

PM SHRI KENDRYA VIDYALAYA RANGE HILLS ESTATE KHADKI ,PUNE-20
COMMITTEES FOR THE SESSION : 2026-27

SN	Name of Committees	In-Charge	Associates	Scope of Work
01.	<u>ADMISSION</u>	Mr. Gopala Reddy	Mr V N Bhadane Mr. J K Nagar Mr Gorakh Musale Mr.Ganesh Ms.Bhavana Ms. Deepti Ms. Neelam	1. To plan & execute the admission process for the session 2026-27 as per KVS admission guidelines. 2. To review all applications to ensure they meet eligibility criteria. 3. To maintain the admission records/vacancies available as per the formats directed by KVS.
02	<u>TIME TABLE</u> & Teacher Leave Arrangement Middle & Sec.	Mr. Anil Kumar Punia	Mr. Sahajram Meena Ms. Manisha Gautam	1. To prepare the timetable as per KVS norms. 2. To update the timetable to accommodate any changes or adjustments regularly. 3. To make daily arrangements for substitute teachers or reassign tasks when a teacher is on leave or duty. 4. To maintain the records of arrangements of the teachers.
	Found.& Prep:	Ms. Sonia	Mr. Ganesh Ms..Mona	
03	<u>CCA</u> Middle & Sec.	Mr Amol Khadge	Ms Swarnali Das Ms Kirti Gupta	1.To plan and execute CCA calendar of activities for the session 2026-27 2. To coordinate with teachers to organize and execute activities effectively. 3. To implement the activities as per KVS circulars throughout the session.
	Found.& Prep	Ms Aarti Bhardwaj	Ms. Neelam Sharma	
04	<u>HOUSE INCHARGES (HOUSE MASTERS / MISTRESS)</u> Middle & Sec.	RED HOUSE Mr.Sahaj Ram Meena	TGT Social Sci Ms. Samita rani Mr Abhay Bir Singh Mr Lahu Kamble	1. To prepare students of their houses for participation in all the House wise activities under CCA, Games & Sports etc. 2. To guide the students of their houses to discharge the duties allotted to them. 3. To maintain discipline within the house and encourage good behavior of the students. 4. To ensure that each student feels valued and included in house activities.
		BLUE HOUSE Ms. Pooja Arya	Mr. M G Reddy Ms. Vaishali Mr. J. K. Nagar Mr. Anand Shinde	
		GREEN HOUSE Ms. Kirti Gupta	Mr Deepak Mr. Vijay More TGT MATHS Mr K S Angare Ms Rashmi Singh	
		YELLOW HOUSE Ms.Sumaidha	Mr.Shraddha P Mr.V N Bhadane Mr. Anil Kumar Punia Ms Manisha Jha	

	Found.& Prep	RED HOUSE Ms. Deepti Ranjan	Ms. Ratna Singh Ms.Mona Jadhav Mr. Ganesh	
		BLUE HOUSE Ms. Poorva Deshpande	Mr. Vijay Ms. Sonia Mr. Vishal	
		GREEN HOUSE Ms. Bhavana	Ms. Smita Mr. Navnath Music teacher	
		YELLOW HOUSE Ms. Shaifali	Mr. Jaiprakash Ms. Mridula Ms. Chhaya	
05	<u>EXAMINATION</u> Internal Middle & Sec.	Mr.Abhay Bir Singh	Mr. Anil kumar Punia Ms. Rashmi Singh Ms Pooja A Mr.Lahu Kamble	1.To plan & conduct all the test/exams as per CCE/KVS/CBSE norms. 2.To update the records from time to time duly verified by the checkers. 3.To oversee the fair conduct of exams to avoid any malpractice 4.To report about the progress & performance of the students to the HM / VP/ Principal. 5. To arrange PTM as per need. 6.To provide monthly worksheets / LAT to the teachers.
	Found.& Prep	Mr. Navnath	Mr. Ganesh Ms. Smita Mr. Vijay Gate Ms. Sonia Ms. Ratna Ms. Chhaya	
06	<u>EXAMINATION (CBSE) & ALL COMPETITIVE EXAMS (EXTERNAL)</u>	Mrs. Shraddha Pandey	Ms Samita Rani Mr.Vijay More	1. To plan & conduct all the test/exams as per CBSE norms of Class X & XII. 2. To update the records and upload as per the direction & requirement of CBSE. 3.Correspondence with CBSE/KVS in respect of Board classes. 4.To execute the responsibilities delegated by the authority.
07	<u>OLYMPIADS/ TALENT SEARCH EXAMS,NIOS</u> Middle & Sec.	Mr. M. G. Reddy	Mr Anil Mr V N Badhane Ms. Manisha Jha Mr. Vijay More Ms. Pooja Arya	To execute the responsibilities delegated by the authority.
	Found.& Prep	Ms. Mona	Ms. Chhaya	
08	<u>MUSIC</u>	Mrs Poorva Deshpande	Mrs. Manisha Gautam Ms.Shaifali	To conduct the activities as per Annual action plan
09				

