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

COMMITTEES FOR THE SESSION 2026-27

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| 2. ADMISSION |
| 3.EXAMINATIONS ( INTERNAL): |
| 4.EXTERNAL EXAM ( CBSE – IX,X,XI,XII/ NEET/JEE /NIOS etc: ) |
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| 6. FURNITURE: |
| 7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHA |
| 8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS |
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| 9. SCIENCE CLUB/ NATURE CLUB |
| 10. SOCIAL SCIENCE CLUB |
| 11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER (Maintenance of RO): |
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| 13. MEDICAL CHECKUP: |
| 14. EDUCATIONAL TOURS / EXCURSION: |
| 15. STRENGTHING OF PRIMARY EDUCATION (FLN): |
| 16. PHOTOGRAPHY |
| 17. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE: |
| 18. SPORTS COMMITTEE: |
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| 20. QUARTER ALLOTMENT COMMITTEE: |
| 21. DISCIPLINE COMMITTEE |
| 22. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY): |
| 23. LIBRARY COMMITTEE: |
| 24. IMPLEMENTATION OF RAJBHASHA: |
| 25. SCOUTS / GUIDES/CUBS/BULBUL |

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| **26. AEP:** |
| **27. MORNING ASSEMBLY PROGRAMME:** |
| **28. CCA COMMITTEE :** |
| **29. Flag Hoisting and Retreating Ceremony :** |
| **30. CONTINUING PROFESSIONAL DEVELOPMENT(CPD)** |
| **31. LITERARY CLUBS:** |
| **32. ECO CLUB-** |
| **33. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE :** |
| **34. Internal complaint committee (SEXUAL HARASSMENT COMMITTEE & POCSO)** |
| **35.** VMC/**Reception & Refreshment Committee for all the occasion-** |
| **36. INCOME TAX/ CS-54 CHECKING-** |
| **37. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPPED** |
| **38. INTEGRITY CLUB-** |
| **39. TLM PURCHASE COMMITTEE*** |
| **40. STAFF GRIEVANCE CELL COMMITTEE** |
| **41. MATHS OLYMPIAD** |
| **42. GREEN OLYMPIAD** |
| **43. SCIENCE OLYMPIAD** |
| **44. ENGLISH OLYMPIAD-** |
| **45. PRIMARY RESOURCE ROOM-** |
| **46. TEACHING AIDS** |
| **47. AUDIO – VISUAL & E-LEARNING/E-CONTENT-** |
| **48. FLN & READING CARDS/QTLY NEWS LETTER/XEROXING OF WORKSHEETS AND RECORDING-** |
| **49. DISPLAY BOARDS-** |
| **50. PURCHASE COMMITTEE*-** |
| **51. UBI PORTAL COMMITTEE-** |
| **52. WEBSITE UPDATION COMMITTEE-** |
| **53. STAFF MEETING MINUTES COMMITTEE-** |
| **54. ROUTES TO ROOT : VIRSA-** |

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| 55. ALUMNI COMMITTEE |
| 56. TRANSPORT COMMITTEE- |
| 57. CS-52- |
| 58. PUBLIC. PRIVATE PARTNERSHIP(Hand hold Programme)- |
| 59. LATE COMERS- |
| 60. D.O Letter Committee- |
| 61. JNNSMEE & NCSC/RBVP- |
| 62. SOCIAL MEDIA COMMITTEE(Facebook/ Twitter/Instagram) |
| 63. MEDIA(print) AND PUBLICATION COMMITTEE |
| 64. CRECHE ( BABY CARE) COMMITTEE: |
| 65. Implementation of NEP |
| 66. Implementation of RPwD Act |
| 67. Pre Vocational Educational Program(PVEP) |
| 68. BUILDING AS LEARNING AIDS (BALA) |
| 69. STUDENT'S DIARY |
| 70. UDISE Updation |
| 71. VIDYANJALI |
| 72. PM SHRI |
| 73. ENROLLMENT |
| 74. VIDYALAYA PLAN |
| 75. NDMA(DISASTER MGM)/SCHOOL SAFETY COMMITTEE |
| 76. VIDYALAYA CONDEMNATION |
| 77. SCHOOL INNOVATION COUNCIL |
| 78. PTA MEMBERS |
| 79. LAB INCHARGES |
| 80. STAFF ROOM |
| 81. ACP |
| 82. HOUSE-MASTERS |
| 83.PIMS PORTAL (PRIMARY) |

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| 84. NIPUN(PRIMARY) |
| 85. SPORTS CLUB (PRIMARY) |
| 86.ENRICHMENT CLUB(PRIMARY) |
| 87. READER CLUB(PRIMARY) |
| 88. INFORMATION ON RTI |
| 89. Youth Parliament |
| 90. EBSB/KALA UTSAV |
| 91. PHOTOGRAPHY/VIDEOGRAPHY CLUB |
| 92.DUTIES OF CLASS TEACHERS AND CO-CLASS TEACHERS |
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**PM SHRI KENDRIYA VIDYALAYA NO. 1, AFS PUNE-32**

**COMMITTEES FOR THE SESSION 2026-27**

The following committees are hereby constituted for the smooth and effective functioning of the Vidyalaya for the year 2026-27. 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 2026-27 as per allotment given and submit a copy to the undersigned on or before 30th April 2026 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.

