADHURI SHINDE(MUSIC TEACHER)	<ul style="list-style-type: none"> <li>Judgment of class according to criteria given every month.</li> <li>Announcement of best class in assembly in every month.</li> </ul>	
33	LITERARY CLUB + READING CLUB	MR. UJJWAL A (I/C) MS. SHALINI VERMA (CO I/C) MS. REKHA KHOND MR. A. P. CHATI MR LOVEKUSH SHARMA MR YOGESH DHERE (CO I/C) MS. SHOBHA GUPTA TGT SKT -1 MR. SAINATH AWARE MRS. B. M. LAXMI PRT-1	<ul style="list-style-type: none"> <li>To chalk out the program for maximum utilization of library facilities for reading and literary skills</li> </ul>	
34	PHOTOGRAPHY CLUB	MR. K. ANAND(I/C) MR RAJESH RAJBHAR (Co I/C) MR. SIDDHRAM KOLI MR. RAMNATH	<ul style="list-style-type: none"> <li>Taking Photographs of all activities in the Vidyalaya.</li> <li>Displaying of Photographs</li> <li>Distribution of photograph required by students</li> <li>Collection and compilation of photos and Reports</li> <li>Maintain</li> <li>Maintaining the records of all photographs for magazine.</li> </ul>	
35	NIOS	MR A K GUPTA(I/C) MR.TABREZ KHAN MR SIDDHARAM KOLI (Co I/C) ALL SUB STAFFS	<ul style="list-style-type: none"> <li>Conducting NIOS Examinations.</li> <li>Documentation of NIOS Examinations</li> <li>Coordination with NIOS Office</li> </ul>	



36	SCOUTS & GUIDES	MR. SUHAS DHOLE (SCOUT I/C) MR UJJWAL A(Co I/C) MR. RAJESH RAJBHAR MR. YOGESH D MR. ALIM MS. MADHU B. (GUIDE I/C) MR. A CHATI (SCOUT CO I/C) MS MANJU MR CHANDERE	<ul style="list-style-type: none"> <li>To co-ordinate all the scouting and guiding activities.</li> <li>To participate in various scout and guide camps.</li> <li>To plan and o-ordinate all the activities related to scout and guide.</li> <li>To Handle all communication pertaining to District Commissioner (Guides)</li> </ul>	
37	CUBS & BULBULS	MR. MADAN (I/C) CUBS MS. B.M.LAXMI (I/C) BULBULS MS P. M. INDU MR. SANDEEP KAMBLE MR. KISHOR MR.SUNIL GOLHARE MS. PRIYANKA BEHRA MS. SUJATA JAIN	<ul style="list-style-type: none"> <li>To co-ordinate all the scouting and guiding activities.</li> <li>To participate in various scout and guide camps.</li> <li>To plan and Co-ordinate all the activities related to scout and guide.</li> <li>To handle all communication pertaining to District Commissioner.</li> </ul>	
38	CHILD RIGHTS PROTECTION CELL / POCSO ACT	MS MADHU BHANDARI (I/C) MR KANA RAM (VP) MS INDU CHIB (Co I/C) MR YOGESH D TGT SCI-1 MS. SUREKHA NARKE (HM) MS. MANISHA SATHYE MR KISHORE COUNSELLOR	<ul style="list-style-type: none"> <li>Make the student aware of their Rights</li> <li>Time to Time arrange meeting with student council to get feedback.</li> <li>Fixing suggestion box at prominent places, and compilation of suggestion on monthly basis.</li> </ul>	
39	RIGHT TO INFORMATION & PARLIAMENTRY QUESTIONS REPLY	1. MR YOGESH DHERE(APIO) 2. MR SUHAS DHOLE 3. MS SHUBHANGI	<ul style="list-style-type: none"> <li>Preparing reply of RTI asked.</li> <li>Preparing answer to parliamentary questions.</li> </ul>	
40	GUIDANCE AND COUNSELLING	1. MR. SAINATH AWARE (I/C) 2. MR. TABREZ KHAN 3. MS. SNEHA (Co I/C)	<ul style="list-style-type: none"> <li>Arranging seminars for students</li> <li>To plan for tarunotsav</li> <li>Inviting speakers and professionals from time time.</li> <li>Coordinating with various testing agencies.</li> <li>To counsel children in need from time to time.</li> </ul>	
41	RECEPTION	1. MS SHOBHA GUPTA (I/C) 2. MS.MAMTA P 3. MR ALIM B. 4. MS P. M. INDU 5. MS SUJATA JAIN 6. MR MARUTI B. 7. MR ASHOK	<ul style="list-style-type: none"> <li>Arrangement of sapling and badges.</li> <li>To plan formal welcome of all dignitaries.</li> <li>To escort the dignitaries during official visits from main gate to the place of function.</li> </ul>	
42	REFRESHMENT	<b>VIP</b> 1. MS. MADHU BHANDARI (I/C) 2. MS. SHOBA GUPTA(Co I/C) 3. MS. SUJATA JAIN	<ul style="list-style-type: none"> <li>The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.</li> <li>Refreshment procurement and arrangement is</li> </ul>	

