

PM SHRI KENDRIYA VIDYALAYA NO. 1 AHMEDNAGAR

LIST OF COMMITTEES FOR ACADEMIC YEAR 2024-2025

The following committees have been formed for the year 2023-2024 for smooth functioning of the Vidyalaya. Every committee In-Charge is responsible for preparation of Annual/ Year Planner of all activities of his/her department and at the end of every month committee will hold meeting and submit activity report of the month.

Sr. No.	NAME OF COMMITTEE	MEMBERS	DUTIES
1	Academic and Administrative Support Committee	<p>Secondary :</p> <ol style="list-style-type: none">1. Mrs. Varsha Kadam PGT Physics I/c2. Mr. Ujwal Aware PGT English3. Mr. S. N. Meena PGT Comp. Sci. Member4. Mrs. Sanchita Walunjkar TGT Hindi Member5. Mrs. Savita Wagh TGT Mathematics Member <p>Primary :</p> <ol style="list-style-type: none">1. Mr. Ravindra Patil H.M. I/C2. Mrs. Sarika Berad PRT Member3. Mr. Somnath Narayan Pokale PRT Member	<ul style="list-style-type: none">• Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. The Sr. PGTs' will also contribute their might in dealing with academic works. They will be given the responsibility to prepare plan and schedule for Notebooks (C/w & H/w) checking.• Preparing academic calendar department wise for 2022-23.• Planning Execution & supervision of the implementation of academic and co-curricular activities & routine work. <ul style="list-style-type: none">• Assisting, advisory and supporting the Principal to take decision during emergencies and in routine work.• To make co-ordination with other teachers and duties to be assigned for remedial classes / MOD duties / Gate duty.• Any other related work.

2	Admission Committee	<ol style="list-style-type: none"> 1. Mrs. Savita Wagh TGT Mathematics I/c 2. Mr. Durgesh Kumar Ojawani TGT Sanskrit 3. Mr. Aditya Suryawanshi TGT Science Member 4. Mrs. Nirmala Pathare TGT English Member 5. Computer Instructor (Primary) Member 6. Class Teachers of Baal Vatika & Class 1st 7. All Other Class Teachers for Admission 	<ul style="list-style-type: none"> • To plan admission procedure as per KVS guidelines. • Planning, execution, dissemination & supervision to ensure error free Registration. • Maintenance of the admission records i.e., registration, provisional list, waiting lists, category wise details of admission etc. • Supervision of SR registers i.e., completion of detailed & correct entries from admission form. • Coordination with Examination department for conducting tests/ examination for fresh admission in the class. • Any other correspondence related to the admission department.
3	TC preparation Committee	<ol style="list-style-type: none"> 1. Mr. Rupika Singh PRT Music I/c 2. Ms. Priyanka TGT Lib. Member 3. Class Teachers of Baal Vatika & Class 1st 4. Computer Instructor (Primary) Member 	<ul style="list-style-type: none"> • Preparation, checking and issuance of TC after realizing all fees payment & other dues(necessary) • Keeping the entries of the same in SR register. • Updating of TC on school website & any other portal if required.
4	Exam Department & Moderation Committee	<p>Home Examination (Secondary) :</p> <ol style="list-style-type: none"> 1. Mr. S. N. Meena PGT Comp. Sci. I/c 2. Mr. Deepak Ahirwar PGT Geography Member 3. Mr. Aditya Suryawanshi TGT Science 4. MR. R J HAKIM, TGT S. SCIENCE 5. MR. Ram Jag TGT ARTS 6. COUNSELLOR 7. MR. GULAB (SUB STAFF) <p>Home Examination (Primary) :</p> <ol style="list-style-type: none"> 1. Mrs. Harshada Giri PRT I/c 2. Mr. B. M. Khedkar PRT Member <p>CBSE & External Examination :</p> <ol style="list-style-type: none"> 1. Mr. AjayaKumar Patole PGT Maths. I/c 2. Mrs. Sanchita Walunjkar TGT Hindi Member 	<ul style="list-style-type: none"> • Coordination, communication & implementation of all KVS/CBSE guidelines / directions. • Planning, execution & supervision of all exams, entries related to evaluation and documentation of the same. • Procurement of all exam requirements, stationary & maintenance of records/ registers. • Correspondence work of exam department. • Any work related to Exam.

		<ol style="list-style-type: none"> 3. Ms. Divyanshi TGT Science Member 4. Computer Instructor (Secondary) Member 5. MR. Gulab Bhadakawad, 6. Mr. Girish Tati SUB STAFFS 	
5	Time Table & Daily Arrangement Committee	<p>Secondary / Sr. Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. MR. Chandresh Meena TGT Mathematics Member 3. PGT Chemistry Member 4. Counsellor Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mrs. Sarika Berad PRT I/c 2. Mrs. Harshada Giri PRT Member 	<ul style="list-style-type: none"> • Preparation of the routine time table of the school as per KVS guidelines. • Preparation & dissemination of daily arrangement and remedial/extra classes time table as per the directions. • Supervision of class attendance registers. • Documentation and correspondence related to time table.
6	CCA Committee	<p>Secondary / Sr. Secondary :</p> <ol style="list-style-type: none"> 1. Mr. Ujwal Aware PGT English I/c 2. Mrs. Poonam Devi PGT Hindi Member 3. Mr. Durgesh Kumar Ojawani TGT Sanskrit 4. Mrs. Sanchita Walunjkar TGT Hindi Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Somnath Pokale PRT I/c 2. Ms. Gargi PRT Member 	<ul style="list-style-type: none"> • Preparation of Calendar of activities for 2022-23 • Preparation of Days to be observed and celebrated in the year 2022-23 ☐ House distribution activity • Constitution of student's council. • Planning, preparation and Celebration of Annual Day as well as all special days. • Distribution of display boards to different departments and regular monitoring of all display boards. (Including class room display boards) • Theme selection for every month and carrying out the suggested activities • Maintaining the record of achievements of the students of house and maintaining transparency in the result.

