PM SHRI KENDRIYA VIDYALAYA NO. 1, AFS PUNE-32

COMMITTEES FOR THE SESSION 2024-25 25-26

The following committees are hereby constituted for the smooth and effective functioning of the Vidyalaya for the year 2024-25 25-26. As such all the staff members are hereby informed to note the nature of the duty and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for compliance from the in-charges or in the absence of in – charges any member of the committee. In the absence of the in-charge, the next senior member of the committee will automatically be the in-charge and so on but all the members will be equally responsible. In-charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in-charge, the member of the committee will complete the handing and taking over procedure.

All the In-charges and the members of the various committees are requested to prepare a complete action plan in duplicate for the session 2024-25 25-26 as per allotment given and submit a copy to the undersigned on or before 30th April 2024 for record without fail.

All the In- charge and the member of the various committees will be fully responsible for maintaining the assigned duties, activities and prescribed programs.

प्रभारी मुख्याध्यापक
15.03.2025

1. ACADEMIC AND ADMINISTRATIVE SUPPORT

S.NO	NAME	DESIGNATION	MEMBER	SIGN.
1.	Sh. R. N.Wadalkar	PRINCIPAL	I/C	
2.	Sh. Balaji Marakwar	VICE PRINCIPAL	Member	
3.	Smt. Prafullata Anil Shinde	HM	Member	
4.	Sh. S.B.Kumar	PGT (Hindi)	Member	
5.	Smt Usha S	PGT (Physics)	Member	
6.	Sh. Mahendra Jadhav	PGT(Eng)	Member	
7.	Sh. Atul Mankar	PGT (Biology)	Member	
7.	Sh. Yogesh B Kolhe	PGT (CS)	Member	
8.	Sh. Dattatray Surod	TGT (Engl)	Member	
9.	Smt. Shweta Agarwal	PRT	Member	
10				

Duties:-

a) The committee will help the Principal in day-to-day administrative matters.

b) The committee can go through the circulars received from KVS RO Mumbai and KVS HQ New Delhi.

c) Verification of students' attendance registers to ensure the collection of fees from all the students.

d) The committee further verifies the entries of fee particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.

e) To assist the undersigned in the preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)

f) Any other work assigned by the principal in day to day administrative matter.

g) To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.

h) To inform the Principal about the lapses and deviations in the subject committee report.

i) To ensure the maintenance and submission of anecdotal records under NEP and FLN as per guidelines to the Principal.

j) To ensure implementation of Back to Basics in true letter and spirit.

2. ADMISSION

S.NO	NAME	DESIGNATION	MEMBER	
1	Smt. Bini Menon	PGT(chem.)	I/C	
2	Sh. Vikas Ghundre	PGT(History)	Member	
3	Smt. Prafullata Anil Shinde	HM	Member	
4	Sh. Hemant Kumar	TGT	Member	
5	Sh. Chetan Khadge	PRT	Member	
6	Sh. Kishor Jadhav	PRT	Member	
7	Class Teacher of 1A	PRT	Member	Neelam
8	Class Teacher of 1B	PRT	Member	
9	Class Teacher of 1C	PRT	Member	

Duties:

a) Notification of ONLINE admission as per the schedule given by KVS in Vidyalaya website.

b) Scrutiny of online admission forms registration forms as per the admission guidelines given by KVS. Preparation for online lottery of lots in front of parents.

c) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.

d) To take the approval of VEC before the release of the merit list.

e) Maintenance of admission registers.

f) Details of admission uploading on the website.

g) Admissions as per RTE Act

h) Admission of candidates based on KV TC as per KVS norms.

i) Local transfer admissions.

j) Maintenance of admission records as per KVS guidelines in the prescribed proformas.

k) Details of admission uploading on the website.

3.EXAMINATIONS (INTERNAL):

A – SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Smt. Usha S	PGT (Physics)	I/C	
2	~~Sh. M B MALI~~	~~PGT (Physics)~~	~~Member~~	
3	Smt. Venus S	PGT(Chem)	Member	
4	~~Sh P A Bhalerao~~	~~TGT(Engl)~~	~~Member~~	
5	Sh Sudha Krishnana	TGT(Bio)	Member	
6	Sh. ~~V S~~ D V Lalbegi	Sub – Staff	Member	
7	Mr Sudhir Parmar	Sub – Staff	Member	
8	Sh. Dattatray Surod	TGT (ENG)	member.	
9.	Sh. Sachin Borikar	PGT (Eco)	Member	

B – PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. Chetan k	PRT	I/C	
2	Smt. Sangeeta Sinha	PRT	Member	
3	Ms. Shraddha Tripathi	PRT	Member	
4	Ms Pankhuri Gupta	PRT	Member	

Duties

a) To prepare an action plan for conducting monthly test for classes X and XII and other classes. Conducting Periodic Test I, II, III/Unit test, Half yearly and Session ending exam as per KVS norms.

b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.

c) To procure the result register, progress reports, certificate of school-based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.

d) To conduct the test as per guidelines.

e) Declaration of results as per the KVS schedule.

f) To maintain and place all the records pertaining to the examination before the member of the panel inspection team.

g) To issue the notices and circulars of the examinations to the staff from time to time.

h) To visit KVS, Regional Office, Mumbai and CBSE websites regularly for the examination notices, circulars.

i) To discuss and submit the report and circulars with the Principal time to time and to act and follow up regularly.

j) To update examination details on the website regularly.

4.EXTERNAL EXAM (CBSE – IX,X,XI,XII/ NEET/JEE/CTET etc.)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Sh. Mahendra Jadhav	PGT (Eng)	I/C	
2.	Sh. Ravi Pandey	PGT(Geog)	Member	
3.	~~Sh Dattatray Surod~~	~~TGT(Eng)~~	~~Member~~	
4.	Sh. ~~V~~ S Lalbegi D V,	Sub – Staff	Member	

Duties:

a) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.

b) Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.

c) Correspondence for school affiliation.

d) Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.

e) Maintaining a record of the shortage of attendance and correspondence with the CBSE board.

f) Framing the practical time table in liaison with other subject teachers.

g) Conducting the CBSE board exam as per the CBSE norms.

h) Updating the school website regularly.

i) To conduct the exams as per the norms

j) To maintain the record and send the data from time to time to the concerned.

5. TIME TABLE AND ARRANGEMENT

A –SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. Satish Kumar Chakravarty	PGT(Maths)	I/C	
2	Smt. Sana Hasaney	Librarian	Member	
3	Smt. Priyanka Chittoria	TGT(SST)	Member	
4	Ms Gudiya Meena	TGT(Maths)	Member	
5	Mr Sudhir Parmar	Sub – Staff	Member	

B – PRIMARY

as decided by HM

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Smt. Swetali Lad	PRT	I/C	
2	Sh. Paras	PRT	Member	paid.
3		Comp. Instructor	Member	
4				

Duties:

a) To maintain the arrangement register

b) To prepare the class time table and teachers time table as per KVS norms.

c) To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..

d) To prepare the special time table for remedial teaching (weak students in all classes).

e) To give arrangement work for the teachers.

f) To display copy of arrangement work in the notice board.

g) Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.

6. FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs Rashmi Rathod	PGT Commerce	I/C	Rashmi.
2	Mr Vikas Ghundre	PGT (History)	Member	
3	Mr. Chetan Kadge	PRT	Member	
4	Ms. Meenu	PRT	Member	Meenu
5				

Duties: -

a) To maintain the record of room wise/dept. wise distribution of furniture.

b) To take the initiative to see that the broken furniture is repaired regularly.

c) To Prepare the list of broken furniture which are to be condemned.

d) To see that the school furniture is to be replaced in classrooms/dept. after school functions like – sports day, Republic Day, Annual Day, Independence Day or any other function).

e) To see any shortages, deficiencies of furniture and report to the Principal.

f) To ensure regularly that no furniture is lying in the corridors or in the open space.

g) To store and stock the broken or old furniture properly.

h) To maintain the stock register.

7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN)

Water points, toilets, corridors:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Atul Mankar I/C**	**PGT Bio**	I/C	
	VI-VIII BLOCK			
1	Mrs V Swaroop	TGT Sanskrit	Member	
2	Mr P A Bhalerao	TGT Eng	Member	
3				
	IX-X BLOCK			
1	Mrs Priyanka Chittoria	TGT SO. Sci.	Member	
2	Mr Shashi Prakash Dwivedi	TGT Sanskrit	Member	
3				
	XI-XII BLOCK			
1	Mrs Venus Solanki	PGT Chemistry	Member	
2	Mr Pradeep Mande	TGT P&HE	Member	
3	Mrs Sudha Krishna	TGT Sc	Member	
4				
	FIRST FLOOR (NEAR PRIMARY ASSEMBLY STAGE)			
1	Mr. Rama Darsh Kushwaha	PRT	Member	
2	Ms Shweta Agarwal	PRT	Member	
3				
	PRIMARY(I-V)			
1	**Mrs. Madhu Jaiswal (I/C)**	**PRT**	I/C	
2	Ms. Neelam	PRT	Member	
3				

Duties:

a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
b) To ensure the provision of dustbins in all the class rooms.
c) To appraise the Principal about the cleanliness of school building from time to time.
d) To supervise the work of the people deployed under housekeeping.
e) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
f) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
g) To clear the wild bushes and thorny plants that are growing in different parts of school campus.
h) to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
i) To ensure cleanliness of area around the staff quarters.
j) To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
k) In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.

8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Dr(Mrs) Premlata Parihar I/C**	**TGT AE**	I/C	
2	Mrs V Swaroop	TGT Sanskrit	Member	
3	Mr Atul Mankar	PGT (BIO)	Member	
4	Mrs Venus Solanki	PGT(Chem.)	Member	
5	Mr P A Bhalerao	TGT(Eng)	Member	
6	Ms Sana Hasaney	Librarian	Member	
7			Member	
8				

Duties:

a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
d) To procure fertilizers, manure, pesticides in consultation with Principal.
e) Preparation of placards in different areas of garden.
f) Numbering of tress and potted plants.
g) Celebration of Vanamahostava in consultation with principal and forest dept.
h) To motivate the children for gardening and beautification.
i) To develop medicinal plant garden in the campus.
j) To display the quotations in the corridors and class rooms.
k) To fix bulletin board in the class room for display of educational charts.
l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
m) To ensure the display of material in the bulletin boards

9. SCIENCE CLUB/ NATURE CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mrs Jyoti Gade**	TGT (Science)	I/C	
2	Mrs Sudha Krishna	TGT (Science)	Member	
3	Ms Shraddha Tripathi	PRT	Member	
4	Ms Pankhuri Gupta	PRT	Member	
5				
6				
7	Sh. D S Lalbegi	Sub – Staff	Member	

Duties:

a) To Motivate the students to prepare the exhibits based on theme given by KVS.
b) To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
c) To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
d) To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
e) To encourage the children to give online projects by using computers

10. SOCIAL SCIENCE CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs Priyanka Chittoria	TGT(So.Sc.)	I/C	
2	All Social Science & EVS Teachers	PGTs, TGTs and PRTs	Member	
3				

Duties:

a) To motivate children to prepare projects/model based on country/state allotted to the region .
b) To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
c) To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
d) To ensure project based learning in all the classes.

11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER (Maintenance of RO):

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. S.B.Kumar	PGT (Hindi)	I/C	
2	**Mr Sandeep Arvikar I/C**	**PGT Eco**	Member	
3	Mr Ravi Pandey	PGT Geog	Member	
4	Mr Vikash Ghundre	PGT History	Member	
5	Ms. Neelam	PRT	Member	Neelam

12. MAINTENANCE AND REPAIR OF STAFF QUARTERS:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr P A Bhalerao, I/C	TGT Eng	I/C	
2	Mr Vikash Ghundre	PGT History	Member	
3	Mrs Nisha Mishra, I/C	TGT SO. Sci.	Member	
4	Ms Shraddha Tripathi	PRT	Member	
5				

Duties: -

a) To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
b) To undertake maintenance of school building and staff quarters on war footing basis.
c) To ensure the proper functioning of Aqua guard installed in school building
d) To ensure the cleaning of over head tanks in school building and staff quarters
e) To ensure the chlorination of water stored in tanks after cleaning
f) To ensure the proper functioning of water coolers.

13. MEDICAL CHECKUP:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mrs Venus Solanki**	**PGT Chem**	I/C-SECONDARY	
2	MR Atul Mankar	PGT BIO	Member	
3	Mr Mahendra Jadhav	PGT(Eng)	Member	
4	Mrs Sudha Krishna	TGT (Science)	Member	
5	**Ms. Madhu Jaiswal (I/C)**	PRT	I/C –PRIMARY	
6	**Ms. Babli**	PRT	Member	
7	**Ms. Shraddha**	PRT	Member	
8		Nurse Contractual	Member	
9		Doctor Contractual	Member	
10		Coach Contractual	Member	
11				

Duties:

a) To procure the required number of medical cards at the beginning of the academic session.
b) To distribute the medical cards to the class teachers based on strength.
c) To arrange the medical checkup twice a year (in the month of August and Feb)
d) To ensure the follow-up action after the medical checkup.

14. EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr M B Mali**	**PGT Phy**	I/C	
2	MR Atul Mankar	PGT BIO	Member	
3	MR Pradeep Mande	TGT PE	Member	
4	Mr Vikash Ghundre	PGT History	Member	
5	Mr Ravi Pandey	PGT Geo	Member	

Duties:

a) To plan education tours/excursions for all the classes as per KVS norms

b) To ensure the safety of the students during the journey period and their stay at the venue.

c) To provide hygienic food / potable water to the students who are participating in the tour program.

