

KENDRIYA VIDYAKAYA PARBHANI

ALLOTMENT OF DUTIES, COMMITTEES AND SUB – COMMITTEES – 2025-26

W.E.F.- 01.07.2025

ACADEMICS ADVISORY & PLANNING COMMITTEE

1	MR. RAHUL P. NITNAWARE (Principal)	To plan and implement the whole academic programme for the year achieving "ZERO" 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. AJAYKUMAR GIRULKAR (TGT –AE)	
3	MR. RAJENDRA SAWANT (TGT- SKT)	
4	MR. YOGENDRA KHERLEY (TGT-Bio)	
5	MR. DEEPAK WAGHMARE (PRT)	

NCF IMPLEMENTATION COMMITTEE

1	MR. AJAYKUMAR GIRULKAR (TGT –AE)	To plan, implement and monitor various provisions and recommendations of National Curricular Framework under NEP 2020.
2	MR. RAJENDRA SAWANT (TGT- SKT)	
3	MR. YOGENDRA KHERLEY (TGT-Bio)	
4	MR. DEEPAK WAGHMARE (PRT)	
5	MR. AKASH KARLE (PRT)	

ADMISSION

1	MR. AJAYKUMAR GIRULKAR (TGT –AE) - I/C	Make registration of the students on time. Conduct entrance test/interviews and admit students as per eligibility criteria.
2	MR. ANIL V. KAMBLE (PRT MUSIC)	
3	MS. PAYAL SURESH NAIKWADE (PRT)	

TIME TABLE & CLASS ARRANGEMENTS

SECONDARY

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 /on duties and ensure the effective implementation of the same.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	

PRIMARY

1	MR. SANJAY BASWANTE (PRT) - Primary
2	MR. AKASH KARLE (PRT)

EXAMINATION

Secondary

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. 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	MR. AJAYKUMAR GIRULKAR (TGT –AE)	
3	MRS. NAJNIN PATHAN (COMP.INST)	

Primary

1	MR. DEEPAK WAGHMARE (PRT)
2	MR. SANJAY BASWANTE (PRT)

CBSE

1	MR. YOGENDRA KHERLEY (TGT-Bio) – I/C
2	MR. AJAYKUMAR GIRULKAR (TGT –AE)

MORNING ASSEMBLY & RUGULAR CCA ACTIVITIES

1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	Monitoring of the assembly programme of required standard. Celebration of special days. 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. SHARDA SWAMI (TGT-HINDI)	
3	MR. ANIL V. KAMBLE (PRT MUSIC)	
4	MR. RAVI SURESH UBALE (SPORTS COACH)	
5	ALL CONCERNED HOUSE MASTERS AND ASSOCIATES	

OTHER CELEBRATIONS AS PER KVS CIRCULARS

1	MR. RAJENDRA SAWANT (TGT- SKT) - I/C	Planning, implementation, monitoring, Celebration of special programmes as per the instructions from KVS.
2	MRS. SHARDA SWAMI (TGT-HINDI)	
3	MR. ANIL V. KAMBLE (PRT -MUSIC)	

HOUSE DISTRIBUTION

	PRIMARY (FRI & SAT.)	SECONDARY (MON TO THU.)
1	SHIVAJI HOUSE	
	MR. RAMPURKAR SHIVAJI ASHOKRAO (PRT) (House Master)	MRS. NAJNIN PATHAN (COMP.INST) (House Master)
2	TAGORE HOUSE	
	MR. DEEPAK WAGHMARE (PRT) (House Master)	MR. ANSHUL SINGHAL (LIBRARIAN) (House Master)
3	ASHOKA HOUSE	
	MR. SANJAY BASWANTE (PRT) (House Master)	MR. RAJENDRA SAWANT (TGT-SKT) (House Master)
4	RAMAN HOUSE	
	MS. PAYAL SURESH NAIKWADE (PRT) (House Master)	MR. GULAB KADAM (TGT -SST) (House Master)

PUBLICATION

1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	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	MR. RAJENDRA SAWANT (TGT- SKT)	
2	MRS. SHARDA SWAMI (TGT -HINDI)	
3	MR. SANJAY BASWANTE (PRT)	
4	MR. AKASH KARLE (PRT)	

LOCAL PURCHASE COMMITTEE/GeM PURCHASE

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	To visit to local shop to collect quotations for the provisions as and when such a need arises.
2	MR. RAJENDRA SAWANT (TGT-SKT)	
3	MR. SANJAY BASWANTE (PRT)	
4	MR. AKASH KARLE (PRT)	
5	All Dept. In charges	

EBSB/EKTA PARV/KALA UTSAV etc.