		<p>4. MS P M INDU 5. MR SUHAS 6. MR MARUTI 7. MR ASHOK</p> <p><b>STUDENTS</b></p> <p>1. MR TABREZ KHAN (I/C) 2. MR LOVEKUSH S 3. TGT MATHS -1 4. TGT SKT -1 5. MR MADAN KHAIRE 6. MS M LAXMI 7. MR. RAJENDRA 8. MR R. BODHAN 9. MR. CHANDERE</p>	<p>another vital responsibility shall be done meticulously.</p> <ul style="list-style-type: none"> <li>Fixing and arranging for refreshment of Guests and teachers and volunteers during important events.</li> <li><b>The entire infrastructure required</b> (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously.</li> </ul>	
43	<p>VIDYALAYA MAGAZINE</p> <p>AND QUATERLY NEWS LETTER FROM PRIMARY</p>	<p>MS. SNEHA S (I/C) MS MAMTA P (Co I/C) TGT SKT -1 MS REKHA KHOND MS. MANJU MRS SUREKHA NARKE (HM) MR.SUHAS DHOLE MS MANISHA SATHYE MS C. NIKAM MR. SAINATH MR. RAMNATH MS SUJATA JAIN</p>	<ul style="list-style-type: none"> <li>Overall Planning of the magazine collection as per fixed schedule.</li> <li>Collect the materials and keep updating them periodically.</li> <li>Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine.</li> <li>The magazine collection and compilation work shall be completed before November 2021. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready.</li> <li><b>Every quarterly the Newsletter has to go to Regional Office to update them on the work &amp; conduct of the Vidyalaya primary wing</b></li> </ul>	
44	<p>PARENT TEACHER MEETING</p> <p>PRIMARY</p>	<p>MR KANA RAM (VP) (I/C) MS SHIKHA GUPTA (CO I/C) MR ANAND MR YOGESH DHERE MS. PRIYA GOSWAMI</p> <p>MS SUREKHA NARKE(HM) (I/C) MR SAINATH AWARE MR SUHA DHOLE MS P M INDU</p>	<ul style="list-style-type: none"> <li>To decide class parent representative before 20 April 2021, and plan meeting at least thrice a year.</li> <li>To plan for periodical meetings with the parents.</li> <li>To invite the parents well in time and to ensure their presence on both online and offline mode.</li> <li>To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A.</li> <li>To plan for personal discussion with the parents of slow-learners for improvement.</li> <li>To invite parents for their presence during important celebrations in the KV.</li> <li>Month-wise report on meetings conducted shall be submitted to Principal.</li> </ul>	

45	ALUMNI ASSOCIATION/CSR ,GIFT,DONATIONS FROM PARENTS	MR UJJWAL AWARE (I/C) MRS SUREKHA NARKE HM (Co I/C) MR RAMNATH	<ul style="list-style-type: none"> <li>To maintain proper records of alumni of the Vidyalaya.</li> <li>To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</li> <li>To upload alumni details on website</li> <li>To coordinate with various agencies/interested parents for donation and CSR activities.</li> <li>To ensure entry of gifted items in respective STOCK Registers.</li> </ul>
46	STAFF ROOM DISPLAY	MS REKHA (I/C)	<ul style="list-style-type: none"> <li>To maintain staff room neat and clean.</li> <li>To look after the proper management of Staff room and its requirements.</li> </ul>
47	ESCORT DUTY CHART PREPARATION	MR KANA RAM (VP) (I/C) MS. ANITA K MS SUREKHA NARKE (HM)(Co I/C) MS P.M. INDU	<ul style="list-style-type: none"> <li>The committee will function under the supervision of Academic co-ordinator.</li> <li>The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc.</li> <li>As and when a programme is conducted, and then this committee shall plan for escort duty.</li> <li>Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers</li> </ul>
48	FEE CONCESSION AND RTE	MR MADAN KHAIRE (I/C) MR. ALIM BAGWAN (Co I/C) ALL CLASS TEACHERS FROM CLASS I TO VIII	<ul style="list-style-type: none"> <li>The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared <b>in a register and submit every month for a review of Principal</b></li> </ul>
49	RESOURCE ROOM	MR SIDDHARAM(I/C) MR SUHAS DHOLE	<ul style="list-style-type: none"> <li>To arrange TLMs every month.</li> <li>To ensure maximum use of TLMs.</li> <li>Maintaining Stock Register.</li> </ul>
50	INCOME TAX	MR ANAND K. (I/C) MS. SHIKHA GUPTA (Co I/C) MR KISHORE	<ul style="list-style-type: none"> <li>To assist office staff in finalizing income tax of staff members.</li> <li>To assist office in preparing Form 16 of all the staff members</li> </ul>
51	MAINTENANCE OF DISPLAY BOARDS IN PRINCIPAL,VP, OFFICE AND OTHER IMPORTANT AREAS	MR ALIM (I/C) TGT SST MS SHOBHA MR MARUTI	<ul style="list-style-type: none"> <li>To decorate and update all the boards in principal office, VP room and other important notice boards.</li> </ul>
52	COLLECTION AND DISTRIBUTION OF COMMON ITEMS(	MR KANA RAM C (I/C) MR LOVE KUSH(Co I/C)	<ul style="list-style-type: none"> <li>To prepare data for ordering various items required from time to time.</li> <li>To distribute the items among students /teachers</li> </ul>