	<u>M&R (School Building) & CCTV Maintenance</u>	Mr.K.S.Angare	Mr.Sahajram Meena Mr.Abhay Kene Mr. Jaiprakash Ms Neelam Sharma	1.To maintain the records. 2.To execute the responsibilities delegated by the authority.
10	<u>FURNITURE</u> Middle & Sec.	Mr.Sahaj Ram Meena(Till Condemnation process completed) Mr Vijay Ghate Overall I/C <u>Duties of I/C</u> 1. Ensure the financial ceiling & submission of bills in time to the office. Planning to buy furniture as per KVS norms	Secondary Ms Samita Rani Mr Anil K Punia Mr Amol Ms Kirti Gupta Ms Rashmi Singh Primary Mr. Jaiprakash Ms. Shaifali Ms Deepti Ms Chhaya Mr Vishal	1. To purchase the furniture as per need following KVS guidelines. 2. . To look after regular repair and maintenance of furniture 3..To keep the record of the furniture items and their condition. 4. . To Check that all furniture is safe to use and does not pose hazards. 5.Store extra or unused furniture properly to avoid damage. The members of the committee will keep all records of no of furniture's in Primary and Secondary section and report to in charge.
11	<u>HOUSEKEEPING & CLEANLINESS</u> Middle & Sec.	Ms. Ratna Parhihar Over all I/C Ms. Swarnali Das <u>Dutie of I/C</u> 1.Keep records of cleaning articles . 2. Give format to conservancy staff & receive weekly report. 3. Keep record of area wise cleanliness.	1. Mr Deepak Agham 2 Ms. Rashmi Singh and Ms Kirti Gupta 1.To look after the cleanliness of 1 st floor wing from class 6A to 7C (Class wise & Girls Toilet) 3 Ms. Pooja A and Ms Sumaidha 1.To look after the cleanliness of 1 st floor wing from class 8A to 9C (Class wise & Girls Toilet). 4 Mrs Manisha Gautam and	1. To ensure that cleaning articles are being used regularly. 2. Inform in charge regarding broken/missing articles. 3. To ensure that cleaning is done in 1 st , 5th period and after school hrs. 4. Keep the weekly record of the same in a prescribed format issued by I/C Submit the same weekly to Ms. Samita Rani

			Mrs Manish jha 1.To look after the cleanliness of Ground floor from XI Sci to X C & girls toilet. 5 Mr.J K Nagar and Mr V N Badhane 1. Ground floor boys toilets and gents Staff toilet to be looked after. 6 Mr.Sahajram Meena and Mr Lahu Kamble 1. First floor boys toilets and gents Staff toilet to be looked after.	
	Found.& Prep	Ms. Mridula Yadav I/ C	All the class teachers to look after their classroom cleanliness. Ground floor Found.& Prep wing :[Boys] Mr. Vijay Mr. Vishal Ground floor Found.& Prep wing:[Girls] Ms. Poorva Ms. Shaifali Ms Sonia R First floor Found.& Prep wing [Boys] Mr. Ganesh Mr. Jaiprakash First floor Found.& Prep wing [Girls] Ms.Deepti	