1	MR. GULAB KADAM (TGT-SST) I/C	To conduct and monitor various activities under 'Social Science Exhibition'. To make efforts for maximum participation of students at higher level.
2	MR. PRAVIN KHANDARE (TGT- ENG)	
3	MR. AJAYKUMAR GIRULKAR (TGT -AE)	
4	MR. ANIL V. KAMBLE (PRT-MUSIC)	

FURNITURE PROCUREMENT, REPAIRING AND MAINTENANCE

1	MR. ANSHUL SINGHAL (LIBRARIAN) 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. RAMPURKAR SHIVAJI A. (PRT)	
3	MR. ANIL V. KAMBLE (PRT-MUSIC)	

NIPUN, FLN, VIDYAPRAVESH & 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. RAMPURKAR SHIVAJI A. (PRT)	
3	MR. AKASH KARLE (PRT)	
4	All Primary teachers	

ORAL READING FLUENCY

1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	To implement TARA App programmes and to take various initiatives for enhancing reading skills of the students.
2	MR. AKASH KARLE (PRT)	
3	All teachers teaching English and Hindi in classes 3 to 8	

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)	
3	MR. GULAB KADAM (TGT-SST)	

CUB-BULBUL WING

1	MR. SANJAY BASWANTE (PRT)	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	MR. ANIL KAMBLE (PRT)	
	ALL BS & G TRAINED TEACHERS	

GRIEVANCES/RTI etc.

1	MR. AJAYKUMAR GIRULKAR (TGT-AE) I/C	To look after the complaints of the staff members and to find a suitable solution to their problems.
2	MR. RAJENDRA SAWANT (TGT-SKT)	
3	MR. AKASH KARLE (PRT)	

SEXUAL HARASSMENT REDRESSAL COMMITTEE

1	MRS. SHARDA SWAMI (TGT -HINDI) I/C	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	Woman representative from NGO	
3	Chairman nominated member/ Eminent Woman from neighbouring institute working towards women	
4	MR. AJAYKUMAR GIRULKAR (TGT-AE)	
5	Mr. RAJENDRA SAWANT (TGT-SKT)	
6	MR. DEEPAK WAGHMARE (PRT)	

RAJBHASHA IMPLEMENTATION, REPORTS, WORKSHOPS AND ACTIVITIES

1	MR. RAJENDRA SAWANT (TGT-SKT)	To implement the Rajbhasha related guidelines and send periodical reports.
2	MRS. SHARDA SWAMI (TGT-HINDI)	
3	MR. SIDDHARTH MOREY (DEO)	

COMPUTER LABS.

1	MR. YOGENDRA KHERLEY (TGT-Bio) I/C	To see the effective use and proper maintenance of computer labs.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	
3	MRS. NAJNIN PATHAN (COMP. INST)	

WEBSITE MAINTENANCE & UPDATATION COMMITTEE

1	MR. AKASH KARLE (PRT) I/C	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	MR. RAMPURKAR SHIVAJI A. (PRT)	
3	MRS. NAJNIN PATHAN (COMP. INST)	
4	MR. SIDDHARTH MOREY (DEO)	

SHALA DARPAN, SARAL PORTAL AND OTHER STATE RELATED DATA PORTALS

1	MR. RAMPURKAR SHIVAJI A (PRT) I/C	To implement the project with the help of all class teachers
2	MRS. NAJNIN PATHAN (COMP. INST)	
3	MR. SIDDHARTH MOREY (DEO)	
4	ALL CLASS TEACHERS	

UBI FEES VERIFICATION & COORDINATION, TRANSFER PORTAL UPDATION

1	MR. AKASH KARLE (PRT) I/C	<i>ngk</i>	To verify the class wise fees and help the parents & teachers in cases of genuine problems. To update transfer portal as per kvs instructions/schedule.
2	MR. RAMPURKAR SHIVAJI A. (PRT)	<i>Shivaji</i>	
3	MRS. NAJNIN PATHAN (COMP.INST)	<i>Najnin</i>	

