

**KENDRIYA VIDYAKAYA PARBHANI - 2023-2024**

**ALLOTMENT OF DUTIES, COMMITTEES AND SUB-COMMITTEES - 01.04.2024 ONWARDS**

**ACADEMICS ADVISORY COMMITTEE**

S.N	Name of I/C & Members	Signature	Description of duties/work
1	MR. RAHUL P. NITNAWARE (PRINCIPAL)		To plan and implement the whole academic programme for the year achieving "O" failure in classes, prepare and implement social programme for the academically backward and gifted children. Ensure that the split-up syllabus is strictly followed, and correction work is done regularly. Hold subject committee meetings at regular intervals. Encourage implementation of new methodologies. Hold academic discussion and guide teachers in making teaching learning - interesting.
2	MR. RAJENDRA SAWANT (TGT- SKT)		
3	MR. DEEPAK WAGHMARE (PRT)		
4	MR. YOGENDRA KHERLEY (TGT-BIO)		

**ADMISSION**

1	MR. RAJENDRA SAWANT (TGT- SKT) I/C		Make registration of the students on time. Conduct entrance test/Interviews and admit students as per eligibility criteria.
2	MR. GULAB KADAM (TGT- SST)		
3	MR. SANJAY BASWANTE (PRT)		

**TIME TABLE & CLASS ARRANGEMENTS**

1	MR. YOGENDRA KHERLEY (TGT-BIO) I/C		Prepare the time table for the vidyalaya as per kvs norms. Ensure the proper implementation smooth running of classes. Arrange for substitution work for teachers on leaves or on duties and see the effective implementation of the same.
2	MR. ANSHUL SINGHAL (LIBRARIAN)		

**PRIMARY (I-V)**

1	Mr. SANJAY BASWANTE (PRT) I/C Primary		
2	MR. AKASH KARLE (PRT)		

**EXAMINATION**

**SECONDARY (VI-X)**

1	MR. RAJENDRA SAWANT (TGT-SKT) I/C		To plan the unit tests-examination schedule well in advance, intimate student about the dates of tests exams. Set question paper well in time and after moderation, announce results. Arrange and after moderation, announce results.
2	MR. YOGENDRA KHERLEY (TGT-BIO)		
3	MR. GULAB KADAM (TGT-SST)		
4	MS. NAJMIN PATHAN (COMP. INST)		

**PRIMARY (I-V)**

1	MR. DEEPAK WAGHMARE (PRT) I/C		Arrange and supply necessary materials for smooth conduct of the exam. To send completed nominal list of students of class X and XII to the CBSE. Collect and remit exam fee in time. Deal with correspondence related to exam and academic matters.
2	MRS. PRACHI AMBASTA (PRT)		

**CBSE**

1	MR. YOGENDRA KHERLEY (TGT-BIO) I/C		
2	MR. RAJENDRA SAWANT (TGT- SKT)		

**MORNING ASSEMBLY PROGRAMME**

1	MR. PRAVIN KHANDARE (TGT- ENG) I/C		Monitoring of the assembly programme of required standard. Celebration of special days.
2	MRS. PRACHI AMBASTA (PRT)		
3	MR. GOVARDHAN SINGH KAVIA (PRT MUSIC)		
4	MR. DARSHAN SINGH (TGT- P&HE)		
5	ALL CONCERNED HOUSE MASTERS AND ASSOCIATES		

प्राचार्य / Principal  
 केंद्रीय विद्यालय परभनी  
 Kendriya Vidyalaya Parbhani  
 Maharashtra