**1. ACADEMIC AND ADMINISTRATIVE SUPPORT**

1. Sh. R. N.Wadalkar PRINCIPAL I/C
2. Sh. Balaji Marakwar VICE PRINCIPAL Member
3. Smt. Prafullata Anil Shinde HM Member
4. Smt.Indira Belsare PGT Chem. Member
5. Sh. Mahendra Jadhav PGT(Eng) Member
6. Smt. Usha S. PGT Physics, member
7. Sh. Atul Mankar PGT (Biology) Member
7. Sh. Yogesh B Kolhe PGT (CS) Member
8. Mrs Rashmi Rathore PGT(Comm.) Member
9. Mr Dattatray Surod TGT Eng Member
10. Smt. Shweta Agarwal PRT Member

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.

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| **2. ADMISSION** |
| **Fresh(Excluding class I)** |
| 1. Mrs. Indira Belsare I/C |
| 2. Sh. Vikas Ghundre PGT(History) Member |
| 2. Mr. Hemant TGT Hindi |
| **Fresh( class I)** |
| 1. Smt. Prafullata Anil Shinde HM I/C |
| 2. Smt. Shweta Agarwal PRT Member |
| 3. Mr. Paras Kumar PRT Member |
| 4 Ms Priya PRT Member |
| 5. Ms Vidya shevate 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 |
| **KV TC ADMISSION** |
| 1. Mr Vikas Ghundare I/C |
| 2. Sh. Hemant TGT(Hindi) Member |
| DUTIES: |
| a) Admission of candidates based on KV TC as per KVS norms. |
| b) Local transfer admissions. |
| c) Maintenance of admission records as per KVS guidelines in the prescribed proformas. |
| d) Details of admission uploading on the website. |
| **3.EXAMINATIONS ( INTERNAL):** |
| **A – SECONDARY** |
| 1. MRS USHA S. PGT PHYSICS I/C |
| 2. MRS VENUS SOLANKI PGT CHEMISTRY Member |
| 3. MR. RAMAKANT SAHU TGT MATHS Member |
| 4. Mrs Priyanka Chittoria TGT(So. SCI) Member |
| 5. Sh. Hemant Kumar TGT(Hindi) Member |
| 6. Ms Gudiya Meena TGT(Maths) Member |
| 7. Sh.V S Lalbegi Sub – Staff Member |
| 8. Mr Sudhir Parmar Sub – Staff Member |
| |
| **B – PRIMARY** |
| 1 Mr Chetan Kadage PRT I/C |
| 2 Mr. Kishor Jadhav Member |
| 3 Ms Shraddha T Member |
| 4 Ms. Pankhuri Gupta |

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 take action and follow up regularly.

j) To update examination details on the website regularly.

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

| |
|---|
| 1. Sh. Mahendra Jadhav PGT (Eng) I/C |
| 2. Sh. Ravi Pandey PGT( Geog) Member |
| 3. Sh Dattatray Surod TGT(Eng) Member |
| 4. Sh. PARAS KUMAR PRT |

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 . Ms SANA HASANEY Member |
| 3. Sh. Hemant Kumar TGT(Hindi) Member |
| 4. Ms Gudiya Meena TGT(Maths) Member |
| 5. Mrs Renu Kandpal, PRT Member |
| 6. Mrs Vidya Shevate, PRT Member |
| 7. PRT Comp. |