	TEACHERS DIARY/ DAILY DIARY/STUDENTDI ARY/APAR/STUDY MATERIAL STATIONARY ITEMS, ETC.)	MR. ALIM BAGWAN MRS. SUREKHA NARKE MR.SANDEEP MR BODHAN MR ASHOK	<ul style="list-style-type: none"> <li>•To maintain proper record of distribution</li> </ul>	
53	PRERNA HALL	Mr ALIM (I/C) MR. RAJESH RAJBHAR (CO I/C) MR MARUTI	<ul style="list-style-type: none"> <li>• To maintain upkeep of prerna hall.</li> <li>•To keep record of period wise use of Prerna Hall.</li> </ul>	
54	CHECKING OF BILLS AND PASSING OF VARIOUS CLAIMS BY STAFF. (SF) AND VERIFICATION OF STAFF DETAILS FROM SB/PF	MR KANA RAM (I/C) MR. TABREZ KHAN (Co I/C) MR SUHAS D. TGT MATHS -2 MR RAJENDRA N.	<ul style="list-style-type: none"> <li>•To check all types of bills thoroughly related to SF accounts.</li> <li>•To maintain separate register for the bills.</li> <li>• To provide serial no to all the bills.</li> </ul>	
55	TC / BONAFIDE	MS SHUBHANGI (I/C) MR. RAJENDRA	<ul style="list-style-type: none"> <li>• To prepare error free TC/ Bonafide certificate for students</li> </ul>	
56	INSPECTION TOOL FOLLOW UP	MR KANA RAM (I/C) MR ANAND (Co I/C) MS. SUREKHA NARKE MR SUHAS	<ul style="list-style-type: none"> <li>•To prepare inspection tool.</li> <li>•To prepare all files required during inspection as per the list asked by RO.</li> <li>• To calculate arrears.</li> <li>•To prepare Vidyalaya Plan and Assessment tool.</li> </ul>	
57	STAFF FIXATION	MR. KANA RAM (I/C) MS. SHIKHA GUPTA	<ul style="list-style-type: none"> <li>•To prepare staff fixation list as per guidelines issued by KVS.</li> </ul>	
58	INDUCTION OF NEW CONTRACTUAL TEACHERS AND FRESH APPOINTEES AND PROFESSIONAL DEVELOPMENT OF THE STAFF	MR. KANA RAM (VP) (I/C) MRS. ANITA K(Co I/C) MS. SUREKHA NARKE (HM) SUBJECT CONVENORS MR. GAJANAN (ENG) MS. B M. LAXMI (MATHS) MR. SUBHASH B(HINDI) MS. P M. INDU (EVS)	<ul style="list-style-type: none"> <li>•To guide new recruited teachers regarding any problems faced by them.</li> <li>•To arrange sessions for teachers for their professional development.</li> </ul>	
59	HEALTH CHECK UP	MR. ANAND (I/C) TGT SCI-1 MR SIDDHARAM KOLI NURSE	<ul style="list-style-type: none"> <li>•To plan health checkup off all the students twice in the session.</li> <li>•Coordination with all Class Teachers</li> </ul>	
60	LIAISON WITH STATE GOVERNMENT/U DISE	MR UJJWAL AWARE (I/C) MR SANJAY BHUKAN (Co I/C) MS MANISHA SATHYE MR. RAMNATH	<ul style="list-style-type: none"> <li>•To translate letters received from State Govt. and prepare a reply accordingly.</li> <li>•To coordinate with state Govt. dept./local dept for UDISE.</li> </ul>	
61	PROMOTION OF SANSKRIT	TGT SKT 1 & 2	<ul style="list-style-type: none"> <li>•To plan and execute activities for the promotion of Sanskrit language among students.</li> </ul>	