**CCA ACTIVITIES & CELEBRATIONS**

1	MR. PRAVIN KHANDARE (TGT- ENG) I/C	<i>Bdare</i>	To see the arrangement of assembly programme and proper implementation of the same plan all activities under CCA in consultation with house masters and implement the same in a benefited manner. Arrange for evaluation and prize distribution. Conduct elections for student council through student council prepare the list of festivals accordingly. Form sub-committees of different festivals and allot duties to teachers whenever necessary.
2	Mrs. PRACHI AMBASTA (PRT)	<i>Pr</i>	
3	MR. GOVARDHAN SINGH KAVIA (PRT MUSIC)	<i>Gov</i>	
4	MRS. ASHWINI WADEWALE, TGT (HINDI)	<i>Ash</i>	

**HOUSE DISTRIBUTION**

1	<b>SHIVAJI HOUSE</b>		<b>ASSOCIATE HOUSE MEMBERS</b>
	(House Master)	<i>AR</i>	MR. GULAB KADAM, TGT (SST)
	MR. LIPANE ANAND H (PRT)		<i>AR</i>
2	<b>TAGORE HOUSE</b>		<b>ASSOCIATE HOUSE MEMBERS</b>
	(House Master)	<i>Pathan</i>	MR. ANSHUL SINGHAL (LIBRARIAN)
	MRS. NAJNIN PATHAN (COMP. INST)		<i>Anshul</i>
3	<b>ASHOKA HOUSE</b>		<b>ASSOCIATE HOUSE MEMBERS</b>
	(House Master)	<i>Bak</i>	MR. YOGENDRA KHERLEY (TGT-Bio)
	MR. SANJAY BASWANTE (PRT)		<i>Yogendra</i>
4	<b>RAMAN HOUSE</b>		<b>ASSOCIATE HOUSE MEMBERS</b>
	(House Master)	<i>AR</i>	MR. GULAB KADAM, TGT (SST)
	Mrs. ASHWINI WADEWALE (TGT- HINDI)		<i>AR</i>

**PUBLICATION**

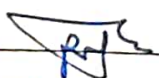
1	MR. PRAVEEN KHANDARE (TGT- ENG) I/C	<i>Bdare</i>	To publish Vidyalaya Patrika, magazines, student diary and Press related and ensure the correctness and credibility of the article/statements. Prepare monthly/annual report of vidyalaya.
2	Mrs. ASHWINI WADEWALE, TGT (HINDI)	<i>Ash</i>	
3	MR. AKASH KARLE (PRT)	<i>Akarle</i>	
4	MRS. PRACHI AMBASTA (PRT)	<i>Pr</i>	


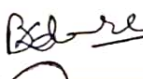
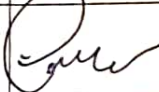
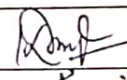
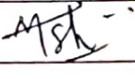
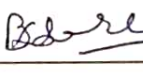
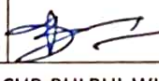
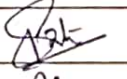

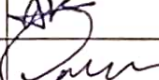
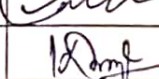
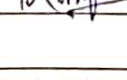

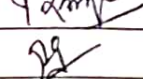

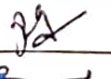

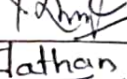
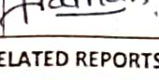


**LOCAL PURCHASE COMMITTEE**


1	MR. RAJENDRA SAWANT (TGT- SKT ) I/C	<i>RS</i>	To visit to local shop to collect quotations for the provisions as and when such a need arises.
2	MR. GULAB KADAM (TGT- SST)	<i>GK</i>	
3	MR. YOGENDRA KHERLEY (TGT-BIO)	<i>YK</i>	
4	MR. DEEPAK WAGHMARE (PRT)	<i>DW</i>	
5	All Dept. In charges		

**EBSB /AKAM/ SOCIAL SCIENCE EXHIBITION**

1	MR. GULAB KADAM (TGT- SST) I/C		To conduct and monitor various activities under 'Social Science Exhibition'.
2	MR. PRAVEEN KHANDARE (TGT- ENG)	<i>Bdare</i>	
3	MR. GOVARDHAN KAVIA (PRT-MUSIC)	<i>Gov</i>	
4	MR. DARSHAN SINGH (TGT-P&HE)	<i>DS</i>	