15. STRENGTHING OF PRIMARY EDUCATION (FLN):

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Smt. Prafullata Anil Shinde	HM	I/C	
2	Smt Madhu Jaiswal	PRT	Member	
3	All PRTs	PRT	Member	
4				

Duties:

a) To ensure the implementation of FLN as per KVS norms.

b) To take the requirement of TLM from teachers well in advance every month.

c) To procure TLM for the local market by taking an amount of Rs. 2000/- every month.

d) To ensure the distribution of TLM to all the teachers as per requirements.

e) To maintain a register of TLM ordered by the teachers, TLM procured month-wise. TLM is distributed to the teachers every month based on their requirement.

f) To maintain the register reflecting the number of work sheets prepared by the teachers subject-wise.

16. PHOTOGRAPHY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr. Hemant**	**TGT Hindi**	I/C	
2	Mr Paras Kumar	PRT	Member	
3	Ms. Pankhuri	PRT	Member	
4	Ms.Babli	PRT	Member	
5	Comp. Instructor			

17. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Yogesk Kolhe	PGT(CS.)	I/C	
2	Mr. Atul Mankar	PGT Bio	Membere	
3	Mrs Premlata	TGT AE	Member	

Duties:

a) To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.

b) To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field.

c) To pay the remuneration in consultation with the principal.

18. SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR Pradeep Mande, I/C**	**TGT P&HE**	I/C	
2	Mr P A Bhalerao	TGT Eng	Member	
3	Mrs Rajni Yadav	TGT Eng	Member	
4	Mrs Dattatray Surod	TGT Eng	Member	
5	Mr. Paras Kumar	PRT	Member	
6	Mr. Kishor Jadhav	PRT	Member	
7	Ms Shraddha Tripathi	PRT	Member	

19. STUDENTS COUNCIL COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms Jayshree Hendre	PGT(Eng)	I/C	
2	Discipline/House masters/CCA committee members		Member	
3				

Duties:

a) Division of houses along with house master and Associate house masters & distribution of students of various house.

b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.

c) Procuring badges for Captains, Monitors, prefects.

d) Conduct of investiture(Badge presentation Ceremony)

e) Assigning duties to all members of the Student Council House Wise.

f) Conduct of monthly meetings with the members of student's council.

g) Maintance of Students council register/record

20. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh Satish Kumar Chakravartl	PGT(MATHS)	I/C	
2	Mr P A Bhalerao	TGT (ENGLISH)	Member	
3	Ms Meenu	PRT	Member	
4	Sh Uttam Saha	ASO	Member	

Duties:

a) To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session

b) To allot the quarters to the eligible staff as per the panel prepared and approved by the chairman VMC

c) To monitor the maintenance & repair of the staff quarters.

21. DISCIPLINE COMMITTEE

FOR SEC. & SR. SEC				
S.NO	**NAME**	**DESIGNATION**	**MEMBER**	**SIGN**
1	**Mrs Usha S**	**PGT (Physics)**	I/C	
2	**Mr Mahendra Jadhav**	**PGT ENG**	Member	
3	Mrs Sudha	TGT Science	Member	
4	Mr Dattatray Surod	TGT Eng	Member	
5	Pradeep Mande	TGT P&HE	Member	
6	Ms Sana Hasaney	Librarian	Member	
7	Mr. P. Bhalerao	TGT Eng	Member	
FOR PRIMARY:				
S.NO	**NAME**	**DESIGNATION**	**MEMBER**	
1	**Ms Madhu Jaiswal**	**PRT**	**I/C**	
2	Mr Chetan Kadge	PRT	Member	
3	Mrs Swetali	PRT	Member	

Duties:

a) To check personal turn of students during assembly

b) To check the late comers during morning assembly

c) To observe the behavior of students inside and outside class room

d) To ensure provision of out pass in all classes and their utilization

e) To initiate proper action as per KVS norms against indiscipline students

f) To check the girls and boys uniform daily.

g) To check the bags once in a week.

h) To confiscate the mobiles and other prohibited appliances.

i) To take the regular meeting of student councils, prefect, monitors.

j) To ensure discipline

k) To refer the problematic cases to the counselor for diagnosis

l) To inform the parents immediately.

22. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY):

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION	SIGN
English	Mr. Mahendra Jadhav	PGT ENG	All English teachers	PGT(English) TGT(English)	
Mathematics	Mr C L Soni	PGT Maths	All Maths Teachers	PGT(Maths) TGT (Maths)	
Hindi & Sanskrit	MR S B Kumar	PGT HINDI	All Hindi & Sanskrit teachers	TGT(Hindi) PGT(Hindi) TGT(Sanskrit)	
Science	Ms Usha S	PGT Physics	All Science teachers.	PGT (Physics) PGT (Chemistry) PGT(Biology) TGT(Science)	
Social Science	Mrs Rashmi Rathore	PGT Comm.	All Social teachers	PGT(Commerce) TGT (SST)	
Computer Scienc	Mr Yogesh Kolhe	PGT (CS)	1 2	PGT(CS) Computer Instructors	
Misc. subjects	Mr Pradeep Mande	TGT(P& HE)	TGT(AE), Librarian, TGT(WE)		

Duties:

a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the principal also for the meeting.
Monday – English
Tuesday – Hindi

Wednesday – Maths
Thursday – Science
Friday-S.Science
Saturday-Computer Science/Library/Sports/AE

b) Subject conveners will discuss the following issues during the meeting :

c) Guidance regarding the maintenance of the teacher's diary

d) Coverage of syllabus as per the split-up syllabus approved by KVS

e) Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS

f) Demo classes by rotation during the subject committee meeting

g) Uses of computers and other audio-visual aids in the teaching-learning process

h) Plan of evaluation of home assignment

i) To discuss guidelines regarding, the setting of question paper, blueprint, and marking scheme as per KVS norms.

j) Plan of action for weak students & bright students

k) Remedial teaching for weak students
l) Decoration of bulletin boards in corridors/class rooms with educational charts.
m) Club activity / Science and social exhibition

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the Principal.

23. LIBRARY COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. R. N. Wadalkar	Principal	Chairman	
2	**Ms Sana Hasaney, I/C**	**Librarian**	I/C	
3	Mr. S.B . Kumar	PGT Hindi	Member	
4	Mr P A Bhalerao	TGT Eng	Member	
5	Mr Sandeep Arvikar	PGT Eco	Member	
6	Mrs Jyoti Gade	TGT Science	Member	
7	Mrs Shweta Agrawal	PRT	Member	
8	Student recommended by librarian	Student	Member	
9	Student recommended by librarian	Student	Member	
10	Student recommended by librarian	Student	Member	
11	Student recommended by librarian	Student	Member	
12	Student recommended by librarian	Student	Member	

Duties:

a) The meeting is to be convened at least once in a month.
b) Committee will submit the list of books to be procured subject wise in the beginning of academic session.
c) Books review.
d) To inculcate reading habits among the staff & children.
e) To organize books exhibition on important occasions.