			<ul style="list-style-type: none"> • Planning & implementation of activities, competitions as per the directions & documentation of the same.
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7	Cleanliness & Conservancy Monitoring Committee	<p>Secondary / Sr. Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Jatindar Pal Kaur PGT Economics I/c 2. Mrs. Poonam Devi PGT Hindi Member 3. Mr. Deepak Ahirwar PGT Geography 4. Yog Instructor Member 5. Coach Member 6. COMPUTER INSTRUCTOR SECONDARY <p>Primary :</p> <ol style="list-style-type: none"> 1. Mrs. Mrudula Nagarkar PRT I/c 2. Mr. B. M. Khedkar PRT Member 3. Ms. Bhawna PRT Member 4. Ms. Julie PRT Member 5. COMPUTER INSTRUCTOR PRIMARY 6. NURSE 7. SPECIAL EDUCATOR 	<ul style="list-style-type: none"> • Procuring materials for cleanliness for entire school campus (if required). • Distribution of such materials to housekeeping staff regularly. • Assigning duties to wing in charges, cleanliness monitors, housekeeping staff. • Proper monitoring of school cleanliness (including class rooms, departments, corridors, assembly ground, playground etc.) with the help of wing in charges and cleanliness monitor. • Keeping records of attendance of housekeeping staff, work done by them, use of materials and any other related work. • Reporting the performance report of housekeeping staff regularly.
8	Morning Assembly Committee	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mr. Ujwal Aware PGT English I/c 2. Mrs. Sanchita Walunjkar TGT Hindi Member 3. Mr. Ashu TGT PH&E 4. Mrs. Rupika Singh PRT Music Member 5. Sports Coach Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mrs. Rupika Singh PRT Music I/c 2. Ms. Ayushi PRT Member 	<ul style="list-style-type: none"> • Duty allotment and monitoring of assembly program. • Important announcements in the assembly. • Planning & preparing students for various activities. • Preparation of duty chart of flag hoisting. • Arrangement of mike for assembly program. (Sr. No 3&4, Sr. No 7 & 8)
9	Flag Hoisting preparation for Morning Assembly	<ol style="list-style-type: none"> 1. Mr. Ashu TGT PH&E 2. Sports Coach Member 3. Yoga Instructor Member 	<ul style="list-style-type: none"> ☑ Duty allotment and monitoring flag hoisting and lowering.

10	M & R Committee (School Building)	<ol style="list-style-type: none"> 1. Mr. R. J. Hakim TGT Social Science I/c 2. Mr. Ujwal Aware PGT English Member 3. Mrs. Sanchita Walunekar TGT Hindi Member 4. Mrs. Sarika Berad PRT Member 5. Ms. Bhawna PRT Member 	<ul style="list-style-type: none"> • Maintain register for complaints and repairs work for school building. • Raising the quotations for procurement of materials required for civil work. • Monitoring of Vidyalaya infrastructure development and works in progress • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya & Informing Principal the areas of immediate attention • Monitoring and recording of civil work / repair work undertaken • Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification • Maintenance of record of stock registers. • Certifying the proper usage of material at appropriate and required places
11	Purchase Committee	<ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. Mr. S. N. Meena PGT Comp. Sci. Member 3. Mr. R. J. Hakim TGT Soc. Sci. Member 4. Mr. Ram Jag TGT Art Member 5. Mr. Durgesh Kumar Ojawani TGT Sanskrit 6. Mrs. Sarika Berad PRT Member 7. Mr. Somnath Pokale PRT Member 	<ul style="list-style-type: none"> • Collection of requisition from concerned department • Placing order to the firm as per quotation approved. Making stock entry by the stockholder • Keeping record of consumption
12	Furniture Committee	<ol style="list-style-type: none"> 1. Mr. B. M. Khedkar PRT Overall I/c 2. Mr. Chandresh Meena TGT Mathematics Member 3. Ms. Priyanka TGT Lib. Member 4. Special Educator Member 	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation in the new format and keep ready for Physical Verification. • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. regularly. • Checking of existence of furniture regularly. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
13	Discipline Committee	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. Mr. S. N. Meena PGT CS 3. Mrs. Jatindar Pal Kaur PGT Economics 4. Mr. Aditya Suryawanshi TGT Science 5. Mr. Ajay Kumar Patole PGT Maths. 6. Mrs. Savita Wagh TGT Mathematics 7. Sports Coach Member 8. Yoga Instructor Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Ravindra Patil H.M. I/c 2. Mrs. Sarika Berad PRT Member 3. Mrs. Harshada Giri PRT Member 4. Mr. Somnath Narayan Pokale 	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students not attending assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. • Checking of students' entry and exit in line from outside and inside school gates before morning assembly and after school hours. (With class teacher) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Vice Principal • Checking the Movement of students in corridor without Out pass and recording the same to intimate Principal for addressing the issue to Class teacher