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

2. Mr Vikas Ghundre PGT (History) Member

3. Mr. Paras PRT Member

4. Mr. Chetan Kadge PRT Member

5. Ms Pankhuri Gupta PRT Member

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:**

**VI-VIII BLOCK**

1. Mr Atul Mankar PGT Bio I/C

2 Mr P A Bhalerao TGT Eng Member

3. Mrs Rajani Yadav

4. TGT sci

**IX-X BLOCK**

1 Mrs Priyanka Chittoria TGT SO. Sci. Member I/C

2. Mr Dattatray Surod

3. Mr Shashi Prakash Dwivedi TGT Sanskrit Member

4. Mrs Nisha Mishra

**XI-XII BLOCK**

1 Mrs Venus Solanki PGT Chemistry Member I/C

2. Ms Sana Lib. Member

3. Mr Mahendra, PGT Engl. Member

4. Mr Satish Kumar C PGT Maths, Member

**FIRST FLOOR(NEAR PRIMARY ASSEMBLY STAGE)**

1 Mr. Rama Darsh Kushwaha PRT Member

2 Ms Shweta Agarwal PRT Member

3 Ms Meenu PRT Member

**PRIMARY(I-V)**

1. Mrs Renu Rathi PRT, I/C

2 Ms. Neelam PRT Member

3. Mr Chetan Kadge PRT, Member

4. Mr Paras Kumar PRT, Member

**SECONDARY ASSEMBLY GROUND / play ground**

2 Mr Pradeep Mande TGT P&HE

2. Miss EKTA Member

3. Coaches

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| **SCHOOL GATES /ENTRANCE** |
| Mr Susheel Anand TGT WE, I/C |
| 3 Mrs Sudha Krishna TGT Sc Member |
| Mr. Hemant Kumar, TGT Hindi, Member |
| Mrs Vidya Shevate, PRT, Member |
| Mrs Gudiya Meena, TGT Maths, Member |
| |
| **Lab AREA** |
| Mr M . B. Mali PGT Phy.I/C |
| Ms Prudence Nurse , Member |
| |
| **SCHOOL HALL** |
| Ms Jayashri Hendre, PGT Engl. I/C |
| Mr Susheel Anand TGT WE Member |
| Mrs Neelam Meena, PRT, Member |
| Ms Babli, PRT, Member |
| 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 deligate 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** |
| 1. Mr Atul Mankar PGT (BIO) Member I/C |
| 2. Mrs Venus Solanki PGT(Chem.) Member |
| 3. Mrs Sudha Krishna, TGT Bio, Member |
| 4. Mr P A Bhalerao TGT(Eng) Member |
| 5. Ms Sana Hasaney Librarian Member |
| 6. Ms Madhu Jaiswal, PRT, Member |
| 7. Ms Shwetali Lad, PRT, Member |
| 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 |
|---|
| 1. Mrs Sudha Krishna, TGT Bio. Member |
| 2. TGT SCIENCE |
| 3. Ms Shraddha Tripathi, PRT, Member |
| 4. Mr Chetan K, PRT, Member |
| 5. Sh.V S Lalhegi 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** |
| 1. Mrs Priyanka Chittoria, TGT So.Sc., I/C |
| 2. All Social teachers PGTs, TGTs and PRTs EVS Member |
| 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):** |
| 1. MR Sushil Anand TGT WE, I/C |
| 2 Mr Ravi Pandey, PGT, Geog, Member |
| 3. Mr Vikash Ghundre, PGT History, Member |
| 4. Mr Sandeep Arvikar PGT Eco., Member |
| 5. Mrs Sudha Krishna, TGT Bio, Member |
| 6. Ms Shweta Agarwal, PRT, Member |
| 7. Mr Chetan K, PRT, Member |
| |
| **12. MAINTENANCE AND REPAIR OF STAFF QUARTERS:** |
| 1. Mr P A Bhalerao, TGT Eng I/C |
| 2. Mr Vikash Ghundre PGT History Member |
| 3. Mrs Renu Rathi PRT Member |
| 4. Ms Shraddha Tripathi PRT Member |

| 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:**

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,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. Class teachers

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:**

1.Mr M B Mali PGT Phy I/C
2. Mr Pradeep Mande TGT PE Member
3. Mr Vikash Ghundre PGT History Member
4. Mr Ravi Pandey PGT Geo Member
5 Mr . Berad PRT, Member
6. Mr Chetan K , PRT, Member
7. Mrs. Neealm Meena, PRT, Member
8. Ms Meenu, PRT, 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):**

1. Mrs. Prafullata Anil Shinde, HM I/C
2. Mrs. Madhu Jaiswal, PRT Member
3. All PRTs PRT Member

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 Kumar , I/C TGT Hindi I/C

2 Mr Paras Kumar PRT Member

3 Mr Chetan Kadge PRT Member

4 Ms Meenu PRT Member

5 Computer instructors

**17. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:**

1. Mr Susheel Anand, I/C TGT WE

2. Counsellor Member

3. Mr. Yogesh Kolhe

4. Mrs. Gudiya Meena

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:**

1 Mr Pradeep Mande, TGT P&HE I/C

2. Mr P A Bhalerao TGT Eng Member

3. Mrs Rajni Yadav TGT Eng Member

4. Mrs Gudiya Meena

5.Mrs Dattatray Surod TGT Eng Member

6. Mr. Paras Kumar PRT Member

7. Mr. Kishor Jadhav PRT Member

8. Ms Meenu, PRT Member

**19. STUDENTS COUNCIL COMMITTEE:**

1. Ms Jayshree Hendre, PGT Engl., I/C

2. Discipline/House Masters/CCA

Committee Members

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:**

1. Sh Atul Mankar, PGT Bio. I/C

2. Mr P A Bhalerao, TGT ENGLISH, Member

3. Ms Meenu, PRT, Member

4. Ms Sana H, Lib., 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**

**S.NO NAME DESIGNATION MEMBER SIGN**

1. Mr Pradeep Mande, TGT P&HE I/C

2. Mrs Venus Solanki, PGT Chem. Member

3. Mrs Rajani Yadav, TGT English, Member

MRS Rashmi Rathod, PGT Comm Member

Mr Mahendra Jadhav, PGT Engl, Member

4. Mr Dattatray Surod TGT Eng Member

6. Ms Sana Hasaney Librarian Member

coaches : HMs, House on Duty

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):**

**English**

Ms Jayshree Hendre PGT ENG I/C

All English teachers

**Mathematics**

Mr. Satish Kumar C , PGT Maths., I/C

TGTs (Maths)

**Hindi**

Mr. Hemant Kumar, TGT Hindi, I/C

Mr. S.P. Dwivedi TGT SKT, Member

All Hindi & and Sanskrit teachers

**Science**

Mrs Indira Belsare, PGT Chem , I/C

All Science teachers. PGT ( Physics)

PGT ( Chemistry)

PGT(Biology) -

TGT(Science)

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| **Social Science** |
| Mrs Rashmi Rathore PGT Comm. I/C |
| All Social teachers |
| **Computer** |
| Mr Yogesh Kolhe, PGT CS I/C |
| 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.