  
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FURNITURE PROCUREMENT AND MAINTENANCE			
1	MR. DEEPAK WAGHMARE (PRT) I/C		To maintain the stock of all furniture in the vidyalaya. Prepare condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per availability of funds.
2	MR. PRAVIN KHANDARE (TGT-ENG)		
3	MR. GOVERDHAN KAVIA (PRT)		
CMP IMPLEMENTATION & TLM			
1	MR. DEEPAK WAGHMARE (PRT) I/C		Plan and implement programmes to ensure minimum levels of learning. To devise new and interesting teaching strategies for the purpose.
2	MR. AKASH KARLE (PRT)		
	All Primary teacher		
BHARAT SCOUT & GUIDE WING			
1	MR. PRAVIN KHANDARE (TGT- ENG) I/C		To plan and implement scouting/guiding activities in the Vidyalaya. To train the scouts and guides for special occasions. To get the National flag ready for National Festival.
2	MR. RAJENDRA SAWANT (TGT- SKT)		
CUB-BULBUL WING			
1	MR. SANJAY BASWANTE (PRT) I/C		To plan and implement Cub/Bulbul activities in the Vidyalaya. To train the Cubs and Bulbuls for special occasions. To get the National flag ready for National Festival.
2	MRS. PRACHI AMBASTA (PRT)		
3	MR. LIPANE ANAND (PRT)		
4	MR. GOVERDHAN K (PRT-MUSIC)		
5	MR. DEEPAK WAGHMARE (PRT)		
	ALL TRAINED TEACHERS		
GRIEVANCE CELL			
1	MR. RAJENDRA SAWANT (TGT- SKT) I/C		To look after the complaints of the staff members and to find a suitable solution to their problems.
2	MR. DEEPAK WAGHMARE (PRT)		
3	MRS. PRACHI AMBASTA (PRT)		
SEXUAL HARASSMENT REDRESSAL COMMITTEE			
1	Woman representative from NGO		To look after the matters of women employees and girl students pertaining to physical as well as mental harassment sexually at work place, to ascertain that their interests are not overlooked in the Vidyalaya.
2	Eminent Woman from neighbouring institute working towards women		
3	MRS. PRACHI AMBASTA (PRT) I/C		
4	MR. RAJENDRA SAWANT(TGT-SKT)		
5	MR. DEEPAK WAGHMARE (PRT)		
6	MRS. NAJMIN PATHAN (COMP. INST)		
RAJBHASHA RELATED REPORTS AND ACTIVITIES			
1	MR. RAJENDRA SAWANT (TGT- SKT) I/C		To implement the Rajbhasha and sent periodical reports.
2	Mrs. ASHWINI WADEWALE, TGT (HINDI)		

  
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**COMPUTER LABS.**

1	MR. YOGENDRA KHERLEY (TGT- BIO) I/C	<i>YKherley</i>	To see the effective use and proper maintenance of computer labs.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	<i>Anshul</i>	
3	MRS. NAJMIN PATHAN (COMP. INST)	<i>Nathan.</i>	

**WEBSITE MAINTENANCE & UPDATATION COMMITTEE**

1	MR. YOGENDRA KHERLEY (TGT-BIO) I/C	<i>YKherley</i>	To manage the Vidyalaya website. Upload the current events. Upload the photographs of different events. To make available the different facilities and help to the staff pertaining to computers.
2	MRS. NAJMIN PATHAN (COMP. INST)	<i>Nathan.</i>	
3	MR. SIDDHARTH MOREY (DEO)	<i>Smorey.</i>	

**SHALA DARPAN, UDISE, SARAL PORTAL AND OTHER STATE RELATED DATA PORTALS**

1	MR. LIPANE ANAND H (PRT) I/C	<i>AP</i>	To collect, monitor, compile and update data on UDISE, SARAL etc. and provide information sought from state authorities.
2	MRS. PRACHI AMBASTA (PRT)	<i>PA</i>	
3	MRS. NAJMIN PATHAN (COMP. INST)	<i>Nathan</i>	
4	MR. SIDDHARTH MOREY (DEO)	<i>Smorey.</i>	
5	ALL CLASS TEACHERS		