			Ms. Neelam Ms Smita Found.& Prep Resource Room Ms. Chhaya	
12	<u>WATCH & WARD (SECURITY)</u>	Mr. Amol K	Mr Deepak Agham Mr Abhay Bir Singh Mr Lahu Kamble Mr. J K Nagar Ms Kirti Gupta Ms Sonia R Ms Bhavna Patil	1. To ensure proper safety and security of the campus. 2. Regular instructions to the guards on duty.
13	<u>ANTI BULLYING SAFETY</u> Middle & Sec.	Ms. Kirti Gupta	Mrs.Manisha G Classes 6-8 girls Ms. Sumedha Classes 9 ABC Girls Ms. Kirti Gupta Classes 10 ABCGirls Ms. Shraddha Classes 11th & 12th Girls ----- Mr. Meena Classes 6&7 ABC Boys MR J K Nagar Classes Of 8ABC Boys Mr. Lahu Kamble Classes of 9ABC Boys Mr. Abhay Kene Classes of 10 ABC, XI,XII Boys	1. To prevent bullying within the school environment. 2. To create and enforce policies to address bullying, harassment, and violence. 3.To provide a safe space for students to report bullying incidents confidentially. 4.To address complaints promptly and ensures appropriate action is taken. 5.To promote positive behavior and respect among students.
	Found.& Prep	Mr.Ganesh	Ms. Smita Ms. Mona Dalvi	

14	<u>LIBRARY & READER'S CLUB</u> Middle & Sec.	Mrs Manisha Overall Incharge	Mr Amol K Ms. Swarnali Das Mr V N Badhane Ms.Kirti Gupta Mr Sahajram Meena Mr J K Nagar Ms. Vaishali Mr. Gopal Reddy	1. To purchase books as per KVS instructions. 2. To maintain proportion of books of both the languages (Hindi + English) 3. Regular meeting of library committee. 4. To make available latest editions of the books for the students. 5. To facilitate students for reading of all available books, CD's, LCD's etc and Digital Library. 6. To discuss a book or books that they have read and express their opinions.
	Found.& Prep	Mr. Vijay	Ms. Poorva Ms. Bhavana Ms. Mona	
15	<u>COMPUTER LABS & ACCESSORIES</u>	M. Vaishali	Mrs. Pooja Arya Mr. K.S.Angare Mr Navnath Mr. Jaiprakash Ms. Neelam Sharma Comp. Instructor (Pri.and secondary)	Maintaining computer labs as per KVS norms and installing software& hardware.
16	<u>MATHS LAB</u> .	Mr. Abhay Bir Singh	Ms. Pooja Arya Ms Rashmi Singh TGT MATHS -2 Ms.Poorva Ms.Bhavana Patil	To plan and execute the activities .
17	<u>JUNIOR SCIENCE LAB.</u> Middle & Sec.	Mr. Vijay More	Ms. Manisha Jha	To plan and execute the activities .
	<u>SCIENCE CLUB</u>	Mr Deepak Agham	Mr M Reddy Mrs S Pandey Mr Vijay More Mrs Manisha Jha Ms. Mona Jadhav Ms. Deepti Ranjan	

18	<u>RESOURE ROOM</u> Middle & Sec.	Mr Amol K	Mrs Swarnali Das Mr. Vijay More Mr V N Bhadane	1.To maintain a register regarding use of the Resource room/ Toy Library 2.Ensure availability of LCD projector, OHP, Interactive board, teaching aids etc. 3.Prepare separate ICT timetable & keep record for ready reference. 4.To ensure the use of Found.& Prep Resource Room / Toy Library / Jadui Pitara 5.To procure items as per the requirement of Resource Room
	Found.& Prep	Ms. Chhaya	Ms. Mridula Mr. Vijay Gate Mr. Navnath Ms. Poorva Ms. Bhavana	
19	<u>TEACHING AIDS & TLM</u> Middle & Sec.	Mr. Anil Kumar Punia	Ms. Sumaidha Mr. Lahu Kamble Ms Kirti Mrs Manisha Jha Ms Rashmi Singh Mr S Meena	1. To plan and procure Teaching Aids/ TLM required as per KVS norms. 2.To ensure the preparation and keeping record / inventory of TLM 3.To prepare a catalogue of TLM and teaching aids. 4.To ensure proper use of monthly Fund for TLM.
	Found.& Prep	Ms. Mridula Yadav	Ms. Deepti	
20	<u>GAMES & SPORTS</u> Middle & Sec.	Mr. Abhay P Kene	Mr Deepak Agham Mr K S angare Sports Coach (Middle & Sec.)	1. To plan sports activities for 2026-27 2. To conduct all the sports activities as per the assigned schedule by KVS. 3. To maintain the play ground. 4. To monitor students activities during school hours. 5. To keep records /photos in proper manner of players representing deferent level of KVS/SGIF sport meets 6. To ensure the timely completion of monthly sports activities.
	Found.& Prep	Mr. Vishal	Sports Coach (Found.& Prep) Ms. Neelam Sharma	
21	<u>REPORT WRITING & PUBLICITY</u> Middle & Sec.	Ms. Swarnali	Mr. Amol	1.Minutes of all the meetings to be written in all the meetings and circulating them for signatures. 2. To give wide publicity about the vidyalaya program conducted from time to time.
	Found.& Prep	Ms. Smita	Ms. Bhavana Patil	
22	<u>PHOTOGRAPHY & VIDEO MAKING</u> Middle & Sec.	Mr. Anand Shinde	Mr. J. K. Nagar Mr. Lahu Kamble	1. To capture photos / videos of all-important events in Vidyalaya and make hard copies available for display. 2.To organize and store event photos / videos in digital format and provide them to the authorities upon request
	Found.& Prep	Mr. Vijay Gate	Ms. Neelam Ms. Poorva Ms. Shaifali Mr. Vishal	