			<ul style="list-style-type: none"> • Maintenance of records of related work.
14	Sports Committee	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mr. Ashu TGT PHE 2. Sports Coach Member 3. Yoga Instructor Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. B. M. Khedkar PRT I/c 2. Ms. Ayushi PRT Member 	<ul style="list-style-type: none"> • Planning & documentation of Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. Purchasing required material. • Arrangement of sports meet as per KVS norms • Planning and conducting Annual Sports Day celebration. • Conducting SBSB activities as per KVS schedule.
15	Transportation Committee	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mr. Ram Jag TGT Arts I/c 2. Mr. Ujwal Aware PGT English Member 3. Mr. Gulab Bhadakawad Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Somnath Pokale PRT I/c 2. Mrs. Sarika Berad PRT Member 	<ul style="list-style-type: none"> • To communicate with transport department of different sections coming to school. • Ensure that every child / transport section received information of holidays/extra classes/ Half Day school/ PTA meeting/ any other situations where there is change in time of school. • Ensure that no child is left behind after the school hours due to the transportation. • Keeping records of all vehicles (including private), information of drivers & owners of the vehicle. • Keeping record of all the students about their mode of transportation for coming to school.

16	Scout and Guide Cubs and Bulbul & NCC	GCs :- 1. Mr. R. J. Hakim TGT Social Science I/c 2. Mrs. Jatindar Pal Kaur PGT Economics Member 3. Mr. Ajay Kumar Patole PGT Mathematics Member CMs :- 1. Mrs. Harshada Giri PRT I/c 2. Mr. B. M. Khedkar PRT Member 3. Mr. Somnath Pokale PRT Member FLs :- 1. Mrs. Mrudula Nagarkar PRT I/c 2. Harshada Giri PRT Member NCC :- 1. Mr. Ajay Kumar Patole PGT Mathematics I/c	<ul style="list-style-type: none"> • Registration of unit • Fresh registration for Pravesh, Cubs, & Bulbuls • Conducting upgrading camps & celebrations related to scouts • Taking up Community development & celebration related to scout • Submitting monthly reports & carrying out other work related.
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17	Disaster Management & Security Committee	Secondary : 1. Mrs. Varsha Kadam PGT Chemistry I/c 2. Mrs. Jatindar Kaur PGT Economics Member 3. Mr. S. N. Meena PGT CS Member 4. Mrs. Savita Wagh TGT Mathematics Member 5. Mr. Ashu TGT PH&E Member Primary : 1. Mr. B. M. Khedkar PRT I/c 2. Mrs. Harshada Giri PRT Member 3. Ms. Julie PRT Member	<ul style="list-style-type: none"> • Following Disaster Management Instructions & S.O.P. provided by KVS. • Ensuring safety and security of entire Vidyalaya (Students, Staff, Building, Availability of Portable Water etc.) • Conducting Mock Drills.
18	CS 54 and CS 11 Fees Record Committee	1. Mr. C. V. Gawai SSA I/c 2. Mrs. Sarika Berad PRT Member 3. Mr. Somnath Pokale PRT Member	<ul style="list-style-type: none"> • Maintenance of CS-54 & CS-11 and its verification every month. • Submission of monthly statement of CS-54/ CS-11
19	Quarters Allotment & License Fee Recording Committee	1. Mr. Aditya Suryawanshi TGT Science I/c 2. Mr. Ram Jag TGT Art Member 3. Mr. Durgesh Kumar Ojawani TGT Sanskrit 4. Mr. C. V. Gawai SSA Member	<ul style="list-style-type: none"> • Allotment of staff quarter as per KVS guidelines. • Recording of month-wise license fee and water electricity deductions made through salary bill. • Handing over & taking over of quarters. • To make roaster of all type of quarters.
20	M & R Staff Quarters Committee	1. Mr. Aditya Suryawanshi TGT Science I/c 2. Mr. Ujwal Aware PGT English Member 3. Mr. Durgesh Kumar Ojawani TGT Sanskrit 4. Mrs. Rupika Singh PRT Music Member 5. Ms. Bhawna PRT Member	<ul style="list-style-type: none"> • Monitoring of staff quarters electrical fittings and fixtures. • Preparing the estimates and submitting request for procurement of materials or required service with clear justification as per priority. • Monitoring and recording of any work / repair work undertaken. • Keeping record of the material and proper usage of material purchased. • Certifying the proper usage of material at appropriate and required places. • Ensuring proper functioning of electrical fittings and fixtures. • Informing Principal, the areas of immediate attention. • Noting & reporting of meter reading of staff quarters every month &