24. IMPLEMETATION OF RAJ BHASHA:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR S B Kumar, I/C**	**PGT HINDI**	I/C	
2	Mr. Yogesh Kolhe	PGT CS	Member	
3	MR Hemant Kumar	TGT Hindi	Member	
4	Mr P.K Singh	TGT HINDI	Member	
5	Smt. Prafullata Anil Shinde	HM	Member	
6	Mr Uttam Saha	SSA	Member	
7	Mrs Surekha Ranmale	JSA	Member	
8	Mr. Paras	PRT		

Duties:

a) To implement the decision taken during Nagar Raj Basha committee meeting
b) To attend Nagar Raj Basha committee as and when required
c) To send periodical report to the KVS RO Mumbai, KVS New Delhi, Nagar Raj Basha committee
d) To take initiative to see that correspondence is made in Hindi.

25. SCOUTS / GUIDES/CUBS/BULBUL

S.NO	NAME	DESIGNATION	MEMBER	SIGN
SCOUTS				
1	**MR Sandeep Arvikar, I/C**	**PGT ECO**	I/C(SCOUT)	
2	Mr Vikash Ghundre	PGT Hist	Member	
3	Mr P A Bhalerao	TGT Eng	Member	
4	Mr Dattatray S	TGT Eng	Member	
5	Mr Hemant Kumar	TGT HINDI	Member	
GUIDES				
1	Mrs Venus Solanki	PGT Chem	I/C – GUIDES	
2	Ms Jayshree Hendre	PGT ENG	Member	
3	Mrs V Swaroop	TGT Sans	Member	
4	Dr(Mrs) Premlata Parihar	TGT AE	Member	
5				
6			Member	
CUBS				
1	Mr. Kishor Jadhav	**PRT**	I/C(CUBS)	
2	Mr. Paras	PRT	Member	
3		PRT	Member	
4				
BULBUL				
	Ms Shweta Agarwal (I/C)	**PRT**	I/C – BULBUL	
	Ms Neelam	PRT	Member	

Duties:

a) To ensure minimum enrolment (50%) in the movement before 31st August
b) To organize investiture ceremony for the new recruits
c) To conduct the parade after school hours and class on every Wednesday.

d) To train the students for Pratham / Dwetiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan/ ChaturdhaCharan

e) To issue the merit certificate after the conduct of test.

f) Celebration of thinking day.

g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

26. AEP:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR Atul Mankar**	PGT BIO	I/C	
2	Mrs Nisha Mishra	TGT SO. Sci.	Member	
3	Mrs Rashmi Rathore	PGT Comm.	Member	
4	Mr Sandeep Arvikar	PGT Eco	Member	
5	Mrs Sudha K	TGT Sanskrit	Member	
6	Mr P A Bhalerao	TGT Eng	Member	
7	Mrs Jyoti Gade	TGT Sci	Member	
8	Dr(Mrs) Premlata Parihar	TGT AE	Member	

Duties:

a) Box meant for general complaints / suggestion, should be opened on the last working day of the month

b) Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be maintained

c) Corrective, measures are to be taken immediately in consultation with principal. D) Monthly online report to be sent.

27. MORNING ASSEMBLY PROGRAMME:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
A.	**SECONDARY**			
1	**Ms Jayashri Hendre**	**PGT Eng**	I/C	
2	Mr. P. Bhalerao	TGT ENG	Member	
3	Mr. Hemant	TGT HINDI	Member	
4	Mrs Rajni Yadav	TGT Eng	Member	
5		TGT(WE)	Member	
6	Mr R. D. Kushwaha	PRT Music	Member	
7	Mr Pradeep Mande	TGT (P & HE)	Member	
5	Mr Sudhir Parmar	Sub staff	Member	
6	Respective Class Teachers		Member	

7.

Duties:

a) To see that morning assembly programme is to conduct within stipulated time.

b) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good: Average; Below Average

c) To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.

d) To arrange the PA system, musical instrument well in advance before the start of morning assembly.

e) Annual Planning of CCA activities –house wise

28. CCA COMMITTEE :

S.NO	NAME	DESIGNATION	MEMBER	SIGN
A.	**SECONDARY**			
1	**Ms Jayashri Hendre**	**PGT Eng**	Co-ordinator	
2	Mr. Bhalerao	TGT ENG	Member Associate	
3	Mr Hemant	TGT HINDI	Member	
4	Mrs Rajni Yadav	TGT Eng	Member	
5	Mr Sudhir Parmar	Sub staff	Member	
B.	**Primary**			
1	**Ms. Shweta Agarwal (I/C)**	**PRT**	Co-ordinator	
2	Mr Paras	PRT	Member	
3	Mrs Swetali	PRT		

Duties:

a) Maintains of result of CCA activities.

b) Purchase and distribution of CCA prizes & medals.

c) Maintaining CCA Activities register

29. Flag Hoisting and Retreating Ceremony :

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Pradeep Mande	TGT(PH&.E.)	I/C	
2	Mr Ram Darsh Kushwaha	PRT Music	MEMBER	
3	Mr Sandeep Arvikar	PGT COMM ECO	MEMBER	

Duties:

a) To ensure raising of National Flag every morning and it's lowering before sunset in our KV.
b) To position the flag post at prominent place.
c) To follow DO's and Don'ts to honour our National Flag.
d) To ensure compliance of the Flag Code

30. CONTINUING PROFESSIONAL DEVELOPMENT(CPD)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Mahendra Jadhav	PGT(ENG)	I/C (FOR PGTs)	
2	Mr Dattatray	TGT(ENGI)	I/C (FOR TGTs)	
3	MRS PRAFULLATA SHINDE	HM	I/C (FOR PRTs)	

31. LITERARY CLUBS:

Language	NAME	DESIGNATION	MEMBER	SIGN
English	Mr P Bhalerao	TGT(English)	I/C	
	Smt Rajni Yadav	TGT(English)	MEMBER	
Hindi	Mr. Hemant Kumar	TGT(Hindi)	I/C	
	Mr P K Singh	TGT(Hindi)	MEMBER	
sanskrit	Sh S P Dwivedi	TGT(Sanskrit)	I/C	
	Smt Vijaya Swaroop	TGT(Sanskrit)	MEMBER	

Duties:

a) To develop the language skills like reading, writing, speaking, listening skills among the students.
b) To develop the proper reading habits among the children.
c) To give required guidance in the planning and execution of project to students.
d) To encourage the use of Audio Visual aids in teaching learning process.
e) To conduct the language games during the teaching periods.
f) To preserve the projects prepared by the children.
g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
h) Training the students for various activities of morning assembly programme like pledge, thought for the [illegible] news and special item.

32. ECO CLUB-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr M B Mali**	**PGT Phy**	I/C	
2	Ms Jayashri Hendre	PGT Eng	Member	
3	Mrs Sudha Krishna	TGT Science	Member	
	Ms Meenu	PRT		

Duties: -

a) To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.
b) To utilize funds released by the state. Govt. under Eco club.
c) To celebrate Vana Mahostasava in consultation with state forest dept.
d) To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
e) To see that blocks allotted to each class are kept neat and tidy . to encourage the student to plant the sapling in the bocks allotted to them.
f) To ensure the watering of plants growing in different parts of the Vidyalaya campus.

33. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE :

A.	SECONDARY			SIGN
1	**Ms Jayashri Hendre , I/C**	**PGT Eng**	I/C	
2	Mr Dattatray Surod	TGT Eng	Member	
3	Mr P A Bhalerao	TGT Eng	Member	
4	Mr S B Kumar	PGT Hindi	Member	
5	Mr Hemant	TGT Hindi	Member	
6	Mr P K Singh	TGT HINDI	Member	
7	Mr Shashi Prakas Dwivedi	TGT Sanskrit	Member	
8	Ms Sana Hasaney	Librarian	Member	
9	Dr(Mrs) Premlata Parihar	TGT AE	Member	
B.	**Primary**			
1	Mr Paras Kumar	PRT	I/C	
2	Ms Pankhuri Gupta	PRT	Member	
3	Mrs Shweta Agrawal	PRT	Member	

Duties:

a) Class teachers of class III to XII will identity the children with talent. These talents are to be nurtured.
b) Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc.
c) Editorial board should take concerted efforts to bring about class magazine by the end of the August 2011.
d) Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings. A). Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers side also.
e) School magazine should contain total 82 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
f) The editorial board should make concerted effort to bring about the school magazine in time

34. Internal complaint committee (SEXUAL HARASSMENT COMMITTEE & POCSO)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Presiding officer	The PO of ICC at RO Mumbai	Presiding officer	
2	Ms Kirti Dini	NGO Member (Foundation for child protection MUSKAAN)	NGO Member	
3	Ms Usha S	PGT (Physics	Member	
4	Smt Jyoti Gade	TGT(~~Sanskrit~~ Science)	Member	
5	Mr P. Bhalerao	TGT Eng	Member	

Duties:

If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL:

a) A written complaint may be obtained from the students/parents.

b) Case may be brought to the notice of Chairman, VMC.

c) A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.

d) A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.

e) The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.

f) The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.

g) Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.

h) The committee may discuss the issue with the accused teacher and his statement may be recorded.

i) The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.

j) The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.

k) Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.

l) The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

35. VMC/Reception & Refreshment Committee for all the occasion-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms Sana Hasaney, I/C	Librarian	I/C	
2	Dr(Mrs) Premlata Parihar	TGT AE	Member	
3	Mr Sandeep Arvikar	PGT(Eco)	Member	
4	Mr Dattaray	TGT(ENG)	Member	
5	Mrs Swetali	PRT	Member	
6	Mrs Sweta Agrawal	PRT	Member	
7	Mr Paras	PRT	Member	

Duties:

a) The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection.

a) Refreshment procurement and arrangement is another vital responsibility shall be done meticulously.
b) Fixing and arranging the arena for refreshment of Guests.

36. INCOME TAX/ CS-54 CHECKING-

S. No	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Uttam Saha	ASO	I/C	
2	Mrs Surekha Ranmale	JSA	Member	
3	Ms Gudiya Meena	TGT(Maths)	Member	

Duties:- Calculation of income tax for the members of the staff as per the provisions of Govt. Of India .

37. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPPED

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Balaji Marakwar	Vice Principal	I/C	
2	Mrs Jyoti Gade	~~PGT(Maths)~~ TGT(SS)	Member	
3	Mr P . Bhalerao	TGT ENG	Member	
4	Sh Dattatray Surod	TGT (Eng)	Member	
5	Ms. Sana Hasaney	Librarian	Member	

38. INTEGRITY CLUB-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Vikas Ghundre	PGT(History)	I/C	
2	Mrs Priyanka Chittoria	TGT(So. Sci)	Member	
3	Mrs V Swaroop	TGT (Sanskrit)	Member	
4	Mr P A Bhalerao	TGT(English)	Member	

39. TLM PURCHASE COMMITTEE*

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mrs Shweta Agarwal. (I/C)**	**PRT**	I/C	
2	Ms Shraddha Tripathi	PRT	Member	
3	Ms Meenu	PRT	Member	

40. STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Balaji Marakwar	Vice Principal	I/C	
2	Mrs Usha S	PGT Physics	Member	
3	Sh. P Bhlaerao	TGT ENG	Member	
4	Mrs Nisha Mishra	TGT SST	Member	
5	Sh Kishore Jadhav	PRT	Member	

41. MATHS OLYMPIAD

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Satish Kumar Chakravarty	PGT(Maths)	I/C	
2	Ms Gudiya Meena	TGT (Maths)	Member	
3	Mr Paras	PRT	Member	

42. GREEN OLYMPIAD-

S NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Atul Mankar	PGT (Biology)	I/C	
2	Mrs.Sudha Krishna	TGT (Science)	Member	
3	Renu Kandpal	PRT	Member	

43. SCIENCE OLYMPIAD

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs Sudha Krishna	TGT (Science)	I/C	
2	Mrs Jyoti Gade	TGT (Science)	Member	
3	Meenu	PRT	Member	

44. ENGLISH OLYMPIAD-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh. Mahendra Jadhav	PGT(English)	I/C	
2	Sh. P A Bhalerao	TGT(English)	Member	
3	Sh Dattatray Surod	TGT(English)	Member	
4	Mrs Rajni Yadav	TGT(English)	Member	
5	Mrs. Shweta Agarwal	PRT	Member	

45. PRIMARY RESOURCE ROOM-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Ms. Sangeeta Sinha (I/C)**	**PRT**	I/C	
2	Ms. Babli	PRT	Member	
3	Ms. Neelam	PRT	Member	

46. TEACHING AIDS-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Ravi Pandey I/C**	**PGT Geo**	I/C	
2	Mr Vikash Ghundre	PGT History	Member	
3	Mrs Priyanka Chittoria	TGT SO. Sci.	Member	

47. AUDIO – VISUAL & E-LEARNING/E-CONTENT-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Sh R D Kushwaha	PRT (Music)	I/C	
2	Sh. Neelam Meena	PRT	Member	
	E-LEARNING/E-CONTENT			
1	Sh.Yogesh Kolhe	PGT(CS)	Member	
2	Sh. Hemant kumar	TGT Hindi	Member	
3		Computer Instructor	Member	
3		Computer Instructor	Member	

48. FLN & READING CARDS/QTLY NEWS LETTER/XEROXING OF WORKSHEETS AND RECORDING-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Ms Paras Kumar**	**PRT**	I/C	
2	Ms BABLI	PRT	Member	
3	MR Swetali Lad	PRT	Member	
4	Ms Pankhuri Gupta	PRT	Member	

49. DISPLAY BOARDS-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Departments Boards (Concerned Deppt. Head)	Head Of Deppt.	I/C	
2	4 House Display Boards(Concerned House Masters)	House Masters	I/C	
3	Class Display Boards(Concerned Class Teachers)	Class Teachers	I/C	
4	Mrs Premlata Parihar (Display board infront of Principal chamber)	TGT(AE)	I/C	

50. PURCHASE COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr BALAJI MARKWAR	Vice Principal	I/C	
2	Mr Atul Mankar	PGT (BIO)	Member	
3	Mr Sandeep Arvikar	PGT (ECO)	Member	
4	Mr Yogesh Kolhe	PGT(CS)	Member	
5	Mr Vikas Ghundre	PGT(History)	Member	
6	Mr Dattatray Surod	TGT (Eng)	Member	
7			Member VMC	
8	Smt PRAFULLATA SHINDE	HM	Member	
9	In-charge of concerned department	Co-opted member	Member	

Duties :

1. To Sign the quotations received by post or email.
2. To carryout market survey whenever required.
3. To check and sign the Comparative Statement.

