

PM SHRI Kendriya Vidyalaya OF Bhandara

Staff Committee and Allotment of duties

Session 2026-27

S.No	Committees	Duties
1	Academic Monitoring Committee	
	• Sh Rajesh Raut (I/C) • Sh Kailash Shingade Primary Section • Sh J S Bhatia(I/C)	Monitoring the academic, remedial & other strategies for overall development of the school. NOTE: The committee will be responsible for the following: Preparation and implementation of the Vidyalaya Plan. Preparation of the CPD Calendar at the school level. Conducting and documenting Subject Committee Meetings. Monitoring classroom transactions to ensure effective teaching-learning processes. Ensuring the implementation of CBL (Competency Based Learning) and CBA (Competency Based Assessment). Implementing and monitoring guidelines and directions issued by KVS from time to time in respect of their subjects. Moderation of Question Papers and ensuring quality and standardization. Monitoring the academic performance of students in their respective subjects. Implementation and monitoring of flagship programmes of KVS/CBSE. Promoting innovative practices and best practices for strengthening their respective subjects.
2	Discipline Committee	
	• Sh. Shailesh Bagde(I/C) • Smt Priti Sarkar • Sh Vijay Bhagat • Smt Pavathy Kamble • Sh Sushel Jatav • Smt Kavita • Primary Section: • Sh. H P Meshram(I/C) • Sh Vishal Khode • Smt Harshila Badole • Sh Vhipin Meshram • Ms Himanshi	Monitor and maintain the discipline check the activities of the students within the school campus during offline classes. To deal with cases of indiscipline by the students and their counseling during online /offline classes. DISCIPLINE (LATE COMERS, ASSEMBLY GATHERING, UNIFORM CHECKING, CORRIDOR MOVEMENTS, DISPUTE SETTLEMENTS, INDICIPLINE CASES, CORRIDOR DUTIES, CCTV MONITORING, SECURITY)
3	Examination Committee	
	Internal Examination	NOTE: The committee will be responsible

	• Sh Kailash Shingade(I/C) • Smt Parvathy Kamble • Sh Kishor Hande • Sh Sushel Jatav External Examination(CBSE) • Smt Preeti Sarkar (I/C) • Smt Archana Bhaladhare Primary Section • Sh Vhipin Meshram (I/C) • Sh Parag Bhotmange	for the following: Sensitizing staff members on assessment formats specific to each stage, setting of time tables for PTs, HY and SEE (wherever applicable), collection of checked answer script, keeping records, getting results prepared, conducting LATs and any other exams as per directions of RO. preparation of requirements under Exam dept. To plan & conduct home examination as per KVS norms. CBSE & other (Olympiad, etc.) examinations. To prepare and disseminate the time table well in advance. To conduct the PTM in coordination of class teachers and Subject teachers. To get the question paper setting, result analysis timely.
4	Admission Committee	
	• Sh.Rajkumar (I/C) • Sh Jajju Bhatia Primary Section • Sh.Ashish Sakharkar • Sh Deependra Yadav • Class Teachers of Class I	NOTE: The committee will be responsible for the following: monitoring of entire admission process, sensitizing team members with admission guidelines, monitoring of online admission portal, calling registered candidates and update parents on the requisite documents. Verification of document in class I should go along with registration. Conducting lotteries in class I and other classes if needed as per schedule. Keeping track of vacancy position for other classes. Preparation of question paper for class IX admission. Preparation of provisional list. Display of lists, instructions and schedule for admission. maintenance of records, signing of admission for, entries on ubi portal, Providing data as and when asked by the RO and HQ.
5	Time Table Committee	
	• Smt Shraddha Agrawal (I/C) • Sh Ganesh Taralekar Primary Section: • Sh Parag Bhotmange (I/C) • Sh Deependra	To prepare time table / Remedial Time table and make arrangement against leave.
6	CCA Committee	
	• Smt Kavita Nagmote(I/C) • Smt Vaishali Asudani (Co I/C) • All House Masters Primary Section: • Sh Vishal Khode (I/C) • Smt Pooja (Co I/C) • All House Masters	NOTE: The committee will be responsible for the following: preparing CLA calendar for the session 2026-27 and ensure all the activities are carried out in sync with important events and days to be observed, announcement of results and fair participation, preparing requisition for prizes of winners,