**UBI FEES VERIFICATION & COORDINATION**

1	MR. LIPANE ANAND (PRT) I/C	<i>AP</i>	To verify the class wise fees and help the parents & teachers in cases of genuine problems.
2	MRS. PRACHI AMBASTA (PRT)	<i>PA</i>	
3	MRS. NAJMIN PATHAN (COMP. INST)	<i>Nathan</i>	

**MAINTENANCE OF STAFF & STUDENT INFORMATION**

1	MRS. NAJMIN PATHAN (COMP. INST) I/C	<i>Nathan.</i>	Responsible for maintaining softcopies and hardcopies of data being called for kvs like Pics, Student enrolment, Admission data, T.C. & upload T.C. Monthly Report, Staff correspondence etc.
2	MR. SIDDHARTH MOREY (DEO)	<i>Smorey.</i>	

**MAINTENANCE & REPAIRS**


1	MR. GOVARDHAN KAVIA (PRT- MUSIC) I/C	<i>GK</i>	To look after Maintenance and Repair of whole school. To look after power supply and electrical maintenance of whole school. To check the maintenance of Aqua guard water coolers in order to provide safe and pure water. To get the overhead tank clean periodically.
2	MR. DARSHAN SINGH TGT (P&HE)	<i>D Singh</i>	
3	MR. ANSHUL SINGHAL (LIBRARIAN)	<i>Anshul</i>	

**MEDICAL AID , HEALTH & HYGIENE**

1	MR. YOGENDRA KHERLEY (TGT- BIO) I/C	<i>YKherley</i>	In charge of Medical Room. To look maintenance of medical room. To attend to sick children.
2	STAFF NURSE	<i>ASuekhar</i>	
	All class teachers		

**SANITARY ITEMS PROCUREMENTS & CLEANLINESS MONITOING COMMITTEE**

1	MR GOVARDHAN KAVIA (PRT) I/C	<i>GK</i>	To look after cleanliness of the whole school campus. Classrooms, verandas etc. To see that toilets are cleaned regularly and properly. To do alternate arrangement when the sub staff employees in charge of cleanliness are on leave. Evaluation of classes and award best class prizes.
2	MRS. PRACHI AMBASTA (PRT)	<i>PA</i>	
3	STAFF NURSE	<i>ASuekhar</i>	

  
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**GUIDANCE & COUNSELLING**

1	MR. PRAVIN KHANDARE (TGT- ENG) I/C	<i>Bdare</i>	To identify the special cases and report. Try to solve the problems either at the school level or by professionals. To organize programmes to inculcate the feeling of oneness among students by inviting eminent personalities.
2	MR. YOGENDRA KHERLEY (TGT- BIO)	<i>Ykhery</i>	
3	MRS. NAJMIN PATHAN (COMP. INST)	<i>Nathan</i>	
4	MR. KERBA WANKAR (SPL.EDU)	<i>Bdare</i>	
5	COUNSELOR		

**PTA & ACADEMIC COUNSELLING**

1	MR. RAJENDRA SAWANT (TGT- SKT) I/C	<i>R Sawant</i>	To conduct periodical Parent Teacher Meets and to exchange feedback on the progress of the wards with their parents.
2	MR. PRAVIN KHANDARE (TGT- ENG)	<i>Bdare</i>	
3	MR. DEEPAK WAGHMARE (PRT)	<i>D Waghmare</i>	
4	MR. KERBA WANKAR (SPL. EDU)	<i>Bdare</i>	