			maintaining the register for record.
21	Medical Checkup and First Aid Committee	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mr. Aditya Suryawanshi TGT Science I/c 2. Ms. Divyanshi TGT Science Member 3. Mr. Ashu TGT PH&E Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mrs. Deepali Pardeshi PRT I/c 2. Nurse Member 3. Counsellor Member 	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates medical checkup has to be carried out. • Planning & coordination with local doctors for a medical checkup for children twice a year. • Keeping record of medical checkup with the help of class teachers. • Keeping first aid item readily available. • Getting the books bind and keep a record after the medical checkup. • Making a list of differently abled students & to inform class teacher.
22	Educational Tour & Trip Committee (Excursion)	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mr. Ujwal Aware PGT English I/c 2. Aditya Suryawanshi TGT Science Member 3. Mrs. Sanchita Walunjkar TGT Hindi Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Somnath Narayan Pokale PRT I/c 2. Mrs. Sarika Berad PRT Member 	<ul style="list-style-type: none"> • Planning of educational tour of different classes as per KVS guidelines ensuring full safety and security of students. • Deciding the places to visit through formal discussions with Principal and submit a report through the register meant for the purpose of excursions to children. • Taking students to local places of educational and tourist interest. • Planning of entire arrangement (such as safety measures, communicating parents through NOC Letters, charting the buses, contacting the visiting places, taking permissions etc.) • Preparation of report of visited places & students' feedback.
23	Photography Committee	<ol style="list-style-type: none"> 1. Mr. Ram Jag TGT Art I/c 2. Mr. Chandresh Meena TGT Maths Member 	<ul style="list-style-type: none"> • Photography of different events as per requirement. • Arrangement of photographer for important functions. • Display of photographs on display boards along with proper caption regularly. • Maintaining the album of the Vidyalaya Year-wise to be presented to visitors. • Provide photographs of various activities to Members of Social Media Committee.

24	Primary Resource Room (Activity Room) & TLM Procurement Committee	Activity Room : 1. Mrs. Sarika Berad PRT I/c 2. Mrs. Harshada Giri PRT Member TLM : 1. Mrs. Sarika Berad PRT I/c 2. Mr. Somnath Narayan Pokale PRT Member	<ul style="list-style-type: none"> Maintenance, beautification exploration & development of resources within the room for the effective functioning and English theming of Primary classes. Planning of CMP room usage by PRTs' Acquiring material, teaching aids, CD's books, play material etc., to display in the Activity room. Re-charging of TATA Sky activation and prepare a plan to show film shows live on TATA Sky Planning for TATA English classes. Submission on activities taken up. Procurement of TLM as per the requirement of the teachers' & Reviewing procurement of items monthly.
25	Reception & Refreshment Committee	Secondary : 1. Mrs. Sanchita Walunekar TGT Hindi I/c 2. Mrs. Jatindar Pal Kaur PGT Economics Member 3. Ms. Divyanshi TGT Science Member Primary : 1. Mrs. Sarika Berad PRT I/c 2. Mrs. Harshada Giri PRT Member	<ul style="list-style-type: none"> Decorating the front elevation of the Vidyalaya & reception formalities is made to the perfection. Procurement and distribution of refreshment to the guests.
26	Quarterly News Letter Committee	Secondary & Sr. Secondary : 1. Mrs. Sanchita Walunekar TGT Hindi I/c 2. Mrs. Nirmala Pathare TGT English Member Primary : 1. Ms. Gargi PRT I/c 2. Ms. Ayushi PRT 3. Computer Instructor (Primary) Member	<ul style="list-style-type: none"> Planning, publication, communication and documentation of quarterly Newsletter for Primary. Collection of materials (including photographs) of all the events, special achievements of primary section. & Report of Fun day
27	Vidyalaya Magazine Committee	Secondary : 1. Mr. Ujwal Aware PGT English – I/C 2. Mrs. Nirmala Pathare TGT English Member 3. Mrs. Poonam Devi PGT Hindi Member 4. Mrs. Sanchita Walunekar TGT Hindi 5. Mr. Durgesh Kumar Ojawani TGT Sanskrit Primary : 1. Ms. Gargi PRT I/c 2. Ms. Ayushi PRT Member	<ul style="list-style-type: none"> Planning, publication, communication and documentation of the Vidyalaya magazine as per schedule. Collection of materials (including photographs) of all the events, special achievements (including retiring from services)
28	राजभाषा कार्यान्वयन समिति	माध्यमिक : १. श्रीमती संचिता वालुंजकर टीजीटी हिन्दी प्रभारी २. श्रीमती पूनम देवी पीजीटी हिन्दी सदस्य ३. श्री दुर्गेश कुमार ओजवानी टीजीटी संस्कृत सदस्य प्राथमिक : १. श्रीमती मृदुला नगरकर प्रा. शि. प्रभारी	<ul style="list-style-type: none"> Planning, communication, documentation & reporting of work done in Hindi in the Vidyalaya periodically in all aspects. Planning, conducting & reporting of Rajbhasha related work such as Hindi Pakhwada / Mah, Hindi classes, Hindi Tests, Hindi workshops etc. with the involvement of students & teachers.