			Ms. Deepti	
23	<u>READER'S CLUB</u> Found.& Prep	Mrs Swarnali Das	Mrs Manisha G Mr Sahaj ram meena Ms. Arti Bhardwaj Mr. Ganesh Avhad Ms. Bhavana Patil (ENG) Ms. Deepti Ranjan (HIN)	1.To plan and execute the activities as per annual plan. 2.To devise ways to develop reading habits among the students.
24	<u>FIRST AID & MEDICAL CHECK UP</u> Middle & Sec.	Mrs. Shraddha P	Nurse Mrs. Manisha Jha	1. To arrange medical checkup twice in the session 2026-27. 2. To give first aid to the students whenever required. 3. To maintain the up-to-date record of medical cards with the help of class teachers. 4. To maintain the up-to-date record of Medical Officer& Nurse.
	Found.& Prep	Mr. Jaiprakash	Ms. Poorva Deshpande	
25	<u>NATURE CLUB /ECO CLUB / GARDENING & VIDYALAYA NURSERY</u> Middle & Sec.	Mrs. Shraddha P	Mr. Anand Shinde Mr M G Reddy Mr Deepak Mr. Vijay More Ms. Manisha Jha	1. To sensitize the students on issues related to environmental degradation. 2. To educate the students to raise awareness about wildlife. 3. Create Eco Club for all the classes. 4.To plan activities for each class to promote the environment. 5.Create Eco friendly zone in class room 6.Set up Medicinal plants corner 4.To look after the watering / Fertilizer for the plants in vidyalaya campus. 9. To develop and maintain garden throughout the year by adding more plants 10.Celebration of Van Mahotsav
	Found.& Prep	Ms. Deepti	Ms. Mona Jadhav Gardening and TWAU teachers	
26	<u>VIDYALAY A PATRIKA</u>	Mrs Swarnali Das (English)	Ms Vaishali Mr. Amol K (Hindi) TGT Sanskrit Found.& Prep section Ms. Mridula Ms. Mona	1. To collect and select articles, photos, drawing materials, etc. for Vidyalaya Patrika 2025-26 2. To keep the record of all the achievements (From Found.& Prep to senior Middle & Sec.). 3. To prepare Vidyalaya Patrika within scheduled time frame 2026-27