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| **23. LIBRARY COMMITTEE:** |
| 1. Sh. R. N. Wadalkar Principal |
| 2. Ms Sana Hasaney, I/C Librarian I/C |
| 3. Mr. Hemant Kumar, TGT Hindi, Member |
| 4. Mr P A Bhalerao TGT Eng Member |
| Mrs Shwetali Lad PRT |
| 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:**

1. MR Hemant Kumar TGT Hindi I/C
2. Mr. S.P.Dwivedi TGT SKT Member
3. TGT HINDI
4. PGT HINDI
5. Mrs. Prafullata Anil Shinde HM Member
6. ASO
7. Mrs Surekha Ranmale JSA Member

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**

**SCOUTS**

1. Mr. Sandeep Arvikar, I/C PGT ECO I/C(SCOUT)
2. Mr Dattatray S TGT Eng Member
3. Mr P A Bhalerao TGT Eng Member
4. Mr Vikash Ghundre PGT History 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

**CUBS**

1. Mr. Kishor Jadhav, PRT Member
2. Mr. Paras Kumar, PRT Member

**BULBUL**

Mrs. Shweta Agarwal,PRT I/C – BULBUL

Mrs. Neelam Meena, PRT Member

Duties:

a) To ensure minimum enrolment (50%) in the movement before 31 st 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:**

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 Krishna
6. Mr P A Bhalerao TGT Eng 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:**

A. SECONDARY

1. Ms Jayashri Hendre PGT Eng I/C

2. Mr. P. Bhalerao

3. Mrs Rajani Yadav

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

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 :**

A. SECONDARY

1. Ms Jayashri Hendre PGT Eng Co-ordinator

2. Mr P. Bhalerao

3. Mrs Rajni Yadav TGT Eng Member

4. PGT HINDI & TGT HINDI

5 Mr Sudhir Parmar Sub staff Member

B. Primary

1. Ms. Shweta Agarwal (I/C) PRT Co-ordinator

2. Mr Chetan Khadge PRT Member

3. Ms Meenu 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 :**

1. Mr Pradeep Mande TGT(PH&E.) I/C

2. Mr Ram Darsh Kushwaha PRT Music MEMBER

3. Mr. Sandeep Arvikar

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)**

Mr. Ravi Pandey I/C

Mr. Dattatray Surod

Mr. Sana

3. MRS PRAFULLATA SHINDE HM I/C (FOR PRTs)

Mr Chetan Kadge

Mrs Madhu Jaiswal

**31. LITERARY CLUBS:**

Sh Dattatray Surod TGT( English) I/C

Smt Rajni Yadav TGT( English) MEMBER

Mr. Hemant Kumar TGT( Hindi) MEMBER

Sh S P Dwivedi TGT(Sanskrit) MEMBER

TGT HINDI

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 day, news and special item.

**32. ECO CLUB-**

1. Mr M B Mali PGT Phy I/C

2. Ms Jayashri Hendre PGT Eng Member

3. Mrs Sudha Krishna TGT Science Member

4. Mrs Sudha Krishna

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**

1 Ms Jayashri Hendre ,PGT Eng I/C

PGT HINDI

2. Mr Dattatray Surod TGT Eng Member

3. Mr P A Bhalerao TGT Eng Member

4. Mr. S. P. Dwivedi

5. Mr Hemant TGT Hindi Member

6. Mrs Rajani Yadav

7. TGT HINDI

8. Ms Sana Hasaney Librarian Member

**B. Primary**

1. Mrs Shweta Agrawal PRT I/C

2. Ms Pankhuri Gupta PRT Member

3. Mr Paras Kumar 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)**

-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. Mrs Indira Belasre

4. Mrs Usha S

5. Mrs Prafulata Shinde

6. Mr Sandeep Arvikar

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-**

1. Ms Sana Hasaney, I/C Librarian I/C

2. Mr. Ravi Pandey

3. Mr Sandeep Arvikar PGT( Eco) Member

4. Mr Hemant Kumar TGT( Hindi) Member

5. Mrs Shwetali Lad

6. Mrs Sweta Agrawal 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-**

1. MR DATTATRAY S. TGT ENGLISH 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**

1. Mr Balaji Marakwar Vice Principal I/C
2. Mrs Prafulata Shinde HM
3. Sh Atul Mankar PGT(Biology) Member
4. Sh Dattatray Surod TGT (Eng) Member
5. Ms. Sana Hasaney Librarian Member

**38. INTEGRITY CLUB-**

1. Mr Vikas Ghundre PGT(History) I/C
2. Mrs Priyanka Chittoria TGT(So. Sci) Member
3. TGT HINDI
4. Mr P A Bhalerao TGT(English) Member