		२. श्री बी. एम. खेडकर प्रा. शि. सदस्य	
29	Office	<ol style="list-style-type: none"> 1. Mr. C. V. Gawai SSA I/c 2. DEO Member 3. Mr. Gulab Sub Staff Member 4. MR. Tati , Sub Staff Member 5. Mr. Genda ram, sub staff Member 	<ul style="list-style-type: none"> • Completion, maintenance and submission of all reports / records as per KVS guidelines. • A reply of RTI's & maintains their records.
30	Income Tax & Professional Tax Committee	<ol style="list-style-type: none"> 1. Mr. C. V. Gawai SSA I/c 2. DEO Member 3. Mr. Somnath Narayan Pokale PRT 	<ul style="list-style-type: none"> • Calculation of income tax of staff & verification of their documents as per IT rules. • Maintenance of register & record of month wise IT collection and submission of staff. • Review of IT & PT collection - challan submission and record of SBI challan & related communication with CA for compilation.
31	Escort Duty Chart Preparation Committee	<ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. Mr. Ravindra Patil H. M. Member 3. Mr. Ashu TGT PH&E Member 4. Sports Coach Member 	<ul style="list-style-type: none"> ☑ Allocating the escort duties to teachers for various programs such as exhibitions, sports events etc.
32	Preparation of Identity Card Committee	<p>Primary :</p> <ol style="list-style-type: none"> 1. Mrs. Rupika Singh PRT Music I/c 2. Mr. Ram Jag TGT Arts Member 3. Somnath Narayan Pokale PRT Member 	<ul style="list-style-type: none"> ☑ Preparing Identity cards for all students (Primary & Secondary)
33	Fee Concession & RTE Committee	<ol style="list-style-type: none"> 1. Mrs. Harshada Giri PRT I/c 2. Mrs. M. M. Nagarkar PRT Member 	<ul style="list-style-type: none"> • To prepare calendar of activities to complete work in time. • Collection of details of existing students under any kind of fee concession (BPL /Single girl child/ RTE etc.) from all class teachers. • Considering new cases of fees exemptions as per KVS guidelines only. • Planning, collection & verification of documents (bills etc.), documentation & final payment to students under RTE.

34	Correspondence with State Govt. & Join Hands with Govt. School	<ol style="list-style-type: none"> 1. Mrs. Rupika Singh PRT Music I/c 2. Mrs. Sarika Berad PRT Member 3. Mr. Somnath Narayan Pokale PRT Member 4. PRT Contractual 1 Member 		<ul style="list-style-type: none"> • Providing data asked by various departments of the state & keeping the record of data provided. • Planning, conduction, documentation & reporting of activities to be done with the association of state govt. school.
35	Subject Committee I/C English Hindi Science Mathematics Social Science	Secondary Mr. Ujwal Aware PGT English Mrs. Poonam Devi PGT Hindi Mrs. Varsha Kadam PGT Physics Mr. Ajay Kumar Patole PGT Mathematics Eco - Mrs. Jatindar Pal Kaur PGT Economics SST - Mr. R. J. Hakim TGT Social Science Geo – Mr. Deepak Ahirwar PGT Geography	Primary Ms. Julie Yadav PRT Mrs. Deepali Pardeshi PRT Ms. Ayushi PRT MPRT -----	<ul style="list-style-type: none"> • Conducting monthly meeting on agenda pre decided and got approved by the Principal. • The agenda shall be on the following points. These points are suggestive but not exhaustive and In-charge of subject committee can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. • Split up syllabus month wise and teacher wise. • Activities-term wise. • Weightage of marks to each topic. • Evaluation scheme. • Practical work. • Class room activities and teaching aids. • Model question paper. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners' identification. • Strategy for effective monitoring for students' improvements. • Educational tour. • Class activities, Exhibition, • Exam- PT/HY/SEE, • Preparation of subject magazine. • Effective implementation of Back to basics. • Innovations taken up and the reports thereof
36	Monthly Report (ICT, Enrollment, Maintenance of E Classroom – CCTV cameras & UBI Portal Fee Verification (Second level) Committee	Secondary : <ol style="list-style-type: none"> 1. Mr. S. N. Meena PGT Comp. Sci. I/c 2. Computer Instructor (Secondary) Member 3. Mr. Durgesh Kumar Ojawani TGT Sanskrit Primary : <ol style="list-style-type: none"> 1. Mr. Somnath Pokale PRT I/c 2. Computer Instructor (Primary) Member Enrollment : <ol style="list-style-type: none"> 1. Mr. Chandresh Meena TGT Mathematics I/c 2. DEO Member 		<ul style="list-style-type: none"> • Updating enrolment (of students' class-wise and section-wise), Staff vacancy position, Computer infrastructure data • Monitoring of second Verification of fees at UBI Portal and Other allied information required by KVS.