27	<u>SUBJECT COMMITTEE</u> <u>E</u> <u>CONVENOR</u> <u>S</u> Middle & Sec. Overall I/ C VICE PRINCIPAL	Mr. Anil Kumar Punia, Social Science	All PGT & TGTs Social Science	.1.To Write down the developments and changes required as per the need of the students and subjects. 2.To conduct monthly meetings in the befitting manner. 3.To maintain the record of the meetings. 4.To look after common study material of all the subjects and classes. 5.To monitor student progress and suggest improvement
		Mrs Swarnali, English	All TGTs English Mr More	
		Mr. Amol K Hindi	All TGTs Hindi & Sanskrit	
		Mr. Abhay Bir Singh Maths	All TGTs Maths	
		Mr M G Reddy Science	All PGTs & TGTs Science	
		Mr Anand Shinde Miscellaneous	All Miscellaneous Teachers	
	Found.& Prep Overall I/ C Mr. Gorakh HM	Maths - Ms.Sonia	All Maths Trs	
		Hindi-Mr. Ganesh	All Hindi Trs	
		Eng : - Ms. Arti	All Eng. Trs	
		Gardening /TWAU - Ms. Ratna	All TWAU Trs	
		Khel –Yoga –Mr. Vishal Phajge	All Khel Yoga Trs./ Sport / Yoga Coach	
		Visual Arts – Ms. Poorva	All Visual Art Trs	
28	<u>P.A/A.V</u> <u>SYSTEM</u> Middle & Sec.	Mr. K.S.Angare	Mr. Meena	To manage and maintain the PA/AV system's needs in the Vidyalaya throughout the year.
	Found.& Prep	Mr.Vishal	Mr. Jaiprakash	
29	<u>GUIDANCE & COUNSELLING</u> Middle & Sec.	Mr. M G Reddy(Boys) & Ms. Swarnali(Girls)	Mr. V N Bhadane Special Educator Counselor	1.To Offer guidance to students whenever needed. 2. To Encourage better learning and lay the foundation for future career development. 3.Instill and nurture values, good habits, manners, self-confidence, self-discipline, independence, and career-focused thinking. 4.To Oversee the counselor's and special Educator's work and ensure proper support for students.
	Found.& Prep	Ms. Ratna Singh Parihar	Mr.Navnath Kekan Special Educator	

30	<u>DISCIPLINE & LATE COMERS</u>	Overall Incharge Mr Abay Kene	6 th to 8 th Wing Mr. Meena Ms. Sumaidha 9 th to 10 th wing Mr. Lahu Kamble , Ms. Kirti Gupta ----- ---	1. To plan duties and responsibilities of student council/ House captains and class monitors 2. Regular supervision of duties performed by the students. 3. Checking of uniform and late comers' class out passes etc.with the help of class teacher. 4. To monitor the indiscipline students from time to time 5. To ensure overall discipline of the Vidyalaya. 6. To maintain discipline register. 7.All the teachers are supposed to report HM / VP
	Middle & Sec.	Mr Deepak	<u>Class Teachers</u> will look after their own class discipline. <u>Note:</u> Class teachers will maintain discipline register, record of highly in disciplined students.	
31	Found.& Prep	Ms. Smita Sthul Mr. Navnath Ms.Sonia Raghuwanshi		1. To Investigate complaints regarding corporal punishment incidents. 2. To provide support and counseling to students affected by corporal punishment. 3. To ensure adherence to anti-corporal punishment policies in the school. 4. To report the findings and outcomes of the incidents to the vidyalaya authorities for appropriate action.
	<u>CORPORAL PUNISHMENT MONITORING CELL</u>	Vice Principal	<u>Middle & Sec. Section</u> Ms. Swarnali Mr. V N Bhadane <u>Found.& Prep Section</u> Ms. Ratna singh Mr. Navnath Ms. Sonia	
32	<u>GRIEVANCE REDRESSAL COMMITTEE</u>	Vice Principal	Mr Amol K Mrs Swarnali D Ms. Shraddha Pandey Mr.V Bhadane Mr. Gorakh (HM) Ms.Ratna Singh Ms. Sonia Mr. Navnath	To perform the duties as instructed by the Principal.