		organizing any other events as directed by KVS RO and HQ To plan and organize house activities. Maintenance of the record of the same. Arrange evaluation and Prize distribution
7	Assembly Committee	
	- Sh Ashish Sakharkar(I/C) - Sh. Shailesh Bagde Primary Section: Sh. Vishal Khode (I/C) - Smt Minal Chawan (Co I/C)	To plan & ensure presentation of assembly with the help of students, class teachers & house masters weekly.
8	EBSB AND KALA UTSAV	
	Sh Deepak Deshpande(I/C) - Sh Ashish Sakharkar - Sh V J Bhagat - Sh Kishor Hande - Smt Kavita - Sh Rajkumar - Smt Vaishali Asudani - Sh Sushel Jatav - Sh Shivam	To Motivate students to prepare exhibits and prepare for Cultural Programme ,Debate ,Quiz etc
9	Cultural Programme Committee	
	Sh Ashish Sakharkar(I/C) - Smt Archana Primary Section: - Smt Minal Chawan - Ms Himanshi	Planning, Preparation & organizing Cultural activities inside and outside the vidyalaya.
10	Rajbhasha Committee	
	Sh Rajkumar (I/C) - Smt Vaishali Asudani - Sh Sushel Jatav - Sh Shivam	To Promote work in Hindi
11	Games & Sports Committee	
	Sh Shailesh Bagde(I/C) - Sports Coach - Yoga Coach Primary Section: - Sh. Parag Bhotmange - Sh Deependra	To coach and train students in different sports & games according to their potential. To plan the vidyalaya and cluster level activities Ensure availability of sports material for the students.
12	Students Council	
	- Sh V J Bhagat (I/C) - Sh. Shailesh Bagde Primary Section: Sh Vishal Khode (I/C) All Class teachers and House masters.	To select appropriate students for various portfolios, conduct investiture ceremony.
13	Mathematics Club	
	Sh Shraddha Agrawal(I/C) Sh Ganesh Taralekar - Sh. P F Shende	To conduct Mathematical activities in the vidyalaya & maintain Maths Lab.

	- Smt Archana Primary Section: - Sh Vhipin Meshram - Smt Pooja	
14	Nature Club	
	Sh Rajesh Raut(I/C) Smt Anita Thakre - Smt Neelima Singh - Smt Minal	Organize excursions & educational trips.
15	Readers Club	
	- Sh V J Bhagat - Sh Rajkumar - Sh Shivam Primary Section: Smt Meenal Chawhan - Sh. Vishal Khode - Ms Ahinsa Jain	To develop the Reading Skill among the students
16	Fine Art Club	
	Art Coach (I/C)	To motivate students to enhance their skill in painting and craft. To conduct workshops.
17	TLM Purchase	
	Sh Harshwardhan Meshram	To get requisition from teachers, consolidate and purchase of TLM To issue TLM to teachers and maintain records
18	Photography Club	
	Sh Surendra(I/C) - Sh Deependra	To motivate and enhance students skill in photography. To capture various school events in camera.
19	Press Coverage	
	Sh. Vijay Bhagat(I/C) Sh . J S Bhatia	To ensure press coverage of all activities in the vidyalaya To inform press personnel to cover event well in advance
20	Cleanliness Committee	
	Sh Shailesh Bagde(I/C) Smt Shraddha Agrawal Sh. Shivam - Ms Himanshi - Sh Surendra	To monitor the work of outsourcing agency related to cleaning of the vidyalaya. NOTE: Member will take rounds atleast twice a day to ensure cleanliness of corridors, toilets and school premises
21	Beautification & Gardening	
	Sh Rajesh Raut(I/C) Smt Anita Thakre - Smt Neelima Singh - Smt Minal All House Masters Secondary & Primary Section	To make the vidyalaya beautiful, colorful & attractive. To make KV Green.
22	Repair and Maintenance	
	Sh.Shivam Shukla (Civil work) Sh Surendra (Electrical)	To look after the maintenance & repair work of the vidyalaya building and