MAINTENANCE OF STAFF & STUDENT INFORMATION

1	MRS. NAJNIN PATHAN (COMP.INST)	<i>Najnin</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>Morey</i>	

MAINTENANCE & REPAIRS/CASUAL LABOUR – VIDYALAYA

1	MR. SANJAY BASWANTE (PRT) I/C	<i>Sanjay</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. ANIL V. KAMBLE (PRT-MUSIC)	<i>Anil</i>	
3	MR. ANSHUL SINGHAL (LIBRARIAN)	<i>Anshul</i>	

MAINTENANCE & REPAIRS – STAFF QUARTERS

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	<i>Ajay</i>	To look after Maintenance and Repair of Staff quarters. To look after power supply and electrical maintenance of Staff quarters. To check the maintenance of water supply through overhead tank & to get it cleaned periodically.
2	MR. YOGENDRA KHERLEY (TGT-Bio)	<i>Yogendra</i>	
3	MR. ANIL V. KAMBLE (PRT-MUSIC)	<i>Anil</i>	

MEDICAL AID/CHECK-UP, HEALTH & HYGIENE

1	MR. YOGENDRA KHERLEY (TGT-Bio) I/C	<i>Yogendra</i>	In charge of Medical Room. To look maintenance of medical room. To attend to sick children.
2	MRS. SAVITA WAGHMARE (STAFF NURSE)	<i>Savita</i>	
	All class teachers		

SANITARY ITEMS PROCUREMENTS

1	MR. ANIL V. KAMBLE (PRT-MUSIC) I/C	<i>Anil</i>	To procure sanitary items as per the regular needs of the vidyalaya.
2	MR. SANJAY BASWANTE (PRT)	<i>Sanjay</i>	
3	MRS. SAVITA WAGHMARE (STAFF NURSE)	<i>Savita</i>	

CLEANLINESS/MONITORING COMMITTEE

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	<i>Ajay</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.
2	MR. GULAB KADAM (TGT-SST)	<i>Gulab</i>	
3	MR. DEEPAK WAGHMARE (PRT)	<i>Deepak</i>	
4	MS. ARUNA TARKASE (COUNSELLOR)	<i>Aruna</i>	

GUIDANCE & COUNSELLING

1	MR. PRAVIN KHANDARE (TGT-ENG) I/C	<i>Pravin</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>Yogendra</i>	
3	MRS. NAJNIN PATHAN (COMP.INST)	<i>Najnin</i>	
4	MS. ARUNA TARKASE (COUNSELLOR)	<i>Aruna</i>	
5	MR. KERBA WANKAR (SPL.EDU)	<i>Kerba</i>	

ACCADEMIC COUNSELLING & PTA

1	MR. RAJENDRA SAWANT (TGT-SKT) I/C	<i>Rajendra</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>Pravin</i>	
3	MR. DEEPAK WAGHMARE (PRT)	<i>Deepak</i>	
4	MR. KERBA WANKAR (SPL.EDU.)	<i>Kerba</i>	
5	MS. ARUNA TARKASE (COUNSELLOR)	<i>Aruna</i>	

PROJECTS & INNOVATIONS

1	MR. YOGENDRA KHERLEY (TGT-Bio) I/C	<i>Yogendra</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. GULAB KADAM (TGT-SST)	<i>Gulab</i>	
3	MR. RAMPURKAR SHIVAJI A (PRT)	<i>Shivaji</i>	
4	MRS. NAJNIN PATHAN (COMP.INST)	<i>Najnin</i>	

ICT, TECHNOLOGY AIDED TEACHING

1	MR. YOGENDRA KHERLEY (TGT-Bio) I/C	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	MRS. NAJNIN PATHAN (COMP. INST)	
3	MR. ANSHUL SINGHAL (LIBRARIAN)	
4	MR. AKASH KARLE (PRT)	

AUDIO VISUAL AIDS

1	MR. ANIL V. KAMBLE (PRT-MUSIC)	Proper arrangement and maintenance of teaching aid. To see that necessary aids are purchased and maintenance of the stock.
2	MR. AKASH KARLE (PRT)	

TEACHING AIDS

1	MR. RAMPURKAR SHIVAJI A (PRT)	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	MR. AKASH KARLE (PRT)	

HOISTING & LOWERING OF NATIONAL FLAG

1	MR. RAVI UBALE (SPORTS COACH)	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)	
	All house masters & Associates on Duty.	

