

## KENDRIYA VIDYALYA BEG PUNE-06

### LIST OF COMMITTEE SESSION 2024-25

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
1	<b>Admission</b>	<p>To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2024-25 in consultation with the Principal.</p> <p>-To ensure fair admission as per the given schedule of the KVS. -To collect class wise enrolment position on last working day. Regular correspondence pertaining to admission -To complete the admissions register and upload Admission and T.C. in the website.</p>	<p>Smt Samta Jangdekar (VP). Sec.Sec. Sh.Rajesh Singh ,(PGT-Geo),I/C Smt Madhu Kumari Singh (PGT-Chem)</p> <p>Smt. Ritu Bhardwaj,(TGT-Maths)</p> <p>Smt Harsha Joshi (HM) Sh. G.N. Arakh (PRT)I/c Pri.Sec</p> <p>Smt Sangita Bhande (PRT) Sh. Maruti Shinde (PRT), Sh. Rahul Ambuse (PRT) , Sh Prashant Dhakne (PRT)</p>
2	<b>Academics</b>	<p>To look after all areas of academics. To prepare annual academic programme.</p> <p>To prepare inspection tools. Conduct meeting once in a month. (First week ) Monday – English, Hindi &amp; Sanskrit Wednesday – Maths &amp; Science Thursday –Primary Section Friday– Social Science</p>	<p>Smt. Samta Jangdekar, (VP) I/C Sh. Kailash Giri (PGT-Eco.) Coordinator</p> <p>Sh.Rajesh Kumar (PGT-Phy) Smt. Urmila Deep (PGT-Hin) Smt. Sonali Taide (PGT- ENG) Sh Ashwani Kumar (PGT-Comm) Smt. Surabhi Gonar (PGT-comp) Smt. Harsha Joshi (HM)</p>
3	<b>Examination Internal , PISA / LAS</b>	<p>-To plan the schedule of PT, CT Pre-Board and SEE as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. To organize and conduct Parent Teacher meetings for all classes -To give suitable instructions to class teachers for maintaining all the relevant records.</p>	<p>Sh Kailash Giri (PGT-Eco) i/c</p> <p>Sh Neeraj Kumar Sharma (PGT Math) Smt. Manisha Bhansali (TGT-SST) Smt. Bhavana Bhardwaj (TGT Maths) Sh. Babasaheb Bansode (TGT English) Sh. Anant Ekbote (Sub Staff)</p>
4	<b>CBSE</b>	<p>To Conduct Exam By CBSE To maintain record of Class IX To XII students To complete all works related to CBSE</p>	<p>Smt. K. Lakshmi (PGT-Math) I/c. Smt. Surabhi Gonar (PGT CS) Sh Prashant Jaggi (PGT Phy)</p> <p>Sh. shashi (Sub Staff)</p>
5	<b>Time-Table  Supervision of unattended classes. Monitoring of Staff Leave,</b>	<p>To prepare &amp; execute time table as per the norms.</p> <p>-To make necessary adjustments in the time table due to administrative exigencies. -To device workable &amp; suitable assignment/remedial time-table -To make arrangement for classes suitably as per requirement.</p> <p>- To prepare Home Assignment Schedule, Inspection schedule etc. To prepare schedule for CALP To verify all records and attendance of contractual Teachers</p>	<p>Smt K. Lakshmi (PGT math) Sh. Prashant Jaggi (PGT-Phy) Sh. Neeraj Kumar Sharma (PGT-Math)</p> <p>Sh.Neeraj Kumar Sharma (PGT Maths)</p> <p>Sh. Prashant Jaggi (PGT-Phy) Sh. Laxman Ghodke (TGT-Eng.) arrangement</p>
6	<b>M &amp; R</b>	To take up all repair works	Smt. Indu Raina (TGT-WE) Electric i/c