**PROJECTS & INNOVATIONS**

1	MR. YOGENDRA KHERLEY (TGT- BIO) I/C	<i>Ykhery</i>	To co-ordinates various innovative practices being undertaken by teachers. To advise and guide teachers to plan and organize reports for giving publicity to giving publicity to their efforts for the benefit to teaching fraternity at large.
2	MR. LIPANE ANAND H (PRT)	<i>APK</i>	
3	MR. GULAB KADAM, TGT (SST)	<i>G Kadam</i>	
4	MRS. NAJMIN PATHAN (COMP. INST)	<i>Nathan</i>	

**TECHNOLOGY AIDED TEACHING**

1	MRS. NAJMIN PATHAN (COMP. INST) I/C	<i>Nathan</i>	To make available opportunities to all teachers to use adequate technology in their teaching. To ensure optimum use of available resources. To plan purchase of additional equipments to update the audio-visual aids in the Vidyalaya.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	<i>Anshul</i>	
3	MR. DEEPAK WAGHMARE (PRT)	<i>D Waghmare</i>	
4	MR. AKASH KARLE (PRT)	<i>Ash</i>	

**AUDIO VISUAL AIDS**

1	MR GOVARDHAN KAVIA (PRT-MUSIC)	<i>G Kavia</i>	Proper arrangement and maintenance of teaching aid. To see that necessary aids are purchased and maintenance of the stock.
2	MRS. PRACHI AMBASTA (PRT)	<i>P Ambasta</i>	

**TEACHING AIDS**


1	MRS. PRACHI AMBASTA (PRT) I/C	<i>P Ambasta</i>	Proper arrangement and maintenance of teaching aid. To see that necessary teaching aids are purchased and made available to the subject teachers and maintenance of the stock.
2	MRS. AKASH KARLE (PRT)	<i>Ash</i>	

**HOISTING & LOWERING OF NATIONAL FLAG**


1	MR. DARSHAN SINGH (TGT- P&HE) I/C	<i>D Singh</i>	To hoist the national flag as per the flag code and de-hoist it as per the flag code. The house masters and associate house masters on duty will be responsible for it duly in consultation with other members.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	<i>Anshul</i>	
	All house masters & Associates on Duty.		

**SCHOLARSHIP & CASTE VALIDATION**

1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	<i>Bdare</i>	To look after such cases and forward their names to the concerned departments.
2	MR. RAHUL MEENA (JSA)	<i>R Meena</i>	
3	MR. SIDDHARTH MOREY (DEO)	<i>S Morey</i>	