**39. TLM PURCHASE COMMITTEE***

1. Mrs Shweta Agarwal. (I/C) PRT I/C
2. Ms Shraddha Tripathi PRT Member
3. Ms Meenu PRT Member

**38. INTEGRITY CLUB-**

1. Mr Vikas Ghundre PGT(History) I/C
2. Mrs Priyanka Chittoria TGT(So. Sci) Member
3. TGT HINDI
4. Mr P A Bhalerao TGT(English) Member

**39. TLM PURCHASE COMMITTEE***

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**

1. Mr Balaji Marakwar Vice Principal I/C
2. Ms Prafulata Shinde HM
2. Sh Kishore Jadhav PRT Member

**41. MATHS OLYMPIAD**

1. Mr Satish Kumar Chakravarty PGT(Maths) Member
2. Ms Gudiya Meena TGT (Maths) Member
3. Mr Ramakant Sahu

**42. GREEN OLYMPIAD-**

1. Mr Atul Mankar PGT (Biology) I/C
2. Mrs.Sudha Krishna TGT (Science) Member
3. Ms Shraddha

**43. SCIENCE OLYMPIAD**

1. USHA S. PGT PHYSICS I/C
2. Mrs Sudha Krishna TGT (Science) Member
3. TGT (Science) Member

**44. ENGLISH OLYMPIAD-**

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

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| **45. RESOURCE ROOM** |
| 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 |
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| **45. PRIMARY RESOURCE ROOM-** |
| **46. TEACHING AIDS-** |
| 1. Mr Ravi Pandey I/C PGT Geo I/C |
| 2. Mrs Priyanka Chittoria TGT SO. Sci. Member |
| 3. Mr Vikash Ghundre PGT History Member |
| 4. Mrs Nisha Mishra TGT SST |
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| **47. AUDIO – VISUAL & E-LEARNING/E-CONTENT-** |
| 1. Sh R D Kushwaha PRT (Music) I/C |
| 2. Ms. Shraddha Tripathi, PRT |
| |
| **E-LEARNING/E-CONTENT** |
| 1. Sh.Yogesh Kolhe PGT(CS) Member |
| 2. Computer Instructor Member |
| 3. Computer Instructor Member |
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| **48. FLN & READING CARDS/QTLY NEWS LETTER/XEROXING OF WORKSHEETS AND RECORDING-** |
| |
| 1. Mr S P Dwivedi TGT, Sanskrit I/C |
| 2. Mr. Rajni Yadav, TGT English |
| 2. Ms VIDYA SHEVTE PRT I/C |
| 3. Ms BABLI PRT Member |
| 4 MR CHETAN KADGE PRT Member |
| |
| **49. DISPLAY BOARDS-** |
| 1. (Yoga D.B.) Yoga Instructor I/C |
| 2. Mrs VENUS SOLANKI ( Career Counselling D.B.) PGT ( Chem.) I/C |
| 3. MR PRADEEP MANDE ( Sports D.B.) TGT ( P&HE) I/C |
| 4. Ms JAYSHREE HENDRE( Notice board CCA) PGT(Eng) I/C |
| 5. Shri ATUL MANKAR (AEP D.B.) PGT ( BIO) I/C |
| 6. Ms GUDIYA MEENA(Maths D.B.) TGT (Maths) I/C |
| 7. 4 House Display Boards(Concerned House Masters ) I/C |
| 8. Class Display Boards(Concerned Class Teachers ) I/C |
| infront of Principal chamber) |
| TGT(AE) I/C |

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| **50. PURCHASE COMMITTEE*-** |
| 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. Mrs RASHMI RATHORE PGT(COMM) Member VMC |
| 8. Smt PRAFULLATA SHINDE HM Member |
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| **GeM ( online Procurement)** |
| Mr. Atul Mankar |
| Mr Dattatray Surod |
| Mr Paras Kumar |
| 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. |

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| **51. UBI PORTAL COMMITTEE-** |
| 1. MR YOGESH KOLHE PGT(CS) I/C |
| 2. All Class Teachers Member |
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| **52. WEBSITE UPDATION COMMITTEE-** |
| 1.MR YOGESH KOLHE PGT CS I/C |
| 2. MR R D KUSHWAHA PRT Music Member |
| COMP INST-1 |
| COMP INST-2 |

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| **53. STAFF MEETING MINUTES COMMITTEE-** |
| 1. MR HEMANT TGT HINDI I/C |
| 2. Smt RAJNI YADAV TGT(English) Member |
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| **54. ROUTES TO ROOT/SPIC MACAY : VIRSA-** |
| 1. Mr R D KUSHWAHA PRT (MUSIC) I/C |
| 2. Ms Sharaddha |
| DUTIES:<br>1. Selection of interested students, making groups item wise, arranging for online classes, preparing students for different competition organized by VIRSA FOUNDATION.<br>2. Obtaining no objection from parents |
| |
| **55. ALUMNI COMMITTEE-** |
| 1. Mr Sandeep Arvikar , I/C |
| 2. Ms Jayashri Hendre PGT Eng Member |
| 3. Mrs Prafullata Shinde HM Member |
| 4. Mr P A Bhalerao, TGT English |
| 5. Ms Madhu Jaiswal |