37	A V. Aids, Teaching Aids & P A System	<ol style="list-style-type: none"> Mrs. Sarika Berad PRT I/c Mr. Somnath Narayan Pokale PRT Member Yoga Instructor Member Sports Coach Member 	<ul style="list-style-type: none"> Procurement of teaching aids. Keeping a record of use of ICT/TLM class wise and teacher wise. Maintenance of records.
38	Departments	I/C	
	Physics Lab	Mrs. Varsha Kadam PGT Physics I/c Mr. Tati, Sub Staff	<ul style="list-style-type: none"> Preparation of yearly planner for the department. Displaying all required materials. Purchasing of items as per requirement. Keeping all records of purchases of articles. Maintaining operational lab/department. ☒ Condemnation of articles. ☒ Planning schedule of practical's/ activities for all classes. Displaying syllabus, time table, all other information of practical's / activities in the department. Verification of stock (physically) – regularly. Any other related work.
	Chemistry Lab	Mrs. Varsha Kadam PGT Physics I/c Mr. Gulab , Sub Staff	
	Biology Lab	Mr. Aditya Suryawanshi TGT Science Mr. Girish Tati Sub Staff	
	Computer Lab (1, 2 & 3) In-charge	Mr. S. N. Meena PGT Computer Science I/c	
	Language Room	Mr. Ujwal Aware PGT English.	
	Medical Room & First Aid	<ol style="list-style-type: none"> Mrs. M. M. Nagarkar PRT Nurse 	
	SUPW Room	Mr. R. J. Hakim TGT SST	
	Junior Science Lab	Mr. Aditya Suryawanshi TGT Science	
	Music Room	Mrs. Rupika Singh PRT Music	
	Library	Ms. Priyanka TGT Lib.	
	E - Content room	Mrs. Sarika Berad PRT Mr. Somnath Pokale	
	Sports Room	Mr. Ashu TGT PH&E	
	Maths Lab	Mr. Ajay Kumar Patole PGT Mathematics	
	Store Room	Mr. C. V. Gawai SSA	
Art Room	Mr. Ram Jag TGT Art		
Staff Room Secondary	Mrs. Jatindar Pal Kaur PGT Economics		
Staff Room Primary	Mr. B. M. Khedkar PRT		
NCC ROOM	Mr. Ajay Kumar Patole PGT Mathematics		
39	Literary Clubs & Library	<p>Secondary :</p> <ol style="list-style-type: none"> Mr. Durgesh Kumar Ojawani TGT Skt. I/c Mr. Ujwal Aware PGT English Member Ms. Priyanka Member Mr. Ganda Ram, Sub Staff <p>Primary :</p> <ol style="list-style-type: none"> Mr. Somnath Pokale PRT I/c Mrs. Sarika Berad PRT Member 	<ul style="list-style-type: none"> Planning, execution, documentation and reporting of activities to be done as per instruction. Preparing & Publishing news in local newspapers

40	CMP & Primary Education Committee	<ol style="list-style-type: none"> 1. Mr. Ravindra Patil Head Master I/c 2. Mrs. Sarika Berad PRT Member 3. Mr. Somnath Narayan Pokale PRT Member 	<ul style="list-style-type: none"> • Preparation of year planner. • Planning, execution & supervision of all the guidelines and changes to update the staff for proper implementation. • Supervision of Primary classes. • Documentation, communication and correspondence of the activities, information as and when required. • All works related to primary education. • Formation of Committees for smooth conduct of all activities to be done. • Maintaining & reporting CMP & Back to basic & Fun day Records regularly.
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41	Career Guidance and Counseling	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Sanchita Walunjkar, TGT Hindi I/C 2. Mr. Mrs. Ujwal Aware PGT English 3. Mr. Ajay Kumar Patole, PGT Maths 4. Ms. Divyanshi TGT Science <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Ravindra Patil , HM 2. Mrs. Rupika Singh PRT Music 3. Mrs. Sarika Berad PRT Member 4. Mrs. M.M Nagarkar Member 5. Mrs. Harshada Giri Member 	<ul style="list-style-type: none"> • Planning, organizing, reporting and documentation of (minimum 6) counseling session. • Collection of information and providing to students. • Arrangement of Guest Lectures. • Submission of monthly report.
42	Adolescent Education Program	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Sanchita Walunjkar TGT Hindi I/c 2. Mrs. Varsha Kadam PGT Physics Member 3. Mr. Ajay Kumar Patole, PGT Maths Member 4. Mrs. Nirmala Pathare TGT English Member 	<ul style="list-style-type: none"> • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems • Planning, Preparation and conducting the programs • Submitting a monthly report to Principal
43	Awakened Citizen Program	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Sanchita Walunjkar TGT Hindi I/c 2. Mr. R. J. Hakim TGT SST Member 3. All teachers trained in ACP 	<ul style="list-style-type: none"> ☑ Reporting, documentation and implementation of the programme as per KVS guidelines.
44	Science Exhibition & NCSC	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. Mr. Satyanarayan Meena, PGT CS 3. Mr. Ajay Kumar Patole, PGT Maths 4. Mrs. Savita Wagh, TGT Maths 5. Mr. Aditya Suryawanshi, TGT Science 6. PGT Chemistry Member 7. PGT Biology Member 8. Ms. Divyanshi TGT Biology Member 9. Mr. Chandresh Meena TGT Mathematics Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mrs. Harshada Giri PRT I/c 	<ul style="list-style-type: none"> • Planning the exhibition themes and models in advance and start synopsis preparation • Conducting mock exhibition well before the exhibitions scheduled as per KVS • Selecting the best models and the suggestions for improvement ☑ Getting the new models ready before the exhibition to begin.