  
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INCOME TAX CALCULATION & MONITORING COMMITTEE			
1	MR. RAHUL MEENA (JSA) I/C	<u>Rahul</u>	To prepare consolidated report of income tax of the employees and to generate form 16
2	MR. YOGENDRA KHERLEY (TGT-BIO)	<u>Yogendra</u>	
DISCIPLINE			
1	MR. DARSHAN SINGH (TGT- P&HE) I/C	<u>Darshan</u>	To effectively deal with all cases of indiscipline, late coming etc. To maintain discipline during all functions and programmes.
2	MR. RAJENDRA SAWANT (TGT- SKT)	<u>Rajendra</u>	
3	MR. PRAVIN KHANDARE (TGT- ENG)	<u>Pravin</u>	
4	MR. LIPANE ANAND (PRT)	<u>Lipane</u>	
5	MRS. PRACHI AMBASTA (PRT)	<u>Prachi</u>	
6	AND ALL CLASS TEACHERS AND SUBJECT TEACHERS		
VIDYALAYA BEAUTIFICATION			
1	MR. DARSHAN SINGH (TGT- P&HE) I/C	<u>Darshan</u>	To look after the proper maintenance of the school garden, pruning of trees maintenance of school compound and all other steps needed to beautify the buildings and campus.
2	MRS. PRACHI AMBASTA (PRT)	<u>Prachi</u>	
3	MR. GOVARDHAN KAVIA (PRT)	<u>Govardhan</u>	
NAEP/DISHA CLUB			
1	MR. RAJENDRA SAWANT (TGT-SKT) I/C	<u>Rajendra</u>	To look after the problems of the adolescents and to guide them in a proper way. To carry out various activities in collaboration with CCA I/C for sensitizing students about adolescent needs and problems.
2	MR. YOGENDRA KHERLEY (TGT-BIO)	<u>Yogendra</u>	
3	MR. DEEPAK WAGHMARE (PRT)	<u>Deepak</u>	
4	MRS. PRACHI AMBASTA (PRT)	<u>Prachi</u>	
5	STAFF NURSE	<u>Aswetha</u>	
LIBRARY COMMITTEE			
1	MR. ANSHUL SINGHAL (LIBRARIAN) I/C	<u>Anshul</u>	To recommend suitable books to updating the Library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy.
2	MR. RAJENDRA SAWANT (TGT-SKT)	<u>Rajendra</u>	
3	MR. PRAVIN KHANDARE (TGT-ENG)	<u>Pravin</u>	
4	MR. DEEPAK WAGHMARE (PRT)	<u>Deepak</u>	
5	MR. AKASH KARLE (PRT)	<u>Ashish</u>	
LANGUAGE AND LITERARY CLUB			
1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	<u>Pravin</u>	To plan and implement programmes to raise the level of spoken English in the Vidyalaya. To take up the spoken English Project. To implement the directions contained in the letter issued by the Jt. Commissioner in the matter of Spoken English.
2	MR. RAJENDRA SAWANT (TGT-SKT)	<u>Rajendra</u>	
3	Mrs. ASHWINI WADEWALE, TGT (HINDI)	<u>Ashwini</u>	
4	MR. DEEPAK WAGHMARE (PRT)	<u>Deepak</u>	
5	MR. AKASH KARLE (PRT)	<u>Ashish</u>	
READERS' CLUB			
1	MR. ANSHUL SINGHAL (LIBRARIAN) I/C	<u>Anshul</u>	To form a Readers' club to encourage students to read by dint of various activities viz. celebration of Writers' birth death anniversaries etc.
2	MR. RAJENDRA SAWANT (TGT-SKT)	<u>Rajendra</u>	
3	MR. PRAVIN KHANDARE (TGT- ENG)	<u>Pravin</u>	
4	MRS. ASHWINI WADEWALE (TGT-HINDI)	<u>Ashwini</u>	
5	MR. AKASH KARLE (PRT)	<u>Ashish</u>	

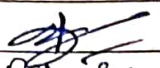

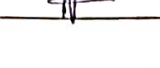
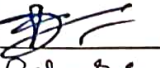
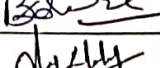
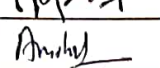
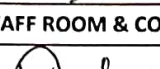
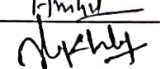
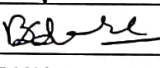
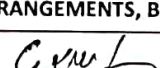
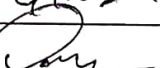
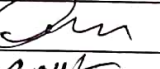
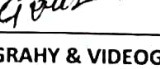
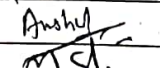
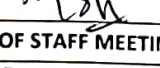

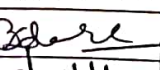
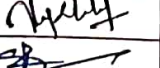
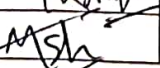
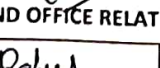
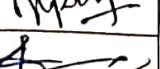
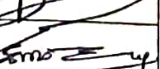



  
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 Kendriya Vidyalaya Parbhani  
 महाराष्ट्र / Maharashtra