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| **56. TRANSPORT COMMITTEE-** |
| 1. Mr. PRADEEP MANDE TGT(P & HE) I/C |
| 2. Sh. SANDEEP ARVIKAR PGT(ECO) Member |
| 3. Sh. MAHENDRA JADHAV PGT(ENG) Member, |
| 4 Mr Susheel Anand |
| **57. CS-52-** |
| 1. MR BALAJI MARAKWAR VICE PRINCIPAL I/C |
| 2. Mr Ramakant sahu |
| 3. Mrs Surekha JSA |
| Duties-<br>To verify the attendance register of all classes from CS-52 and putting signature in the checkers column. |

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| **58. PUBLIC. PRIVATE PARTNERSHIP(Hand hold Programme)-** |
| 1 Mrs. PRAFULLATA SHINDE HM I/C |
| 2 Mr. VIKASH GHUNDRE PGT(HISTORY) |
| 3. Mr P. Bhalerao |
| 4. Mr Ravi Pandey |
| Duties-<br>Planning and implementation of monthly programme and celebration under the programme contacting the Nearby Government Schools & keeping record and photographs of the program |
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| **59. LATE COMERS-** |
| 1 MR PRADEEP MANDE TGT(P&HE) I/C |
| 2 Games Coach-1 Member |
| 3 Games Coach-2 Member |
| 4. HOUSE MASTERS Member |
| 5. Class teachers |
| Duties: Keeping Record of late comers & informing parents of habitual late comers. |

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| **60. D.O Letter Committee-** |
| 1. MRS SUREKHA RANMALE JSA Member |
| 2. Mr Shekhar DO |
| Duties: Timely dispatch of DO letter to RO Mumbai every month. |

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| **61. JNNSMEE & NCSC/RBVP-** |
| Mr ATUL MANKAR PGT(BIO) I/C |
| MRS VENUS SOLANKI PGT(CHEM) MEMBER |
| MR M B MALI PGT(PHY) MEMBER |
| TGT(SCIENCE) MEMBER |
| MRS SUDHA KRISHNA TGT(SCIENCE) MEMBER |
| **62. SOCIAL MEDIA COMMITTEE(Facebook/ Twitter/Instagram)** |
| 1 Mr. YOGESH KOLHE PGT(C.S) I/C |
| 2 MR R D KUSHWAHA PRT MUSIC Member |
| |
| **63. MEDIA(print) AND PUBLICATION COMMITTEE** |
| 1 Mr. S P DWIVEDI TGT(SANSKRIT) I/C |
| 2 Ms. JAYSHREE HENDRE PGT(ENGLISH) Member |
| 3. Mr P Bhalerao |
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| **64. CRECHE ( BABY CARE) COMMITTEE:** |
| 1 Mrs. Venus Solanki PGT(Chem.) I/C |
| 2 Mrs. Nisha Mishra TGT(So. Sci.) Member |
| TGT(Science) Member |
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| **65. Implementation of NEP** |
| 1. MR BALAJI MARAKWAR VP I/C |
| 2. Mrs.PRAFULLATA SHINDE HM Member |
| 3. Mr.M.B. MALI PGT(PHY) Member |
| 4 Mr.VIKASH GHUNDRE PGT(HISTORY) Member |
| 5 Mr RAVI PANDEY PGT(GEOGRAPHY) Member |
| **66. Implementation of RPwD Act2016** |
| S.NO NAME DESIGNATION MEMBER SIGN |
| 1. MR BALAJI MARAKWAR VP I/C |
| 2. Mrs Priyanka Chittoria TGT(So. Sci) Member |
| 3.Ms Babli PRT Member |
| 5 Ms Vidya Shevte PRT Member |
| 6. Mrs Rajani Yadav |
| 7. Mr Dattatray Surod |
| 8. Mr P Bhalerao |

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| **67. Pre Vocational Educational Program(PVEP)** |
| 1. Mr Susheel Anand TGT (wE) I/C |
| 2. Mr PRADEEP MANDE TGT(P& HE) Member |
| 3. Ms SANA HASANEY Librarian Member |
| 4. Mr. R D KUSHWAHA PRT(Music) Member |
| 5. Mr DATTATRAY SUROD TGT(Eng) Member |
| |
| **68. BUILDING AS LEARNING AIDS (BALA)** |
| 1. Mr Susheel Anand TGT (wE) 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 Nisha Mishra TGT So. Sci. Member |
| 6 TGT Science |
| 7 Mrs Kritika Garg , TGT Maths |
| 8. Ms Pankhuri |
| 9. Ms Babli |

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| **69. STUDENT'S DIARY** |
| 1. Ms Sana Hasaney, I/C |
| 2. Mrs Prafullata Shinde HM Member |
| 3. Mrs Rajni Yadav TGT Eng Member |
| 4 Mrs Madhu Jaiswal PRT Member |
| |
| **70. UDISE+ Updation / SAMAGAM/UBI** |
| 1.Mr Yogesh Kolhe, I/C |
| 2. MR Hemant Kumar TGT HINDI Member |
| 3. Mr Paras Kumar PRT Member |
| |
| **71. VIDYANJALI** |
| 1. Mr Sandeep Arvikar PGT Eco |
| 2. Ms Jayashri Hendre |
| 2. Mr Yogesh Kolhe PGT CS Member |
| 5. Mr M B Mali PGT Phy |
| 6. Ms Nisha Mishra |
| 6. Mrs Prafullata Shinde HM |
| |
| **72. PM SHRI** |
| 1. Mr Yogesh Kolhe, PGT CS I/C |
| 2. Mr Atul Mankar |
| 3.. MR Pradeep Mande TGT PE Member |
| 4. Mr Susheel Anand |
| 5. Mrs Prafulata Shinde HM |
| 6. Mrs Madhu Jaiswal |
| 7. Mr Paras |