33	<u>MAINTENANCE OF NOTICE BOARDS, & HOUSE BOARDS</u> Middle & Sec.	Mr. Anand Shinde	Ms. Pooja Arya Ms. Kirti Gupta Ms. Sumaidha Mr. Sahaj Ram Meena	1. To decorate and update the notice/display boards time to time 2. Decoration of Vidyalaya building as required including principal office 3. To capture photos of all-important events in Vidyalaya and make hard copies available for display.
	Found. & Prep	Ms. Aarti Bhardwaj	Ms. Neelam Sharma	
34	<u>CS-11, CS-54</u>	Ms. Pooja Arya	Mr. Abhay Bir Singh	To monitor the issues related to CS-11, CS-54
35	<u>RAJBHASHA</u>	Mr Amol K	Mr. Sahaj Ram Meena Mr. J K Nagar Ms. Mridula Ms. Deepti	1. To provide training in Hindi Language, Hindi Typing (Manual)/ Hindi Word Processing (Computer) & Hindi Stenography to the employees of the Vidyalaya for proper implementation of Official Language Policy of the Govt. 2. To arrange refresher training courses for officers and translators including Sub staff. To conduct workshops for those employees who hesitate to use Hindi in Official work.
36	<u>FIRE SAFETY, SCHOOL SAFETY AND WATER POTABILITY</u>	Mr. K. S. Angare	Mr. Abhay Bir Singh Ms. Manisha Jha Mr. Jaiprakash	1. To ensure that fire safety equipment is in place, functional, and regularly maintained. 2. Regularly test and ensure the potability of water supplied to the school. 3. To conduct regular fire and emergency drills to prepare students and staff for any potential safety hazards.
37	<u>SCOUTS & GUIDES</u> (Middle & Sec.)	Mr V. N. Bhadane (Scout) Ms. Sumaidha Rastogi (Guides)	Mr. M G Reddy Mr J K Nagar Mr. Amol K. Mrs Sharadhha Pandey Mrs Manisha	1. To plan and execute all scout guide activities for the year 2025-26 2. To prepare children for different tests viz. Pratham Sopan, Rajya Puraskar, etc. 3. To monitor children activities during school hour. 4. To arrange different days celebration (Thinking Day etc). 5. To send the teachers for training. 6. To keep record/photos in attractive manner.
	<u>CUBS & BULBUL</u> (Found. & Prep)	Ms. Mridula Yadav	All cubs masters & flock leaders	
38	<u>MONTHLY ENROLMENT</u>	Ms Vaishali Overall Incharge	Ms Samita-Secondary Ms. Poorva-Primary	To ensure the correct enrollment of the classes on the last working day or whenever needed.

39	<u>CONTINUOUS PROFESSIONAL DEVELOPMENT [CPD]</u>	Mr Deepak Agham Mr. Gopal Reddy	Mr. Gorakh HM Ms. Swarnali Ms. Vaishali Ms. Smita Sthul	To plan and execute CPD as per KVS guidelines
40	<u>LOCAL PURCHASE COMMITTEE</u>	Mr M G Reddy	Mr Deepak Agham Mr Shraddha Pandey Ms. Swarnali Mr. Gorakh (HM) Mrs.Ratna Singh P Mr. Navnath	1.To call the quotations as per the Requirement of items. 2.Compilation of quotations and making comparative statements and taking approval from Chairman, VMC
41	<u>SCHOOL WEBSITE COMMITTEE</u> <u>ICT & ATAL WEBSITE & CYBER SECURITY</u>	Ms. Vaishali Ms Samita	Mr K S Angare Ms Smita S Computer Instructor Ms. Shaifali	To update the school website from time to time.
42	<u>ART & CRAFT CLUB</u> Middle & Sec.	Mr Anand Shinde	MR Lahu K Ms Arti Bhardwaj	1.To motivate students for creativity. 2.To guide students to send their creative work to the magazines. 3. Create art & craft corner
43	<u>EXCURSION</u> Middle & Sec.	Mr. Amol K	. Mr Anil Punia Mr Abahy Bir Singh Mr.Lahu kamble Mr. Navanath Ms. Chhaya Mr. Jaiprakash	1.To Organize educational trips, ensuring they align with the curriculum and learning objectives.
44	<u>STAFF ROOM</u>	Ms. Pooja Arya Ms Mridula Yadav	All staff Members	To ensure the staff room remains clean and organized.
45	<u>APAAR</u> Middle & Sec.	Ms. Kirti	Ms. Manisha Gautam	To perform duties as per KVS guidelines
	Found.& Prep	Mr. Vijay Gate	Mr. Vishal	
46	<u>STUDENTS' COUNCIL</u> Middle & Sec.	Mrs. Swarnali Das	Mr Amol Ms. Manisha Gautam	1.To constitute the students' Council and allot the duties to them throughout the session.
	Found.& Prep	Ms. Ratna Singh	Ms. AArti Bhardwaj	
47	<u>GREEN AUDIT</u> Middle & Sec.	Mr Shraddha Pandey	Mr Vijay More Mrs Manisha Jha	To plan and execute the activities as per Action Plan.