		2. Mr. Somnath Pokale PRT Member	
45	EBSB Program (Social Science Exhibitions)	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mr. R. J. Hakim TGT Soc. Sci. I/c 2. Mrs. Sanchita Walunekar TGT Hindi Member 3. Mr. Ram Jag TGT ARTS Member 4. PGT History Member 5. Mr. Deepak Ahirwar PGT Geography Member 6. Mrs. Jatindar Pal Kaur PGT Economics Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Somnath Pokale PRT I/c 2. Mrs. Rupika Singh, PRT Music Member 3. PRT Contractual 1 Member 	<ul style="list-style-type: none"> • Planning the exhibition themes and models in advance and start synopsis preparation • Conducting mock exhibition well before the exhibitions scheduled as per KVS • Selecting the best models and the suggestions for improvement ☑ Getting the new models ready before the exhibition to begin.
46	Staff Grievance Committee	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. Mr. S. N. Meena PGT Comp. Sci. Member <p>Primary :</p> <ol style="list-style-type: none"> 1. Mr. Ravindra Patil Head Master I/c 2. Mrs. M. M. Nagarkar PRT Member 3. Mrs. Sarika Berad PRT Member 	☑ Documentation, enquiring & reporting of grievances/ complaints regarding women & any staff member
47	CPD	<ol style="list-style-type: none"> 1. Mr. Ravindra Patil, Head Master I/c 2. Mrs. Jatindar Pal Kaur Member 3. Mrs. Sanchita Walunekar Member 4. Mr. Ujwal Aware Member 5. Mrs. Sarika Berad Member 6. Mr. Somnath Narayan Pokale Member 	

47	House System of the Vidyalaya	<p>Secondary :</p> <p>House: - Mr. Deepak Ahirwar, PGT Geo.</p> <p>House: - Mrs. Poonam Devi, PGT Hindi</p> <p>House :- Ms. Divyanshi, TGT Science</p> <p>House : Mrs. Nirmala Pathare TGT English</p> <p>Primary :</p> <p>SHIVAJI House : Ms. Bhawna PRT I/c</p> <p>ASHOKA House : Ms. Ayushi PRT I/c</p> <p>RAMAN House : Mrs. Deepali PRT I/c</p> <p>TAGORE House : Ms. Julie PRT I/c</p>	<ul style="list-style-type: none"> • Ensuring safe arrival departure of students during entire school hours with the help of prefect. • Checking of school uniform & late comers regularly. • Maintaining the record of achievements of the students of house and maintaining transparency in the result. • Planning & implementation of activities, competitions as per the directions & documentation of the same. <p>Objectives of House System.</p> <ul style="list-style-type: none"> • To provide a smooth transition from home life to school life for all students. • To create and use social situation so that children’s social and emotional needs are fulfilled. • To enable students is integrate themselves well in the corporate life of school. • To enable students to prepare themselves for playing different role as member of a group, community or society. • To inculcate the sense of responsibility to take one’s tasks and duties in life • Earnestly and discharge them to the best of one’s abilities. • To help every student developed him/her personality and integrity. • To develop the spirit of healthy competition among students. • To inculcate the qualities of self-dignity self-confidence and respect for others’ views and opinions and discretion to take decision on issues and problems faced by them. • To develop a sense of belongingness among students and to create desire to live in harmony. • To inculcate among students, respect for seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all. To learn live work, endure and enjoy together and develop a degree of sensitivity for their feelings and needs to inculcate among students personal social and national values
48	Grievance cell for SC/ST /OBC /Minorities & Physically, Handicapped	<ol style="list-style-type: none"> 1. Mrs. Jatindar Pal Kaur PGT Economics I/c 2. Mr. S. N. Meena PGT C.S. Member 3. Special Educator Member 4. Mrs. Varsha Kadam 5. Ms. Priyanka 6. Ms. Divyanshi 7. Mr. Ujwal Aware 	<p>☑ Documentation, enquiring & reporting of grievances/ complaints regarding SC/ST /OBC /Minorities & Physically, Handicapped</p>
49	Arrangement of Staff Meeting and	<p>Secondary :</p> <ol style="list-style-type: none"> 1. Mrs. Sanchita Walunjkar TGT Hindi I/c 2. Mrs. Nirmala Pathare TGT English 	<ul style="list-style-type: none"> • Arrangement of staff meeting. • Compilation & reporting of all points discussed in the staff meeting.