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| **73. ENROLLMENT** |
| Mrs Priyanka Chittoria, I/C |
| 2. Ms Gudiya Meena TGT Maths Member |
| 3. Ms Sana Hasaney |
| 4. Ms Meenu |

**74. VIDYALAYA PLAN**

S.NO NAME DESIGNATION MEMBER SIGN

1. Mr Yogesh Kolhe, I/C

2. Mr Ravi Pandey

3. Mrs Prafullata Shinde HM Member

4. Ms Sana Hasaney

**75. NDMA(DISASTER MGM)/SCHOOL SAFETY COMMITTEE**

S.NO NAME DESIGNATION MEMBER SIGN

1MR R N WADALKAR PRINCIPAL CHAIRMAN.

2. MR SANDEEP ARVIKAR PGT(ECO) FACULTY REPRESENTATIVE

MALE(VMC)

PRIMARY

3.Mrs Prafulata Shinde HM

4. Mr Chetan Kadge

5. Mrs Shweta Agarwal

SECONDARY

6. MRS RASHMI RATHORE PGT(COMM.) FACULTY REPRESENTATIVE

7. MR P A BHALERAO TGT(ENG) FACULTY REPRESENTATIVE

8. Mrs Nisha Mishra

9. Mr Ramakant Sahu

10. Parent-1

11. Parent 2-

12. STUDENT STUDENT REPRESENTATIVE

13 STUDENT STUDENT REPRESENTATIVE

14. MS JAYSHRI HENDRE ALUMINI REPRESENTATIVE

**76. VIDYALAYA CONDEMNATION**

1 Mr Yogesh Kolhe, I/C

2. Mr Susheel Anand

3. MR Sandeep Arvikar PGT ECO Member

4. Mr Paras

**77. SCHOOL INNOVATION COUNCIL**

1 MR R N WADALKAR PRINCIPAL CHAIRMAN

2. MR BALAJI MARAKWAR VICE PRINCIPAL CO-ODINATOR/CONVENER

3. Usha S PGT PHY. TEACHER REPRESENTATIVES-

4. Mr Atul Mankar PGT BIO

5. Mr. Yogesh Kolhe PGT CS

6. Mrs Venus Solanki PGT CHEM

7. Ms Sudha TGT SCI.

8. Mr Susheel Anand

10. STUDENT STUDENT REPRESENTATIVE

11 STUDENT STUDENT REPRESENTATIVE

12 STUDENT STUDENT REPRESENTATIVE

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 MR MTHUKUMARASAMY KARTHIKEYAN CHIEF SCIENTIST,MOLECULARINFORMATICS,NATIONAL CHEM.LAB(CSIR) PUNE

**78. PTA MEMBERS**

1. MR R N WADALKAR, PRINCIPAL CHAIRMAN
2. PARENT - Ms Anita Sawant m/o Sanjivani Sawant , VIA
3. PARENT -
4.
5.
6.
7.
8. Mr P. Bhalerao , Joint SECRETARY

**79. LAB INCHARGES**

1. PHYSICS Mr M B Mali PGT Phy I/C
2. CHEMISTRY- MRS INDIRA BELSARE
3. BIOLOGY MR Atul Mankar PGT BIO I/C
4. Geography - Mr Ravi Pandey I/C
5. MATHS LAB Ms Gudiya Meena TGT 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**

1. SECONDARY Ms Nisha Mishra I/C
2. PRIMARY Mrs Madhu Jaiswal PRT I/C
3. Ms Gudiya Meena
4. Ms Shradhha

**81. ACP**

1. Mr P A Bhalerao I/C TGT Eng I/C
2. Mrs TGT SKT Member
3. All class teachers Member

**82.HOUSE MASTERS-SECONDARY**

SHIVAJI HOUSE- Mr. Vikas G PGT Hist.
TAGORE HOUSE- Mr Sandeep Arvokar, PGT Eco.
ASHOKA HOUSE- Mrs. Indira Belsare, PGT Chem

**83. INFORMATION ON RTI**

Mr R.N. Wadalkar , Principal , PIAO
Mrs Surekha JSA
Concerned Incharges

**84. Youth Parliament**

1. MRS RASHMI RATHORE PGT (COMM) I/C
2. MR SANDEEP ARVIKAR PGT (ECO)
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