48	<u>NAEP</u> Middle & Sec.	Mrs. Shraddha Pandey	Mr. V N Bhadane	To plan and conduct activities from time to time under Adolescence Education Programme.
49	<u>NIPUN BHARAT</u> Found.& Prep	Ms. Smita Sthul	Ms. Aarti Bhardwaj Ms. Sonia Ms. Ratna Mr. Ganesh	1. To ensure the timely completion of all activities as per the annual action plan. 3. To prepare agenda for conducting NIPUN meeting as per need. 4. Publication of e -Newsletter timely and sending entries for cluster/regional/ZIET for the same. 5. To keep records of monthly worksheets / Activity sheets of FLN/NIPUN BHARAT . 6. To organize programs class-1 students welcome / Balmela / Grandparents' Day
50	<u>WOMEN & CHILD RIGHT PROTECTION CELL & POCSO ACT</u>	Ms. Shraddha Pandey	Mrs Vaishali Mrs. Manisha Jha Mr. Vijay More Ms. Ratna Singh Ms. Sonia Mr. Navnath	1. To educate students and staff about women and child rights and the POCSO Act. 2. To investigate and address any complaints related to violations of rights. 3. To implement measures to protect the safety and well-being of women and children in the school.
51	<u>SCIENCE EXHIBITION</u>	Mr Deepak Agham	Mr M Gopala Reddy Mrs Shardhha Pandey Mrs Vaishali Mr A B Singh Mr Vijay More Mrs Manish Jha All PRIMARY TEACHERS All members of science club	1. To organize activities or project work related promotion of science. 2. To create a fun, enjoyable environment this inspires students and installs in them a great love for science.
52	<u>EBSB & HERITAGE CLUB (SOCIAL SCIENCE)</u>	Mr. Anil Kumar Punia	Ms. Samita Ms Sumaidha Mr. Lahu Kamble Ms Poorva D Ms Mona Mr Ganesh	To plan and execute the activities as per KVS guidelines .
53	<u>DISASTER MANAGEMENT COMMITTEE</u>			
	Chair Person - Principal			
	Vice Principal	Mr Kailash Giri	Mr Kailash Giri	
	HM	Mr. Gorakh Musale		
	PTA Member	1. Mr. Vishvasrao Bhadane		

		2.MsMridula Yadav		
	Students Member	School Captain		
	Representative of Fire Services	Mr K. S. Angare		
54	<u>SUB COMMITTEE UNDER DM COMMITTEE</u>			
a	Awareness generation and Warning & information Dissemination Team / Evacuation / Crowd Management /Stampede Committee	Ground Floor (Sec) Mr . Abhay Kene Mr V N Bhadane Mr Anand Shinde	Ground Floor (Pri) Ms Chhaya D Ms. Poorva Deshpande	
		First Floor (Sec) Mrs Pooja Arya Mr Vijay More Mr.Sahaj Ram M	First Floor (Pri) Ms. Neelam Mr. Vijay Gate	
		First Floor – Center (Sec) Mr.Anil Kumar Punia Ms. Shraddha P Mr K S Angare	First Floor Centre (Pri) Ms Sonia Ms. Bhavana Mr. Jaiprakash	
b	<u>DISSEMINATION TEAM & SEARCH & RESCUE TEAM</u>	All Male Teachers & Sub Staffs		
55	<u>FIRE SAFETY TEAM</u>	Mr K S Angare Mr Deepak All Male Teachers & Sub Staffs		
56	<u>TRANSPORT MANAGEMENT</u>	Mr Amol K.	Mr. K S Angare Mr.Abhay Kene	To arrange all types of Buses, Taxi, Car as per requirement for the Vidyalaya/ KVS.
57	<u>SAFETY OF THE DIVYANG STUDENTS COMMITTEE</u>	Mr. Shraddha	Mr. Abhay Kene Ms. Mona Dalvi	Ensure that complete safety is maintained.
58	<u>SEATING ARRANGEMENT</u>	Mr Deepak Agham Mr Vishal Ghate Mr. Sahajram Meena	House Incharges & House memebres	To plan and arrange seating for students , teachers , guests during events .
59	<u>STAGE MANAGEMENT</u>	(Back drop and Decoration) Mr. Anand Shinde CCA Coordinator		To set up the stage for events, performances, and assemblies.