51. UBI PORTAL COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	MR YOGESH KOLHE	PGT(CS)	I/C	
2	All Class Teachers		Member	

52. WEBSITE UPDATION COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR YOGESH KOLHE**	**PGT CS**	I/C	
2	MR R D KUSHWAHA	PRT Music	Member	
3	MR DATTATRAY SUROD	TGT ENGLISH	Member	
4	MR HEMANT KUMAR	TGT HINDI	Member	
		COMP INST-1	Member	
		COMP INST-2	Member	

53. STAFF MEETING MINUTES COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Shashi Bhushan Kumar**	**PGT Hindi**	I/C	
2	Mr. HEMANT KUMAR	TGT(Hindi)	Member	
3	Mr P A Bhalerao	TGT(English)	Member	
4	Mr Dattatray Surod	TGT(English)	Member	
5	Mrs.RAJNI YADAV	TGT(English)	Member	

54. ROUTES TO ROOT/SPIC MACAY : VIRSA-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr R D KUSHWAHA	PRT (MUSIC)	I/C	
2	Ms. Madhu Jaiswal	PRT	Member	

DUTIES:

1. Selection of interested students, making groups item wise, arranging for online classes, preparing students for different competition organized by VIRSA FOUNDATION.
2. Obtaining no objection from parents

55. ALUMNI COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Sandeep Arvikar , I/C**	**PGT Eco**	I/C	
2	Mrs Bini Menon	PGT CHEMISTRY	Member	
3	Ms Jayashri Hendre	PGT Eng	Member	
4	Mrs Prafullata Shinde	HM	Member	

56. TRANSPORT COMMITTEE-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. PRADEEP MANDE	TGT(P & HE)	I/C	
2	Sh. SANDEEP ARVIKAR	PGT(ECO)	Member	
3	Sh. MAHENDRA JADHAV	PGT(ENG)	Member	
4	Mrs.RAJNI YADAV	TGT(English)	Member	
5	Mr. Kishor Jadhav	PRT	Member	

57. CS-52-

S.No	Name	Designation	Member	SIGN
1	MR BALAJI MARAKWAR	VICE PRINCIPAL	I/C	
2	Mr Dattatray Surod	TGT(English)	Member	

Duties-

To verify the attendance register of all classes from CS-52 and putting signature in the checkers column.

58. PUBLIC PRIVATE PARTNERSHIP (Hand hold Programme)-

S.No	Name	Designation	Member	SIGN
1	Mrs. PRAFULLATA SHINDE	HM	I/C	
2	Mr. VIKASH GHUNDRE	PGT(HISTORY)	Member	
3	Mr P A Bhalerao	TGT(English)	Member	
4	Mrs Swetali Lad	PRT	Member	

Duties-

Planning and implementation of monthly programme and celebration under the programme contacting the Nearby Government Schools & keeping record and photographs of the program.

59. LATE COMERS-

S.No	Name	Designation	Member	SIGN
1	MR PRADEEP MANDE	TGT(P&HE)	I/C	
2		Games Coach-1	Member	
3		Games Coach-2	Member	
4	HOUSE MASTERS		Member	

Duties: Keeping Record of late comers & informing parents of habitual late comers.

60. D.O Letter Committee-

S.No	Name	Designation	Member	SIGN
1	Mr. UTTAM SAHA	ASO	I/C	
2	MRS SUREKHA RANMALE	JSA	Member	

Duties: Timely dispatch of DO letter to RO Mumbai every month.

61. JNNSMEE & NCSC/RBVP-

S.No	Name	Designation	Member	SIGN
1	MRS BINI MENON	PGT(CHEM)	I/C	
2	Mr ATUL MANKAR	PGT(BIO)	I/C	
3	MRS VENUS SOLANKI	PGT(CHEM)	MEMBER	
4	MR M B MALI	PGT(PHY)	MEMBER	
5	MRS SUDHA KRISHNA	TGT(SCIENCE)	MEMBER	
6				

62. SOCIAL MEDIA COMMITTEE(Facebook/ Twitter/Instagram)

S.No	Name	Designation	Member	SIGN
1	Mr. YOGESH KOLHE	PGT(C.S)	I/C	
2	Mr Hemant Kumar	TGT HINDI	Member	
3	MR R D KUSHWAHA	PRT MUSIC	Member	
4	Mr Paras Kumar	PRT	Member	

63. MEDIA(PRINT) AND PUBLICATION COMMITTEE

S.No	Name	Designation	Member	SIGN
1	Mr. S P DWIVEDI	TGT(SANSKRIT)	I/C	
2	Ms. JAYSHREE HENDRE	PGT(ENGLISH)	Member	
3	Mr Hemant Kumar	TGT(Hindi)	Member	
4	Mr P A Bhalerao	TGT(ENGLISH)	Member	

64. CRECHE (BABY CARE) COMMITTEE:

S.No	Name	Designation	Member	SIGN
1	Mrs. Venus Solanki	PGT(Chem.)	I/C	
2	Mrs. Nisha Mishra	TGT(So. Sci.)	Member	
3	Mrs Jyoti Gade	TGT(Science)	Member	

65. Implementation of NEP

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	MR BALAJI MARAKWAR	VP	I/C	
2	Mrs.PRAFULLATA SHINDE	HM	Member	
3	Mrs Usha S	PGT(PHY)	Member	
4	Mr RAVI PANDEY	PGT(Geo)	Member	
5	Mr Dattatray Surod	TGT Engl	Member	
6	Mr Shweta Agarwal	PRT	Member	
7	Mr Swetali Lad	PRT	Member	

66. Implementation of RPwD Act

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	MR BALAJI MARAKWAR	VP	I/C	
2	Mrs.PRAFULLATA SHINDE	HM	Member	
3	Mr S P Dwivedi	TGT(Sanskrit)	Member	
4	Mrs Priyanka Chittoria	TGT(So. Sci)	Member	
5	Ms Babli	PRT	Member	
6	Mrs Shweta Agarwal	PRT	Member	

6/. The Vocational Educational Program(PVEP)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Dr.(Mrs) Premlata Parihar	TGT (AE)	I/C	
2	Mr PRADEEP MANDE	TGT(P& HE)	Member	
3	~~Mr. B S MULE~~	~~TGT(WE)~~	~~Member~~	
4	Ms SANA HASANEY	Librarian	Member	
5	Mr. R D KUSHWAHA	PRT(Music)	Member	