**85. EBSB/KALA UTSAV**

1. MRS RASHMI RATHORE PGT (COMM) I/C
2. MR SANDEEP ARVIKAR PGT (ECO) Member
3. Mr Susheel Anand 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

| 86. PHOTOGRAPHY/VIDEOGRPHY CLUB/ IT CELL |
|---|
| 1. Mr Yogesh Kolhe PGT CS I/C |
| 2. COMPUTER INSTRUCTOR 1/2 |
| 3. Mr Paras Kumar PRT Member |
| 4. Mr Chetan Kadge PRT Member |
| 5. Ms Meenu PRT Member |
| 6. House masters Member |
| 7. student Member |

| 87. NEP/NCF2022/NCFSE 2023 IMPLEMENTATION AND MONITORING |
|---|
| Mrs Indira Belasre PGT CHEM I/C |
| Mrs Usha S. PGT PHY |
| Mrs. Prafulata Shinde HM |
| Mrs Madhu Jaiswal PRT |

| 88. PM SHRI QUARTERLY MAGAZINE |
|---|
| Mrs. Nisha Mishra |
| Mrs Madhu Jaiswal |
| Mrs Shweta Agarwal |
| Mr Paras Kumar |
| computer Instructors |

| 89. Accounts Committee |
|---|
| Mr Satish Kumar I/C |
| Mrs Rashmi Rathore |
| Mr Sandeep Arvikar |
| Mr. Hemant Kumar |

| EXAMINATIONS (INTERNAL): – PRIMARY |
|---|
| Sh. Chetan Kadge I/C |
| Sh Kishor Jadhav |
| Ms. Shraddha Tripathi |
| Ms Pankhuri Gupta |

| TIME TABLE AND ARRANGEMENT: PRIMARY |
|---|
| Smt. Renu Kandpal I/C |
| Smt. Vidya Shevte |
| PRT COMP |

CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN) Water points, toilets, corridors:

| FIRST FLOOR (NEAR PRIMARY ASSEMBLY STAGE |
|---|
| Mr. Rama Darsh Kushwaha |
| Ms Shweta Agarwal |

| PRIMARY(I-V) |
|---|
| Mrs. Madhu Jaiswal |
| Ms. Neelam |

| DISCIPLINE COMMITTEE FOR PRIMARY: |
|---|
| Ms Madhu Jaiswal |
| Mr Chetan Kadge |
| Mrs Swetali Lad |
| Mr Paras |

| PRIMARY ASSEMBLY PROGRAMME |
|---|
| Ms. Shweta Agarwal (I/C) |
| Ms. Priya |
| Mrs Swetali Lad |
| Respective Class Teachers |

CLA COMMITTEE: PRIMARY

| |
|---|
| Ms. Shweta Agarwal (I/C) |
| Mrs Swetali Lad |
| Ms Meenu |

LITERARY CLUBS: PRIMARY

| |
|---|
| Ms Madhu Jaiswal |
| Mrs Shweta Agarwal |
| Mr Chetan |
| Mrs Swetali Lad |
| Ms Neelam |
| Mr. Paras |

PRIMARY RESOURCE ROOM-

| |
|---|
| Ms. Meenu (I/C) |
| Ms. Babli |
| Ms. Neelam |

FLN & READING CARDS /XEROXING OF WORKSHEETS AND RECORDING- PRIMARY

| |
|---|
| Ms Madhu Jaiswal |
| Mr. Chetan Kadge |
| Ms Shweta Agarwal |
| Mrs Swetali Lad |

OLYMPIAD: Primary

| |
|---|
| Ms Pankhudi ,I/C |
| Mrs. Renu Kandpal |
| Ms. Neelam |
| Mrs Shweta Agarwal |
| Mr Paras |

LATE COMERS- PRIMARY

| |
|---|
| Ms Shraddha T |
| Ms Neelam Meena |
| |

ENRICHMENT CLUB(PRIMARY)

Mr.R K Kushwaha

| |
|---|
| Ms SHWETA |
| MS Babli |
| Ms NEELAM |

READER CLUB(PRIMARY)

| |
|---|
| Ms Madhu Jaiswal |
| Mr. Chetan Kadge |
| Mr. Meenu |
| Mrs Shweta Agarwal |
| Mrs Anukrati |

NATURE CLUB PRIMARY

| |
|---|
| Mrs Renu Rathi |
| Mr B J Berad |
| Ms Shraddha Tripathi |
| Ms Pankhuri Gupta |
| Ms Neelam |
| Ms Swetali |

HOUSE MASTERS/ Asso Teachers PRIMARY

CLA I/C –/ Mrs Shweta A

RED

| |
|---|
| MRS. NEELAM |
| MS. MEENU |
| MR. CHETAN KHADGE |
| MS. PRIYA |

BLUE

| |
|---|
| MS. SHRADDHA |
| MRS. RENU KANDPAL |
| MRS. SHWETALI |
| MR. B.J. BERAD |

YELLOW

| |
|---|
| MS. PANKHUDI |
| MRS. VIDYA S |
| MR. PARAS |
| PRT 1 |

GREEN

| |
|---|
| MS. BABLI |
| MRS. MADHU J |
| MRS. RENU RATHI |
| Mr. Kishor/ PRT 2 |

CLASS TEACHERS

1. To take the attendance twice daily in forenoon before morning assembly starts & after the recess.
2. To Take attendances by marking for present and "3f" 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