	Reporting Minutes	Member Primary : 1. Mr. Somnath Pokale PRT I/c	
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50	Alumni Committee	<ol style="list-style-type: none"> 1. Mr. Ashu TGT PHEI/c 2. Mrs. Jatindar Pal Kaur PGT Eco Member 3. Mr. Ajay Kumar Patole PGT Math 4. Mr. Ujwal Aware PGT Eng. Member 5. Mrs. Varsha Kadam PGT Physics 6. Mrs. Sarika Berad PRT Member 	<ul style="list-style-type: none"> • Collection of data from different sources. • Display of alumni details in alumni portal of Vidyalaya website. • Planning for alumni meeting.
51	Internal Complaint Committee	<ol style="list-style-type: none"> 1. Mrs. Varsha Kadam PGT Physics I/c 2. Mrs. Jatindar Pal Kaur PGT Eco. Member 3. Mr. Ujwal Aware PGT English Member 4. Mrs. Sarika Berad PRT 5. Mr. Somnath Narayan Pokale Member 	<ul style="list-style-type: none"> ☑ To see complaints received from woman, girls.
52	Garden Maintenance & Beautification of Vidyalaya Committee Eco & Nature Club	<ol style="list-style-type: none"> 1. Mrs. Sanchita Walunjkar TGT Hindi I/c 2. Mrs. Ram Jag TGT Art Member 3. PGT Biology Member 4. Ms. Divyanshi 5. Mrs. Deepali 6. Ms. Julie <p>Eco & Nature Club/Youth Club :</p> <ol style="list-style-type: none"> 1. Mr. Aditya Suryawanshi, TGT Science-I/C 2. Mrs. Nirmala Pathare TGT English 3. Ms. Divyanshi TGT Science 4. PGT Chemistry 	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Making Rangoli on various events. • Monthly review of garden and suggestions for improvement • Submitting monthly review of garden & Beautification of Vidyalaya ☑ Raising the requirement for Garden and Vidyalaya beautification • Developing of kitchen garden.
53	Establishment of Atal Tinkering Lab	<ol style="list-style-type: none"> 1. Mr. S. N. Meena PGT Comp. Sci. I/c 2. TGT WET Member 	<ul style="list-style-type: none"> • Planning, execution, documentation and reporting of activities in coordination with the other related departments (if required). • Registration & developing of Atal Tinkering Lab. • Recording all correspondences with KVS MR/ HQ/ Niti Ayog
54	Developing – Kitchen Garden	<ol style="list-style-type: none"> 1. Mrs. Deepali Pardeshi PRT I/c 2. Ms. Julie PRT Member 	<ul style="list-style-type: none"> ☑ Developing of kitchen garden.
55	Shaala Darpan	<ol style="list-style-type: none"> 1. Mr. Aditya Suryawanshi TGT Science I/c 2. Computer Instructor (Primary & Secondary) Member 	<ul style="list-style-type: none"> ☑ Uploading details & maintaining records as per KVS guidelines / directions.
56	SARAL / Shaala Siddhi / UDISE	<ol style="list-style-type: none"> 1. Mr. Aditya Suryawanshi TGT Science I/c 2. Ms. Divyanshi TGT Science 3. Computer Instructor (Primary & Secondary) Member 	<ul style="list-style-type: none"> ☑ Uploading details & maintaining records as per KVS & State Govt. guidelines / directions.

		4. Ms. Priyanka TGT 5. Mr. Somnath Narayan Pokale PRT	
57	Modernization of Labs	1. Mrs. Varsha Kadam PGT Physics I/c 2. PGT Biology Member 3. PGT Chemistry Member 4. Mr. Aditya Suryawanshi TGT Science	☑ Uploading details & maintaining records as per KVS guidelines / directions.
58	Website Updation	1. Mr. S. N. Meena PGT Comp. Sci. I/c 2. Computer Instructor (Secondary) Member 3. Mr. Somnath Narayan Pokale PRT	☑ Updating of Vidyalaya website once in every fortnight and as when it is required.
59	Gate Duty	1.	☑ Allotment of gate duty well in advance ☑ Inform to all teachers in writing ☑ Display of duty chart at important places
60	Leave Records	1. Mr. C. V. Gavai SSA I/c 2. Mr. Tati , Sub Staff 3. DEO	☑ To keep records of all type of leaves
61	BALA	1. Mr. Ram Jag TGT Art I/c 2. Mr. Rupika Singh PRT Music Member 3. Mrs. Sarika Berad PRT Member	☑ To develop BALA concepts at various corners of Vidyalaya.
62	Social Media Accounts	1. Mr. S. N. Meena PGT Comp. Sci. I/c 2. Computer Instructor (Secondary) Member 3. Computer Instructor (Primary) Member	☑ To upload various photos of Vidyalaya on social media accounts (Facebook & Twitter)
63	Medical Bills Scrutiny	1. Mr. C. V. Gawai SSA I/c 2. Mrs. Rupika Singh PRT Music 3. Mrs. Jatindar Pal Kaur PGT Economics 4. Mr. Somnath Narayan Pokale PRT	☑ To check & verify authenticity of medical bills received from employees of Vidyalaya.
64	PISA	1. Mr. Kiran Warkad TGT English I/c 2. All Class Teachers Members	☑ To conduct workshops at Vidyalaya level. ☑ To coordinate & monitor for Baseline Tests on PISA portal & uploading marks on PISA portal.
65	Staff Quarters	1.	☑ To plan and execute various activities related to staff
66	Staff Club School	1. Mrs. Sanchita Walunekar TGT Hindi I/c 2. Mr. Somnath Narayan Pokale, PRT	☑ To plan and execute various activities related to staff
67	GSP	1. Mr. Aditya Suryawanshi TGT Science I/c 2. Ms. Divyanshi TGT Sci. Member 3. Ms. Deepali PRT Member 4. PGT Biology Member	☑ To complete Green School Program.
68	GeM	1. Mr. S. N. Meena PGT Comp. Sci. I/c 2. Mrs. Varsha Kadam PGT Phy. Member 3. Mr. Ravindra Patil Head Master Member 4. Computer Instructor Secondary 5. Mr. Somnath Narayan Pokale PRT Member	☑ To complete purchase procedure through GeM.
69	Service Book	Mr. C. V. Gavai SSA I/c	☑ Maintenance and updating of service book of all employees.

70	Tarounotsava	<ol style="list-style-type: none">1. Mrs. Varsha Kadam I/C2. Mr. Ram Jag3. All those teachers as per requirement.4. Computer Instructor Secondary (To prepare all computer related work and assist Mr. Ram Jag)	To conduct smoothly all the activities as per HQ/ RO guidelines