SCHOLARSHIP & CASTE VALIDATION

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	To look after such cases and forward their names to the concerned departments.
2	MR. SIDDHARTH MOREY (DEO)	
3	CONCERNED CLASS TEACHER	

INCOME TAX CALCULATION & MONITORING COMMITTEE

1	MR. YOGENDRA KHERLEY (TGT-Bio)	To prepare consolidated report of income tax of the employees and to generate form 16
2	MR. SANJAY BASWANTE (PRT)	
3	MR. AKASH KARLE (PRT)	

VIDYALAYA DISCIPLINE COMMITTEE

1	MR. RAVI UBALE (SPORTS COACH)	To effectively deal with all cases of indiscipline, late coming etc. To maintain discipline during all functions and programmes.
2	MR. AJAYKUMAR GIRULKAR (TGT-AE)	
3	MR. RAJENDRA SAWANT (TGT-SKT)	
4	MR. PRAVIN KHANDARE (TGT-ENG)	
5	MR. DEEPAK WAGHMARE (PRT)	
6	MR. RAMPURKAR SHIVAJI A. (PRT)	
	ALL CLASS TEACHERS AND SUBJECT TEACHERS	

VIDYALAYA BEAUTIFICATION, HORTICULTURE & GARDENING

1	MR. AJAYKUMAR GIRULKAR (TGT-AE) I/C	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	MR. YOGENDRA KHERLEY (TGT-Bio)	
3	MR. ANIL V. KAMBLE (PRT-MUSIC)	
4	MR. RAMPURKAR SHIVAJI A. (PRT)	

NAEP/DISHA CLUB

1	MR. RAJENDRA SAWANT (TGT-SKT) I/C	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)	
3	MR. RAMPURKAR SHIVAJI A. (PRT)	
4	MS. ARUNA TARKASE (COUNSELLOR)	
5	MRS. SAVITA WAGHMARE (STAFF NURSE)	

LIBRARY COMMITTEE

1	MR. ANSHUL SINGHAL (LIBRARIAN)	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)	
3	MR. PRAVIN KHANDARE (TGT-ENG)	
4	MR. DEEPAK WAGHMARE (PRT)	
5	MR. AKASH KARLE (PRT)	

LANGUAGE AND LITERARY CLUB

1	MR. PRAVIN KHANDARE (TGT-ENG)	Behere	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)	Behere	
3	MRS. SHARDA SWAMI (TGT-HINDI)	Behere	
4	MR. DEEPAK WAGHMARE (PRT)	Behere	
5	MR. AKASH KARLE (PRT)	Behere	

READERS' CLUB

1	MR. ANSHUL SINGHAL (LIBRARIAN)	Behere	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)	Behere	
3	MR. PRAVIN KHANDARE (TGT-ENG)	Behere	
4	MRS. SHARDA SWAMI (TGT-HINDI)	Behere	
5	MR. AKASH KARLE (PRT)	Behere	

SCIENCE CLUB/NATURE (ECO) CLUB/SCIENCE OLYMPIAD

1	MR. YOGENDRA KHERLEY (TGT-SCIENCE)	Behere	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. VIDYA SHELKE, TGT (MATHS)	Behere	
3	MRS. NAJNIN PATHAN (COMP. INST)	Behere	
4	MR. AKASH KARLE (PRT)	Behere	

MATHS CLUB/MATHS OLYMPIAD

1	MRS. VIDYA VISHNU SHELKE (TGT-MATHS)	Behere	To promote students to participate in and conduct maths Olympiads. To ease students' phobia about Maths.
2	MR. YOGENDRA KHERLEY (TGT-BIO)	Behere	
3	MRS. NAJNIN PATHAN (COMP. INST)	Behere	
4	MR. AKASH KARLE (PRT)	Behere	

LIBRARY CLUB

1	MR. ANSHUL SINGHAL (LIBRARIAN)	Behere	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)	Behere	
3	MR. PRAVIN KHANDARE (TGT-ENG)	Behere	
4	MR. AKASH KARLE (PRT)	Behere	