62	VIDYAPRAVESH	MR. SUHAS (I/C) MS. PRIYANKA MR. SUBHASH	<ul style="list-style-type: none"> <li>•To organize Welcome programme for class 1 children.</li> <li>•To prepare activity booklet for School Readiness programme</li> </ul>	
63	VERIFICATION OF MONTHLY/DAILY DIARIES, ATTENDANCE REGISTERS	MR KANA RAM (VP) (I/C) MS SUREKHA NARKE (HM)	<ul style="list-style-type: none"> <li>•Supervising daily diary of teachers everyday,</li> <li>•Supervision of teachers diary fortnightly.</li> <li>•Checking and verification of attendance register in month end.</li> </ul>	
64	BACK TO BASICS IMPLEMENTATION / CBE / CBL / FLN	MR KANA RAM (I/C) MS SUREKHA NARKE MS INDU C MRS M.SATHYE MR. GAJANAN	<ul style="list-style-type: none"> <li>•To supervise proper implementation of Back to basics from classes I to VIII.</li> <li>•To monitor class room teaching as per guidelines.</li> </ul>	
65	ID CARDS /STUDENTS DATA/ BUS PASS	MR YOGESH (I/C) MR LOVE KUSH MS MAMTA P MR. SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>• To coordinate with photographer</li> <li>• To collect data required for preparing id cards from class teachers</li> </ul>	
66	TLM/TEACHING AID	MR. YOGESH DHERE(I/C) MR. SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>• Ensure maximum use of teaching aids.</li> <li>• To recommend purchase of relevant teaching aids.</li> </ul>	
67	EQUIP	MS MANJU (I/C) MR. YOGESH	<ul style="list-style-type: none"> <li>• To plan and conduct program for EQUIP</li> </ul>	
68	SMS/Mails to parents	MR RAJESH RAJBHAR (I/C) MR SAINATH	<ul style="list-style-type: none"> <li>• To collect emails of all parents of school all classes.</li> <li>• To send bulk sms and email to parents as and when required.</li> </ul>	
69	LAISONING WITH UBI FEE VERIFICATION ON UBI PORTAL	MR ANAND (I/C) MS. SHIKHA GUPTA MR. SUHAS	<ul style="list-style-type: none"> <li>• To liaison with UBI officials in case of any fees issues.</li> <li>• To verify fee details in consultation with principal.</li> <li>• To update class teachers regarding fee defaulters.</li> <li>• To help teachers regarding any fee issues.</li> </ul>	
70	VMC	MR ANAND K. ( I/C) MS. MADHU BHANDARI MS SHOBHA G. MR. MARUTI B. COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> <li>• To make proper sitting arrangements for VMC meeting</li> <li>• To arrange refreshment</li> <li>• To keep record of minutes of the meeting and get it signed by Chairman</li> <li>• To prepare PPT for presentation</li> </ul>	
71	AWARENESS GENERATION AND WARNING AND INFORMATION DISSEMINATION TEAM	MR UJJWAL AWARE(I/C) MR SANJAY BHUKAN MS. P M INDU MR. GAJANAN	<ul style="list-style-type: none"> <li>• Create awareness among students .</li> <li>• Coordinating with NDRF team.</li> <li>• Planning evacuation plan</li> <li>• Planning of Mock Drill.</li> </ul>	
72	EVACUATION TEAM	MR.KANA RAM (I/C) MR. UJJWAL AWARE (CO I/C) MR. ANAND K MS. SHOBHA G. MR SANJAY BHUKAN MS. SUREKHA NARKE (HM) MR. SANDEEP KAMBLE MR. GAJANAN D. MR. SAINATH A.	<ul style="list-style-type: none"> <li>• Evacuation of students during any disaster/panicky situation from various exits.</li> <li>• Display of evacuation planning and direction in all the required areas</li> <li>• Display of evaluation planning</li> </ul>	