	• Sh.Deependra (Plumbing) • Sh.Amardip Patil (Furniture)	surrounding.
23	Purchase Committee	
	• Sh. Rajesh Raut(I/C) • Sh.Kailash Shingade • Sh Ganesh Taralekar • Smt Archana • Sh Jajju Bhatia	Survey of shops for material,call quotations and acquisition.
24	Right to Information	
	• Sh. Rajkumar(I/C)	To provide information under RTI.
25	SC/ST Grievance Cell	
	• Sh. Rajesh Raut(I/C) • Smt Archana	To handle all the issues related to SC and ST.
26	First Aid Committee	
	• Smt Shraddha Agrawal (I/C) • Smt Neelima Singh • Primary Section: • Sh Vhipin Meshram • Smt Pooja	To procure the material required for first aid, maintain first aid kit and to provide first aid facility to students & staff. To arrange medical Checkup program.
27	Web Management Committee	
	• Smt Preeti Sarkar (I/C) • Sh Parag Bhotmange • Smt Pooja	To update information on the school website as per KVS instructions.
28	Guidance & Counselling	
	BOYS • Sh V J Bhagat (I/C) • Sh J S Bhatia • Sh Deepak Deshpande GIRLS • Smt Preeti Sarkar(I/C) • Smt Shraddha Agrawal • Smt Neelima Singh	.To provide necessary guidance to students & arrange guest lectures on guidance & counseling
29	AEP	
	BOYS • Sh Kailash Shingade(I/C) • Sh Kishor Hande GIRLS • Smt Parvathy Kamble(I/C) • Smt Neelima Singh	To provide necessary guidance to students & arrange guest lectures AEP.
30	Language Club	
	• Sh Rajkumar (I/C Hindi) • Sh V J Bhagat (I/C English) • Sh Shivam • Primary Section: • Sh Amardeep Patil • Sh Parag Bhotmange • Sh Vishal Khode	These are designed to develop vocabulary, fluency in the language, familiarize learners with linguistic expressions, to develop linguistic competence, sharpen creativity and trigger logical thinking.
31	Furniture	
	• Sh Amardeep Patil(I/C) • Sh Sushel Jatav	To Look after purchase and repair of furniture
32	UBI Fee Portal	

	• Smt Preeti Sarkar(I/C) • Sh Parag Bhotmange (Primary)	To ensure verification by the class teachers
33	Cash book/Ledger erification/Accounts Committee	
	• Smt Shraddha Agrawal • Sh Ganesh Taralekar • Sh Pramod Kumar Shende • Smt Archana Bhaladhare	To verify the entry made in cash Book and Ledger . To ensure preparation of Montly Report of SF/VVN.To Verify Tally Entry
34	NIPUN	
	• Sh Harshwardhan Meshram(I/C) • Ms Himanshi	To reach the desired level of primary education purposefully and to improve school and class room environment
35	Income Tax Assistance	
	• Sh Ganesh Taralekar • Sh Deependra	To assist the office staff in income tax calculation etc
36	Scouts and Guides • Sh Rajkumar • Sh Dipak Deshpande • Sh Kishor Hande • Smt Archana • Smt Neelima • SMT Kavita Cubs and Bulbuls • Sh Vishal Khode • Smt Minal All Scout Masters, Guides, Cub Masters and Flock Leaders	To carry out all the activities of Scouts and Guides To organise Camp To prepare students for various camps for different badges, sopan, puraskar
37	Internal Complaint Committee	
	• Smt Preeti Sarkar (I/C) • Smt Parvathy Kamble • Smt Archana	To enquire into the complaints of Sexual harassment of women in the vidyalaya
38	ACP	
	• Sh P F Shende(I/C) • Sh Ganesh Tarlekar • Smt Kavita Nagmote • Smt Archana Bhaladhare • Smt Neelima Singh • Sh Deepak Deshpande • Sh Sushel Jatav • Sh Shivam	To ensure conduction of timely all the 16 modules and timely sending the report.
39	JIGAYSA	
	• Sh Kailash Shingade(I/C) • Smt Parvathy Kamble • Sh Rajesh Raut	To organiseVisits of Scientists to Schools ,Lab specific activities / Onsite experiments and many more.
40	STEM Club	
	• Smt Shraddha Agrawal(I/C) • Sh Rajesh Raut	To develope the STEM garden/ Park by June 2026

	• Sh Kailash Shingade • Smt Parvathy Kamble • Smt Anita Thakre • Sh Ganesh Taralekar • Sh P F Shende • Smt Archana • Smt Neelima	
41	Jawaharlal Nehru Science Exhibition/ National Children Science Congress/INSPIRE/	
	• Smt Parvathy Kamble (I/C) • Smt Shraddha Agrawal • Sh Kailash Shingade • Sh Rajesh Raut • Smt Seema Sakhare • Smt Neelima Singh	To guide the students to prepare exhibits and organise exhibition at vidyalaya level.
42	Students Grievance Cell	
	• Sh Rajesh Raut • Sh V J Bhagat • Smt Preeti Sarkar • Smt Parvathy Kamble • Sh Shailesh Bagde	To resolve all the Grievance timely
43	Toy Library	
	• Smt Minal Chawan(I/C) • Ms Himanshi	To Procure more toys ,and maintain the library
44	UDISE/APAAR	
	• Sh Shivam Shukla • Ms Ahinsa Jain	They will ensure certification of profile of all the module and ensure generation of 100% APAAR Ids
45	ENROLMENT	
	• SH RAJKUMAR SINGH • SMT POOJA	Will ensure collection of data of enrolment before 28 th of every month

- **Minutes of every staff meeting will be noted in the register by Sh Rajkumar and ensure circulated among the staff members.**

(Neelam Meshram)
PRINCIPAL