68. BUILDING AS LEARNING AIDS (BALA)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Dr(Mrs) Premlata Parihar I/C**	**TGT AE**	I/C	
2	MR Pradeep Mande	TGT P& HE	Member	
3	Mr P A Bhalerao	TGT (ENG)	Member	
4	Ms Gudiya Meena	TGT(Maths)	Member	
5	MRS MEENAKSHI SAINI	TGT(HINDI)	Member	
6	MRS JYOTI GADE	TGT(SCIENCE)	Member	
7	Mrs Nisha Mishra	TGT So. Sci.	Member	

69. STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Ms Sana Hasaney, I/C**	**Librarian**	I/C	
2	Mrs Prafullata Shinde	HM	Member	
3	Mrs Rajni Yadav	TGT Eng	Member	
5	Mrs Madhu Jaiswal	PRT	Member	

70. UDISE+ Updation

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Yogesh Kolhe, I/C	PGT CS	I/C	
2	MR Hemant Kumar	TGT HINDI	Member	
3	Mr Paras Kumar	PRT	Member	

71. VIDYANJALI

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Yogesh Kolhe	PGT CS	I/C	
2	Mr Sandeep Arvikar	PGT Eco	Member	
3	MR Pradeep Mande	TGT PE	Member	
4	Mr M B Mali	PGT Phy	Member	
5	Mrs Prafullata Shinde	HM	Member	
6	Mrs Bini Menon	PGT CHEMISTRY	Member	

72. PM SHRI

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Balaji Marakwar -Overall incharge**	**Vice Principal**		
2	Mr Yogesh Kolhe,	PGT CS	I/C	
3	Mr Atul Mankar	PGT Bio	Member	
4	Mrs Usha S	PGT Phy	Member	
5	Dr(Mrs) Premlata Parihar	TGT AE	Member	
6	MR DATTATRAY SUROD	TGT ENG	Member	
7	Mrs Prafullata Shinde	HM	Member	
8	Mr Hemant Kumar	TGT Hindi	Member	
9	Mr Paras Kumar	PRT	Member	

73. ENROLLMENT

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mrs Priyanka Chittoria, I/C**	**TGT SO. Sci.**	I/C	
2	Ms Gudiya Meena	TGT Maths	Member	

74. VIDYALAYA PLAN

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Yogesh Kolhe, I/C**	**PGT CS**	I/C	
2	Mr Satish Kumar C	PGT Maths	Member	
3	Mrs Prafullata Shinde	HM	Member	

75. NDMA(DISASTER MGM)/SCHOOL SAFETY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR R N WADALKAR**	**PRINCIPAL**	CHAIRMAN	
2	MRS BINI MENON	PGT(CHEM.)	STUDENT SAFETY OFFICER/CPO	
3	MR SANDEEP ARVIKAR	PGT(ECO)	FACULTY REPRESENTATIVE MALE(VMC)	
4	MS Pankhuri Gupta	PRT	FACULTY REPRESENTATIVE PRIMARY	
5	MR P A BHALERAO	TGT(ENG)	FACULTY REPRESENTATIVE SECONDARY	
6	MRS RASHMI RATHORE	PGT(COMM.)	FACULTY REPRESENTATIVE SECONDARY	
7	MR SANJAY INGLOE		PARENT MEMBER (VMC)	
8	MR ROHITASH KUMAR	F/O AKSHAY VB	PARENT MEMBER PTA	
9	MS JAYSHRI HENDRE		ALUMINI REPRESENTATIVE	

10		STUDENT	STUDENT REPRESENTATIVE BOY	
11			STUDENT REPRESENTATIVE GIRL	

76. VIDYALAYA CONDEMNATION

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Yogesh Kolhe, I/C**	**PGT CS**	I/C	
2	Mr S B Kumar	PGT HINDI	Member	
3	MR Sandeep Arvikar	PGT ECO	Member	
4	Mr RAM DARSH Khushwah	PRT Music	Member	

77. SCHOOL INNOVATION COUNCIL

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR R N WADALKAR**	**PRINCIPAL**	CHAIRMAN	
2	**MR BALAJI MARAKWAR**	**VICE PRINCIPAL**	CO-ODINATOR/CONVENER	
3	MRS BINI MENON	PGT(CHEM.)	TEACHER REPRESENTATIVES-(INNOVATION AMBASSADORS TRAINED UNDER SIATP)	
4	MRS VENUS SOLANKI	PGT(CHEM.)		
5	MRS USHA S	PGT(PHY)		
6	MRS PRIYANKA CHITTORIA	TGT(SO. SCI)		
7	Ms. BABLI	PRT		
8	MR ATUL MANKAR	PGT(BIO)	TEACHER REPRESENTATIVES-(ADDITIONAL MEMBERS)	
9	Mr YOGESH KOLHE	PGT CS		
10	Mrs Jyoti Gade	TGT(BIO.)		
11	MRS SUDHA KRISHNAN	TGT(BIO.)		
12	SOCIAL MEDIA CO-ORDINATOR		TEACHER REPRESENTATIVES (SOCIAL MEDIA CO-ORDINATOR)	
13		STUDENT	STUDENT REPRESENTATIVE	
14		STUDENT	STUDENT REPRESENTATIVE	
15		STUDENT	STUDENT REPRESENTATIVE	
16		STUDENT	STUDENT REPRESENTATIVE	
17		STUDENT	STUDENT REPRESENTATIVE	

18		STUDENT	STUDENT REPRESENTATIVE	
19		STUDENT	STUDENT REPRESENTATIVE	
20		STUDENT	STUDENT REPRESENTATIVE	
21		STUDENT	STUDENT REPRESENTATIVE	
22		STUDENT	STUDENT REPRESENTATIVE	
23		STUDENT	STUDENT REPRESENTATIVE	
24		STUDENT	STUDENT REPRESENTATIVE	
25	MR MTHUKUMARASAMY KARTHIKEYAN	CHIEF SCIENTIST, MOLECULAR INFORMATICS, NATIONAL CHEM. LAB(CSIR) PUNE	EXTERNAL EXPERT REPRESENTATIVE	

78. PTA MEMBERS

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	MR R N WADALKAR	PRINCIPAL	CHAIRMAN	
2			VICE CHAIRMAN	
3			SECRETARY	
4			JOINT SECRETARY	
5			TREASURER	
6			MEMBER	

79. LAB INCHARGES

S.NO	LAB	NAME	DESIGNATION	MEMBER	SIGN
1	PHYSICS	Mr M B Mali	PGT Phy	I/C	
2	CHEMISTRY	Mrs Bini Menon	PGT CHEMISTRY	I/C	
3	BIOLOGY	MR Atul Mankar	PGT BIO	I/C	
4	JUNIOR SCIENCE LAB	Mrs Jyoti Gade	TGT Sci	I/C	
5	MATHS LAB	Ms Satish Kumar	PGT Maths	I/C	
6	Computer Lab(Secondary)	Mr Yogesh Kolhe	PGT CS	I/C	
7	Computer Lab(Primary)	Mr. Kishor Jadhav (I/C)	PRT	I/C	