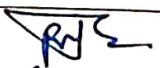
SCIENCE CLUB/NATURE (ECO) CLUB/SCIENCE OLYMPIAD			
1	MR.YOGENDRA KHERLEY (TGT-BIO) I/C	<i>Yogendra</i>	To organize programme to create awareness for protecting the environment. To celebrate important days related to science and nature. To promote students to participate in and conduct Science Olympiads.
2	Mrs.VIDHYA SHELKE, TGT(MATHS)		
3	MRS. NAJMIN PATHAN (COMP. INST)	<i>Najmin</i>	
4	MR.GANESH MANE (PRT)		
5	MR. LIPANE ANAND H (PRT)	<i>AK</i>	
MATHS CLUB/MATHS OLYMPIAD			
1	MRS.VIDHYA SHELKE TGT(MATHS) I/C		To promote students to participate in and conduct maths Olympiads. To ease students' phobia about Maths.
2	MR.YOGENDRA KHERLEY (TGT-BIO)	<i>Yogendra</i>	
3	MRS.NAJMIN PATHAN (COMP. INST)	<i>Najmin</i>	
4	MR.GANESH MANE (PRT)		
5	MR. LIPANE ANAND H (PRT)	<i>AK</i>	
LIBRARY CLUB			
1	MR. ANSHUL SINGHAL (LIBRARIAN) I/C	<i>Anshul</i>	To recommend suitable books to updating the Library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy.
2	MR. RAJENDRA SAWANT (TGT- SKT)	<i>Rajendra</i>	
3	MR. PRAVIN KHANDARE (TGT- ENG)	<i>Pravara</i>	
4	Mr. AKASH KARLE (PRT)	<i>AKSH</i>	
ADVENTURE CLUB/EXCURSION			
1	MR. DARSHAN SINGH (TGT-P&HE) I/C	<i>Darshan</i>	To organize programme to create awareness for protecting the environment.
2	MR. SANJAY BASWANTE (PRT)	<i>Sanjay</i>	
3	Mr. AKASH KARLE (PRT)	<i>AKSH</i>	
4	MR. RAJENDRA SAWANT (TGT-SKT )	<i>Rajendra</i>	
5	MR. PRAVIN KHANDARE (TGT-ENG)	<i>Pravara</i>	
OFFICE WORK CHECKING AND MONITORING			
1	MR. YOGENDRA KHERLEY (TGT-BIO) I/C	<i>Yogendra</i>	To check, verify and monitor various office related works. Collect, organise and forward the requisite information, correct data to the higher authorities timely.
2	MR.SANJAY BASWANTE (PRT)	<i>Sanjay</i>	
3	MR. SIDDHARTH MOREY (DEO)	<i>Siddharth</i>	
STUDENT ENROLMENT – REGULAR UPDATE OF DATA			
1	MR. AKASH KARLE (PRT) I/C	<i>AKSH</i>	To compile student enrolment at Vidyalaya level, check, update, verify and to send student enrolments.
2	MR. SIDDHARTH MOREY (DEO)	<i>Siddharth</i>	
PISA/ CCT IMPLEMENTATION AND PROGRESS ANALYSIS			
1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	<i>Pravara</i>	To conduct CCT tests, do the progress tracking analysis and plan regularly for the improvement of student performance.
2	MR. YOGENDRA KHERLEY (TGT-BIO)	<i>Yogendra</i>	
3	MRS. NAJMIN PATHAN (COMP. INST)	<i>Najmin</i>	
ONLINE/DIGITAL TRAININGS, COURSESS, WEBINARS, PROGRAMMES ETC.			
1	MRS. NAJMIN PATHAN (COMP. INST) I/C	<i>Najmin</i>	To facilitate, co-ordinate, conduct, arrange various online programmes, courses, trainings, webinars etc. for the academic growth of teachers as well as students.
2	MR. LIPANE ANAND (PRT)	<i>AK</i>	
3	MR. AKASH KARLE (PRT)	<i>AKSH</i>	
WATER ARRANGEMENTS IN THE VIDYALAYA			
1	MR GOVARDHAN KAVIA (PRT-MUSIC) I/C	<i>Govardhan</i>	To look after the smooth supply for daily use and drinking in the Vidyalaya as per the requirements.
2	MR.SANJAY BASWANTE (PRT)	<i>Sanjay</i>	
3	MR.GANESH MANE (PRT)		