ADVENTURE CLUB/EXCURSION

1	MR. YOGENDRA KHERLEY (TGT-BIO)	Behere	To organize programme to create awareness for protecting the environment.
2	MR. SANJAY BASWANTE (PRT)	Behere	
3	MR. AKASH KARLE (PRT)	Behere	
4	MR. RAJENDRA SAWANT (TGT-SKT)	Behere	
5	MR. PRAVIN KHANDARE (TGT-ENG)	Behere	

STAFF QUARTER ALLOTTMENT COMMITTEE

1	MR. AJAYKUMAR GIRULKAR (TGT-AE) I/C	Behere	To make staff quarter allotment as per KVS norms and to keep all relevant records.
2	MR. YOGENDRA KHERLEY (TGT-BIO)	Behere	
3	MR. DEEPAK WAGHMARE (PRT)	Behere	
4	MR. AKASH KARLE (PRT)	Behere	

STUDENT ENROLMENT – REGULAR UPDATE OF DATA

1	MR. AKASH KARLE (PRT)	Behere	To compile student enrolment at Vidyalaya level, check, update, verify and to send student enrolments.
2	MR. SIDDHARTH MOREY (DEO)	Behere	
2	MR. YOGENDRA KHERLEY (TGT-BIO)	Behere	
3	MRS. NAJNIN PATHAN (COMP. INST)	Behere	

ONLINE/DIGITAL TRAININGS, COURSESS, WEBINARS, PROGRAMMES ETC.

1	MRS. NAJNIN PATHAN (COMP. INST)	Behere	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. RAMPURKAR SHIVAJI A. (PRT)	Behere	
3	MR. AKASH KARLE (PRT)	Behere	

WATER ARRANGEMENTS IN THE VIDYALAYA

1	MR. ANIL V. KAMBLE (PRT-MUSIC)	Behere	To look after the smooth supply for daily use and drinking in the Vidyalaya as per the requirements.
2	MR. SANJAY BASWANTE (PRT)	Behere	
3	MR. DEEPAK WAGHMARE (PRT)	Behere	

KV BUILDING CONSTRUCTION AND MONITORING

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	To look after the maintenance of play grounds, campus and Vidyalaya surrounding areas.
2	MR. RAJENDRA SAWANT (TGT-SKT)	
3	MR. YOGENDRA KHERLEY (TGT-BIO)	
	Other members of committee constituted by the chairman	

AWAKEN CITIZEN PROGRAMME

1	MR. RAJENDRA SAWANT (TGT-SKT)	To conduct and co-ordinate with all the activities under ACP.
2	MR. PRAVIN KHANDARE (TGT-ENG)	
3	MR. GULAB KADAM (TGT-SST)	
4	MR. ANSHUL SINGHAL (LIBRARIAN)	

E-CLASS ,STAFF ROOM & COMP.LAB - I/C

1	MR. DEEPAK WAGHMARE (PRT)	CMP / E-CLASS (PRIMARY) – SECOND FLOOR
2	MR. ANSHUL SINGHAL (LIBRARIAN)	E-CLASS (SECONDARY) – SECOND FLOOR
3	MR. YOGENDRA KHERLEY (TGT-BIO)	COMP.LAB – FIRST FLOOR
4	MR. PRAVIN KHANDARE (TGT-ENG)	STAFF ROOM – SECOND FLOOR

PROGRAMME ARRANGEMENTS, BANNER, PORTRAIT

1	MR. RAVI UBALE (SPORTS COACH) I/C	To make all the necessary arrangements of banners, portraits etc. for events, programs and activities
2	MR. ANIL V. KAMBLE (PRT-MUSIC)	
3	Concerned House Master	
4	Concerned In charge	

MONITORING OF PROPER USE AND UPKEEP OF LIGHTS, FANS AND OTHER ELECTRICAL EQUIPMENTS

1	MR. ANIL V. KAMBLE (PRT-MUSIC)	To monitor and ensure proper utilisation of electrical equipments and to look after its maintenance.
2	MR. RAVI UBALE (SPORTS COACH)	

PHOTOGRAPHY, VIDEOGRAPHY

1	MR. RAVI UBALE (SPORTS COACH)	To do the photography/videography of all important activities
2	MR. ANSHUL SINGHAL (LIBRARIAN)	
3	MR. AKASH KARLE (PRT)	

MINUTES OF STAFF MEETINGS/VMC etc.