80. STAFF ROOM

S.NO	STAFF ROOM	NAME	DESIGNATION	MEMBER	SIGN
1	SECONDARY	Mr Shashi Bhushan Kumar	PGT (Hindi)	I/C	
2	PRIMARY	Mrs Madhu Jaiswal	PRT	I/C	

81. ACP

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr P A Bhalerao I/C**	TGT Eng	I/C	
2	Mr S P Dwivedi	TGT SKT	Member	
3	All class teachers		Member	

82. HOUSE-MASTERS

HOUSE MASTERS-SECONDARY			
SHIVAJI	Cl. In - XI A		**House master**
	Class teahers of Section "A"of all classes		ASSOCIATE HOUSE MASTER
TAGORE	Cl. In XI B		**House master**
	Class teahers of Section "B"of all classes		ASSOCIATE HOUSE MASTER
ASHOKA	Cl. In. XI C		**House master**
	Class teahers of Section "C"of all classes		ASSOCIATE HOUSE MASTER
RAMAN	Cl. In. XI D.		**House master**
	Class teahers of Section "D"of all classes		ASSOCIATE HOUSE MASTER
PRIMARY			
SHIVAJI		PRT	**House master**
		PRT	Associate HM
		PRT	Associate HM
		PRT	Associate HM
TAGORE		PRT	**House master**
		PRT	Associate HM
		PRT	Associate HM
		PRT	Associate HM
ASHOKA		PRT	**House master**
		PRT	Associate HM
		PRT	Associate HM
		PRT	Associate HM
RAMAN		PRT	**House master**
		PRT	Associate HM
		PRT	Associate HM
		PRT	Associate HM

83.PIMS PORTAL (PRIMARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Ms. P. Shinde (I/C)**	**HM**	I/C	
2	All Class Teachers.	PRT	Member	

84. NIPUN(PRIMARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr.Chetan Khadge (I/C)**	**PRT**	I/C	
2	Ms. Madhu Jaiswal	PRT	Member	
3	Mrs. Swetali Lad	PRT	Member	

85. SPORTS CLUB (PRIMARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**MR KISHOR**	**PRT**	I/C	
2	Mr PARAS	PRT	Member	
3	MS MEENU	PRT	Member	
4	MS PANKHURI	PRT	Member	

86.ENRICHMENT CLUB(PRIMARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr.R K Kushwaha**	**PRT Music**	I/C	
2	Ms SHWETA	PRT	Member	
3	MS MADHU JAISWAL	PRT	Member	
4	Ms NEELAM	PRT	Member	

87. READER CLUB(PRIMARY)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mrs Shweta Agarwal**	**PRT**	I/C	
2	Ms BABLI	PRT	Member	
3	MR Meenu	PRT	Member	
4	MR CHETAN KADGE	PRT	Member	
5	PRT 1	PRT	Member	

88. INFORMATION ON RTI

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Balaji Marakwar	Vice Principal	I/C	
2	Mr Uttam Saha	ASO	Member	
3	Concerned incharges I		Member	

89. Youth Parliament

S.NO	NAME	DESIGNATION	MEMBER	SIGN

1	MRS RASHMI RATHORE	PGT (COMM)	I/C	
2	MR SANDEEP ARVIKAR	PGT (ECO)	Member	
3	MR VIKASH GUNDRE	PGT (HISTORY)	Member	
4	MR RAVI PANDEY	PGT (GEOG)	Member	
5	MRS PRIYANKA CHITTORIA	TGT (SO. SCI)	Member	
6	MRS NISHA MISHRA	TGT (SO. SCI)	Member	

90. EBSB/KALA UTSAV

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	MRS RASHMI RATHORE	PGT (COMM)	I/C	
2	MR SANDEEP ARVIKAR	PGT (ECO)	Member	
3	Dr.(Mrs) PREMLATA PARIHAR	TGT(AE)	Member	
4	MR R D KUSHWAHA	PRT MUSIC	Member	
5	MR VIKASH GUNDRE	PGT (HISTORY)	Member	
6	MR RAVI PANDEY	PGT (GEOG)	Member	
7	MRS PRIYANKA CHITTORIA	TGT (SO. SCI)	Member	
8	MRS NISHA MISHRA	TGT(SO. SCI)	Member	

91. PHOTOGRAPHY/VIDEOGRPHY CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr Hemant**	**TGT Hindi**	I/C	
2	Mr Paras Kumar	PRT	Member	
3	Mr Chetan Kadge	PRT	Member	
4	Ms Meenu	PRT	Member	
5		House masters	Member	
6		Student	Member	

92. BAGLESS DAY 2025-26

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	**Mr. Dattatry Surod**	**TGT ENG**	I/C	
2	Mrs Rajani Yadav	TGT ENG	Member	
3	Mr P Bhalerao	TGT ENG	Member	
4	Mr Hemant Kumar	TGT HINDI		
4	Mr. S.P. Dwivedi	TGT SANS	Member	
5	Mrs Priyanka	TGT SST	Member	
6	Mr Premlata Parihar	TGT AE	Member	
7	Ms Gudiya Meena	TGT Maths		
8	Mrs Jyoti Gade	TGT Bio		
7	Mr Pradeep Mande	TGT PET		

93. NCC

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr Ravi Pandey	PGT Geo	I/C	
2	Coach		Member	
3			Member	

94.DUTIES OF CLASS TEACHERS AND CO-CLASS TEACHERS

1. To take the attendance twice daily in forenoon before morning assembly starts & after the recess .
2. To Take attendances by marking "उ" for present and "अ" for absent both times & **TAKE ATTENDANCE IN THE LAST PERIOD BY THE SUBJECT TEACHER.**
3. To complete attendance register at the end of the month and to get the Principal's or Vice Principal's signature on the last working day.
4. To enter all the particulars of student's viz. parents' name, address, contact no. etc. and keep the students profile updated in class attendance register .
5. To keep the granted leave applications, study certificates etc. Issued to students in a file.
6. To enter the details of the fee and fine paid / suspension etc./ any punishment accorded to the student.
7. To record good / bad/ achievement / and the traits of the students in the register.
8. To choose / select/a very effective class leader and to train the child for leadership qualities with added responsibility, if needed on rotation basis.
9. To encourage / motivate children to participate in CCA/ sports/ internal/ external competitions and to keep records of their participation throughout the year.
10. To co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
11. To keep record of the parent – teacher meeting as and when such meetings takes place.
12. Please check the cleanliness of the classroom. Not a single paper piece should be seen inside the classroom thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately.
13. Students must be trained to turn off light / fans as and when they leave the classroom.
14. Each classroom should have a dustbin and proper use of it must be done. The teacher should motivate students to use it properly and arrange one if needed.
15. All students should sit in proper way. Desk and bench should be arranged in two or three rows as per the number of students. Student seating arrangement must be done as per guideline of KVS on rotation basis.
16. Light must be used only if required and no misuse of electricity should be allowed.

PRINCIPAL