प्राचार्य / Principal

केंद्रीय विद्यालय परभणी

Kendriya Vidyalaya Parbhani

KV BUILDING CONSTRUCTION AND MONITORING			
1	MR. RAJENDRA SAWANT (TGT-SKT) I/C		To look after the maintenance of play grounds, campus and Vidyalaya surrounding areas.
2	MR. PRAVIN KHANDARE (TGT-ENG)		
3	MR. GULAB KADAM (TGT-SST)		
	Other members of committee constituted by the chairman		
AWAKEN CITIZEN PROGRAMME			
1	MR. RAJENDRA SAWANT (TGT-SKT) I/C		To conduct and co-ordinate with all the activities under ACP.
2	MR. PRAVIN KHANDARE (TGT-ENG)		
3	MR. YOGENDRA KHERLEY (TGT-BIO)		
4	MR. ANSHUL SINGHAL (LIBRARIAN)		
E-CLASS, STAFF ROOM & COMP.LAB - I/C			
1	MR. DEEPAK WAGHMARE (PRT) I/C		CMP / E-CLASS (PRIMARY) – SECOND FLOOR E-CLASS (SECONDARY) – SECOND FLOOR COMPUTER LAB – FIRST FLOOR STAFF ROOM – SECOND FLOOR
2	MR. ANSHUL SINGHAL (LIBRARIAN)		
3	MR. YOGENDRA KHERLEY (TGT-BIO)		
4	MR. PRAVIN KHANDARE (TGT-ENG)		
PROGRAMME ARRANGEMENTS, BANNER, PORTRAIT			
1	MR. DARSHAN SINGH (TGT-P&HE)– I/C		To make all the necessary arrangements of banners, portraits etc. for events, programs and activities
2	MR GOVARDHAN KAVIA (PRT-MUSIC)		
MONITORING OF PROPER USE OF LIGHTS, FANS AND OTHER ELECTRICAL EQUIPMENTS			
1	MR GOVARDHAN KAVIA (PRT- MUSIC) I/C		To monitor and ensure proper utilisation of electrical equipments and to look after its maintenance.
2	MR. DARSHAN SINGH (TGT-P&HE)		
PHOTOGRAHY & VIDEOGRAPHY			
1	MR. DARSHAN SINGH (TGT- P&HE) I/C		To do the photography/videography of all important activities
2	MR. ANSHUL SINGHAL (LIBRARIAN)		
3	MR. AKASH KARLE (PRT)		
MINUTES OF STAFF MEETINGS/VMC			
1	MR. PRAVIN KHANDARE (TGT-ENG) I/C		To record minutes of staff meeting, VMC and other important meetings.
2	MRS. ASHWINI WADEWALE (TGT- HINDI)		
MONTHLY IN-HOUSE TRAININGS			
1	MR. PRAVIN KHANDARE (TGT-ENG) I/C		To prepare and plan for monthly In-House trainings at vidyalaya level and keep the record for onward submission.
2	MR. YOGENDRA KHERLEY (TGT-BIO)		
3	MR. RAJENDRA SAWANT (TGT- SKT)		
4	MR. DEEPAK WAGHMARE (PRT)		
5	MR. AKASH KARLE (PRT)		
FINANCE AND OFFICE RELATED WORKS			
1	MR. RAHUL MEENA (JSA) I/C		Preparation of Annual Accounts, Budgets, Preparation of staff salary, Payment of statutory liabilities, Finance related works including TA/DA and all other Bills, Filing of annual returns, Preparation of form 16, Assistance for Purchase through GeM portal, Office related works etc.
2	MR. YOGENDRA KHERLEY (TGT- BIO)		
3	MR. RAJENDRA SAWANT (TGT- SKT)		
4	MR. SIDDHARTH MOREY (DEO)		

  
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