60	<u>REFRESHMENT</u>	Mrs Ratna Singh	Ms. Sumaidha Ms. Manisha G Ms. Shaifali Gupta Ms, Sonia R	To plan and decide the menu for all the important occasions To make proper arrangements for seating and refreshment
61	<u>UDISE</u>	Ms. Vaishali	Mr Anil Punia Mr. K S Angare Mr V N Badhane Mr Navnath Mr. Vijay Mr. Vishal	To plan and execute the activities as per KVS guidelines .
62	<u>NCC</u>	Mr. Lahu Kamble	MRS Kirti Gupta Mrs Pooja	To plan and execute the activities as per NCC guidelines.
63	<u>AWAKENED CITIZEN PROGRAM</u> Middle & Sec.	Mr. V R Bhadane	Mr. J. K. Nagar Mr. Sahajram Meena Mr. Vijay .More Ms Sumedha Mr Anand Shinde Mr K S Angare	To complete the activities as per KVS guidelines
	Found.& Prep	Ms. Chhaya	Ms. Shaifali	
64	<u>FEES CONCESSION COMMITTEE</u>	Ms. Samita	Mr R Sakpal Mr Jaiprakash	To review and approve fee concession applications based on financial need and eligibility criteria.
65	<u>VIDYALAYA PLAN & ASSESSMENT TOOL</u>	Mr. Gopala Reddy	Mr. Abhay Bir Singh	To plan and execute the activities as per KVS guidelines.
66	<u>SAMAGAM PORTAL</u>	Ms. Vaishali	Ms. Swarnali Das Mr. V N Bhadane Mr. Vijay Gate Mr. Vishal	To plan and execute the activities as per KVS guidelines.
67	<u>PARENT TEACHER ASSOCIATION</u>	Ms. Vaishali	Mr A B Singh Mr. V N Bhadane Ms. Manisha Jha Mr Navnath Mr Jai Prakash	To plan and execute the activities as per KVS guidelines.
68	<u>UBI FEES</u>	Mr. K. S. Angare Mrs Vaishali	All the class teachers / co class teachers	To plan and execute the activities as per KVS guidelines.
69	<u>ORAL READING FLUENCY</u>	Mrs Swarnali Das Mr Amol	Mr V N Badhane Mrs Kirti Gupta Mrs Manisha Mr J Nagar	To monitor ORF online tests by KVS

			MR S Meena Ms. Bhavana Patil Mrs Arti Bhardwaj	
70	<u>TOY LIBRARY</u> Found.& Prep	Ms. Poorva Deshapande	Mr. Vishal Phajge	To update Toy Library and keep records of activities.
71	<u>NEWSLETTER</u>	Mrs Swarnali Das	Mr Amol Ms. Sonia Raghuwanshi Ms. Arti Bhardwaj	To publish quarterly Newsletter reflecting Found.& Prep activities.
72	<u>PBL-PROJECT BASED LEARNING</u> Found.& Prep	Ms. Chhaya Dawale	Ms. Bhavana Patil	To monitor and guide teachers for PBL as per KVS norms
73	<u>BEST PRACTICES</u>	Mrs Swarnali Das	Mr M G Reddy Mrs Samita Mr. Vijay Gate Ms. Sonia Raghuwanshi All subject teachers	To keep record of Vidyalaya level Best Practices for Found.& Prep stages
74	<u>Office Work- Annual Account,Income Tax,Budget preparation etc)</u>	Mr Rajendra Sakpal	Mrs Samita Mr Anil Punia Mr Ishwar Mr B M Tapkir	To prepare all finance related documents and submit the relevant information timely.
75	<u>GEM COMMITTEE</u>	Mrs Vaishali Mr K S Angare	Mr Gorakh Mr M Gopala Reddy Mr Anil Punia Mrs Samita Mr Navnath Mrs Kirti Gupta Mr Rajendra Sakpal Mr Ishwar	To give order for different departments after obtaining requisition from the incharges.

PRINCIPAL