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
		Manage Water (RO) Servicing	Sh. M.T.Gaikwad (TGT-Sci) Civil i/c. Smt S. Priya (TGT-AE)
		Staff Quarters Regular repair and maintenance of staff quarters including special repairs (if any).Prepare the first of eligible employee for quarters.	Dr. Ashwani Kumar (PGT) Smt Avanti Negi (PGT-Che) Sh. Maruti Shinde (PRT) Sh. Rahul Ambuse (PRT) Sh. S.P. Shaikh (ASO)
7	CCA	-To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner.  -To activate the conduct of Morning Assembly. -To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time. To. Prepare C.C.A. Calendar -To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee. To initiate procedure of magazine publication e.g. Collection of articles ,proof reading, cover design select articles etc.	Smt. Urmila Deep (PGT-Hindi)  Sh. J.B. Patil (PGT- Eng.) Sh Nilesh Shinde (TGT-Skt.)  Smt. S. Priya (ART)
8	Event Management	To Manage and organize various programmes allotted by KVS (RO)/HQ. To monitor the functioning of various committees on monthly basis and keep teacher wise record. To prepare panel of contractual teachers, VMC, VEC, and members of PTA. To pre- plan and prepare duty chart for various activities/functions to be performed by the members of various committees as per the annual plan. To depute Teachers for escorting duty on rotation basis	Sh. Rajesh Singh (PGT-Geo.) i/c Smt. Harsha Joshi (HM) Smt S. Priya (TGT-AE) (Decoration)  Smt. Shalini Sharma (SSA)
9	Security conservancy & safety, Swachchtha Coordinator (Sanitation and Cleanliness)	To keep a proper weekly record of working of conservancy staff. To check the attendance/ ESI/ Police verification of House keeping staff. To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation Committee.  To ensure that the wash rooms are cleaned twice daily by the house keeping ladies. To maintain records.  To ensure that the classrooms and the corridors of their respective blocks are cleaned. help and guide the students how to use it. To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supplv/storage/ dustbins/electrical points. Arrangement of night duty staff (as per the need)during all the important events . To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office. To ensure proper working of security and conservancy staff as per the contract	Sh J.B. Patil (PGT- Eng) i/c  Ku. Anuradha Prajapati (TGT-Sci.)  Sh. M.T. Gaikwad (TGT-Sci)  Smt. Meenakshi (TGT-Hindi)  Sh. Prashant Dhakne (PRT)  Sh. Manoj Walmiki (Sub Staff)  Sh. Subhash Waghale (Sub Staff)

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
		To plan for the safety and security of the students and the Vidyalaya building. To obtain building and electrical safety certificate. To organize programmes on safety and security of the children	
10	NDMA ,Fire Safety, Evacuation	To train the teachers & the students. To display evaluation plan. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate	Smt Jyoti Sajgure (TGT PHE) Sh. Rajesh Singh (PGT-Geo) All Class Teachers Smt Indu Raina,TGT(WE) Sh. Shashi (Sub Staff)
11	Students with special needs (Divyang).*	Collection of Data class wise as per guidelines./KVS norms. To keep records ready for sending to RO as and when required.	Smt. Vidya Gengje (Special Educator) Smt. Harsha Joshi (HM) Smt. Shalini Sharma (SSA)
12	Furniture	-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. To prepare and display inventory of class wise and department wise furniture To arrange for the repair of furniture as and when required	Sh.Dilip Shirvastava (PGT His) i/c Smt. Madhu Kumari Singh (PGT-Che) Smt. Bhawana Bhardwaj (TGT-Maths) Sh.Laxman Bhosale (PRT)
13	ICT/Website- Updating, UBI Fees Portal. Computer Rooms	-To ensure all the Labs in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office. - To Regularly update the website with latest happenings. · Maintaining computer labs as per KVS norms & installing software & hardware. · Updating the Vidyalaya website time to time. · Ensuring smooth functioning of all the computers in the Vidyalaya. · Calling quotation for AMC & supervise the work of AMC.	Smt. . Surabhi Gonar (PGT-CS) Sec. omp. Instructor Smt.Teleshvi Waghmare (Comp.Inst.) Smt Shalini Sharma (SSA)
14	Gardening	· To develop and maintain garden throughout the year by adding more potted plants and plantations of · Celebration of Van Mahotsav & other programme	Smt.Leena Jojo (PGT0 Bio) i/c Miss Anuradha Prajapati (TGT-Sci) Sh. Anant Ekbote (Sub-Staff)
15	Adult Education Programme (AEP)	· To plan and conduct activities from time to time under Adult Education Programme.	Smt. Sonali Taide (PGT- Eng.) Ku. Anuradha Prajapati (TGT-Sci)
16	Excursion & Transportation	· To plan for the venue/places to be visited. · To select the students on rotation basis including teacher escorts. · Make budget provision about the fund required. · Settlement of bills in due time.	Sh. Rajesh Singh (PGT-Geo) Sh Neeraj Kumar Sharma (PGT-Math) Smt. Sangeeta Bhande (PRT) Smt. Jyoti Sajgure (TGT-PHE) Sh. S.P. Shaikh ( ASO)

· To purchase books as per KVS instructions.