1	MR. PRAVIN KHANDARE (TGT-ENG)	To record minutes of staff meeting, VMC and other important meetings.
2	MRS. SHARDA SWAMI (TGT-HINDI)	

MONTHLY IN-HOUSE TRAININGS/SCHOOL LEVEL TRAININGS

1	MR. RAJENDRA SAWANT (TGT- SKT)	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. PRAVIN KHANDARE (TGT-ENG)	
4	MR. SANJAY BASWANTE (PRT)	
5	MR. AKASH KARLE (PRT)	

ANNUAL ACCOUNTS, BUDGETS, TALLY/AUDITS & ACCOUNTS RELATED

1	MR. AJAYKUMAR GIRULKAR (TGT-AE) I/C	Preparations of Annual accounts, Budgets estimates, Tally work and other accounting and finance related works
2	MR. AKASH KARLE (PRT)	
3	MR. SIDDHARTH MOREY (DEO)	
4	All members of Financial monitoring & Office work supervising committee	

UBI SALARY PREPARATIONS AND UPLOAD

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	To prepare monthly salary and upload it timely on UBI Salary portal etc.
2	MR. YOGENDRA KHERLEY (TGT-Bio)	

EXAMINATION MODERATION COMMITTEE

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	Moderation of Assessment, award of grace marks as per KVS norms, MDP, Art Integrated Projects and overall monitoring of the exams throughout the year.
2	MR. RAJENDRA SAWANT (TGT-SKT)	
3	MR. YOGENDRA KHERLEY (TGT-Bio)	
4	MR. DEEPAK WAGHMARE (PRT)	
5	MR. AKASH KARLE (PRT)	

IMPLEMENTATION OF SKILL MODULES – CLASSES VI to X

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	Effective implementation of Skill education in KV, Implementation of Skill Modules-subject for classes VI to X as per Para 16.4 of NEP 2020
2	MR. RAJENDRA SAWANT (TGT-SKT)	
3	MR. ANSHUL SINGHAL (LIBRARIAN)	
4	MRS. NAJNIN PATHAN (COMP. INST)	
5	MR. RAVI UBALE (SPORTS COACH)	

FINANCIAL MONITORING OFFICE WORK SUPERVISING COMMITTEE

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	To look after the regular financial works in the vidyalaya and supervise the office work for smooth conduct. To help office in preparing Annual Budgets, Annual Accounts and other financial works.
2	MR. RAJENDRA SAWANT (TGT-SKT)	
3	MR. YOGENDRA KHERLEY (TGT-Bio)	
4	MR. AKASH KARLE (PRT)	

CONDUCTION OF PTM

1	MR. RAJENDRA SAWANT (TGT-SKT)	To plan, make preparations for conduct of regular PTM's and look after all the arrangements for the same.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	
3	MR. DEEPAK WAGHMARE (PRT)	

CONDUCTION OF VMC/VEC

1	MR. PRAVIN KHANDARE (TGT-ENG)	To plan, make preparations for conduct of VMC meeting and look after all the arrangements for the same.
2	MR. ANIL V. KAMBLE (PRT-MUSIC)	
3	TEACHER MEMBER – VMC	

MONITORING OF SECURITY & HOUSEKEEPING SERVICES

1	MR. AJAYKUMAR GIRULKAR (TGT-AE)	To supervise and keep track of security services being provided in the vidyalaya.
2	MR. YOGENDRA KHERLEY (TGT-Bio)	
3	MR. ANSHUL SINGHAL (LIBRARIAN)	

UPDATION OF UDISE+, PIMS PORTAL, & SAMAGAM PORTAL

1	MR. AJAYKUMAR GIRULKAR (TGT-AE) I/C	To update the staff details from time to time on PIMS, SAMAGAM & TRANSFER PORTAL.
2	MR. AKASH KARLE (PRT)	
3	MR. ANSHUL SINGHAL (LIBRARIAN)	

STUDENT ID CARD RELATED

1	MR. DEEPAK WAGHMARE (PRT)	To prepare data of all students and to facilitate for arranging student ID cards to all students.
2	MR. ANSHUL SINGHAL (LIBRARIAN)	
3	All class teachers	


PRINCIPAL

प्राचार्य / Principal

केंद्रीय विद्यालय परभणी

Kendriya Vidyalaya Parbhani

महाराष्ट्र / Maharashtra