		MR MARUTI B.		
73	SEARCH & RESCUE TEAM AND STUDENT POLICE CADET	MR. SANJAY BHUKAN (I/C) MR.YOGESH DHERE (CO I/C)  MS. PRIYA GOSWAMI MR. GAJANAN D. MR MARUTI BHOTE	<ul style="list-style-type: none"> <li>To keep a watch on all desolate areas and keep a check on the students.</li> <li>Ensuring no child is stuck anywhere in building or any danger zone during emergency/calamity</li> <li>To organize and plan for activities under SPC with Local authority</li> <li>To plan purchase under funds received from SPC.</li> </ul>	
74	FIRE SAFETY TEAM	MR. SANJAY BHUKAN (I/C) MS. INDU CHIB (CO I/C) MR. ASIF MR BODHAN	<ul style="list-style-type: none"> <li>To ensure fire equipments are installed at proper places</li> <li>Getting fire safety certificate by concerned authorities.</li> <li>To initiate rescue process at the time of emergency.</li> </ul>	
75	FIRST AID & TRAUMA MANAGEMENT	MS MADHU BHANDARI (I/C) STAFF NURSE STAFF DOCTOR MR SANJAY BHUKAN (CO I/C) TGT SCI-1 PRT-1 MS. PRIYANKA BEHERA MS. B.M. LAXMI MR. KISHORE	<ul style="list-style-type: none"> <li>To maintain the first aid box.</li> <li>To organize first aid camp at suitable occasions e.g. annual day/sports day.</li> <li>To put the available material into day to day as through some centrally operation system.</li> <li>To guide student for health awareness</li> <li>Arrange talks from experts</li> <li>To plan and execute health checkup of all students of Vidyalaya</li> </ul>	
76	SCHOOL SECURITY AND SAFETY TEAM	MR. SANJAY BHUKAN (I/C)(safety focal point teacher) MS SHIKHA MR. TABREZ KHAN TEACHERS ON DUTY	<ul style="list-style-type: none"> <li>To ensure safety and security of children from safe arrival to safe exit.</li> <li>Getting building safety certificate from concerned body for structural and non structural audit of building.</li> <li>Supervision of the security and the implementation of SOP</li> </ul>	
77	TRANSPORT MANAGEMENT AND SAFETY TEAM	MR. TABREZ ( I/C) MR. ANAND MRS. PRIYANKA BEHERA MR MARUTI MR CHANDERE	<ul style="list-style-type: none"> <li>Safety of students in transport</li> <li>Proper planning</li> <li>Organizing meeting of drivers at least twice a week</li> </ul>	
78	TEAM FOR STUDENTS WITH SPECIAL NEEDS(DIVYANG)	MS. SNEHA (I/C) MR ASIF MRS. B M LAXMI SPECIAL EDUCATOR	<ul style="list-style-type: none"> <li>Reporting grievances of specially abled students.</li> <li>Solving the grievance to any complaint</li> <li>Uploading separate records of all divyang students</li> <li>Coordinating for fee exemptions.</li> </ul>	
79	GRIEVANCE REDRESSAL COMMITTEE	MR. KANA RAM (VP) (I/C) MRS. SNEHA MRS. SHIKHA GUPTA TGT W.E MR. YOGESH MRS SUREKHA NARKE (HM) MR. SUHAS D	<ul style="list-style-type: none"> <li>Note the Grievance of student and staff. Reporting to undersigned.</li> <li>Take action accordingly</li> </ul>	
80	PARTNERSHIP WITH NEIGHBORING SCHOOL AND COMMUNITY PARTICIPATION	MRS SUREKHA NARKE (HM) MR. SANJAY BHUKAN MR. KISHOR MR. SIDDHARAM KOLI	<ul style="list-style-type: none"> <li>To <b>liaison</b> with neighboring school and plan activities</li> <li>To plan activities under community participation.</li> </ul>	
81	GLIS	MR RAJESH R (I/C) MR ANAND K.	<ul style="list-style-type: none"> <li>To upload and update school (building and land details) on GLIS Portal</li> </ul>	

82	PIMS	MR TABREZ KHAN (I/C) MR KISHORE S.	• To upload and update the portal	
83	UDISE	MR RAMNATH (I/C) MS SHUBHANGI COMPUTER INSTRUCTOR	• To upload and update the portal.	

**NOTES:-**

1. Above committee will be valid till 31<sup>st</sup> March 2024 or till further orders (Whichever is earlier).
2. All the In-charge and members of the various departments committees will be fully responsible for completion of the assigned duties/ activities and prescribed programme through both online and offline mode. In case of any difficulty, undersigned must be contacted.
3. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Co incharge or Senior member of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

**HM**

**VICE PRINCIPAL**

**PRINCIPAL**