Sh. Sunil R Waghmare (LIB) i/c

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
17	<b>Library, Book Selection Committee</b>	<ul style="list-style-type: none"> <li>· To maintain proportion of books of both the languages (Hindi + English).</li> <li>· Regular meeting of library committee.</li> <li>· To make available latest editions of the books for the children.</li> <li>· To facilitate children for reading of all available books, CDs, LCDs, etc. and also e- Granthalaya.</li> <li>· To select latest books for their primary children as per their level.</li> <li>· To ensure the ratio and variety of books in Primary Class Libraries.</li> </ul>	<p>Sh G.N. Arakh (PRT)</p> <p>Smt. Sonali Taide (PGT-Eng)</p> <p>Smt. Urmila Deep (PGT-Hindi)</p> <p>Sh. Kailash Giri (PGT-Eco.)</p> <p>Sh. Rajesh Kumar (PGT-Phy)</p>
18	<b>Writing of minutes of all the meetings</b>	<ul style="list-style-type: none"> <li>· Minutes of all the meetings to be written in the meetings and circulating them for signatures.</li> <li>· Maintaining meeting minutes register.</li> </ul>	<p>Smt. Meenakshi (TGT-Hindi)</p> <p>Sh. Babasaheb Bansode (TGT Eng.)</p>
19	<b>Refreshment Arrangement on special occasions</b>	<ul style="list-style-type: none"> <li>· To plan and decide the menu for all important occasions.</li> <li>· To make proper arrangements for seating and refreshment.</li> </ul>	<p>Smt. Indu Raina (TGT-WE) i/c</p> <p>Smt. Ritu Bhardwaj (TGT- Maths)</p> <p>Miss Babita (PRT)</p> <p>Miss. Kajal Yadav (PRT)</p> <p>Smt. Shalini Sharma (SSA)</p>
20	<p>1. <b>Guidance , Counselling</b></p> <p>2. <b>Tarunostava</b></p>	<ul style="list-style-type: none"> <li>· To give guidance for the children whenever required.</li> <li>· Motivation for Better Learning.</li> <li>· Supervising the work of counsellor.</li> <li>· Provide base for building future career.</li> <li>· Inculcate &amp; develop values, habits, good manners, self-confidence, self-discipline, self-reliance and career mindedness.</li> </ul>	<p>Sh. Kailash Giri (PGT-Eco) i/c .</p> <p>Smt. Samta Jangdekar (VP)</p> <p>Sh. Rajesh Kumar (PGT-Phy).</p> <p>Smt. Sonali Taide (PGT-Eng) i/c.</p> <p>Smt. Leena Jojo (PGT-Bio)</p> <p>Sh. Sunil R Waghmare (Lib.)</p> <p>Miss. Anuradha Prajapati (TGT-Sci)</p>
21	<p>1. <b>Discipline</b></p> <p>2. <b>Discipline Related Cases</b></p>	<p>-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students' .To ensure line wise movement for/from morning assembly, attending departments for classes.</p> <p>Smooth Class wise dispersal of students after long bell.Uniform checking duty.</p> <p>Discipline during recess and important functions.Morning assembly, in and outside classrooms ,playground,</p> <p>Organization of counseling classes. Duty allotment to council members</p> <p>Systematic and orderly movement of students for assembly. Checking of late comers .of primary and secondary</p> <p>. To implement out pass system in the classes.</p> <p>Constitution of class committee for discipline and selection of student council members</p>	<p>Smt. Jyoti Sajgure (TGT PHE) i/c</p> <p>2- Yoga Teachers</p> <p>All Class Teachers</p> <p>Sh Rajesh Singh (PGT-Geo)</p> <p>Sh. Laxman Ghodke (TGT-Eng)</p> <p>Smt S. Priya (TGT-AE)</p> <p>Sh. M.T Gaikwad (TGT-Sci)</p>
22	<b>राजभाषासमिति</b>	<p>-To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.To Ensure maximum use of rajbhasha.</p>	<p>Smt. Urmila Deep (PGT-Hin) i/c</p> <p>Smt. Meenakshi (TGT- Hindi)</p> <p>Sh Nilesh Shinde (TGT-Skt)</p> <p>Smt. Kavita (TGT-Skt)</p> <p>Sh S P Shaikh (ASO)</p> <p>Smt. Shalini Sharma (SSA)</p>

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
23	Scouts & Guides Cubs & Bulbuls	-To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.	Sh. Amardeep Nikalje (PRT) i/c Sh. Nilesh Shinde (TGT-Skt) Smt. S. Priya (TGT-AE) Ms. Anuradha Prajapati (TGT-Sci) Sh.Sandeep (PRT) Sh. Abhijit Gade (PRT) Sh. Maruti S Shinde (PRT) Smt. Naseem Khan (PRT). Smt. Sangeeta Bhande (PRT) Smt. Anjali (PRT)
24	PTA Meetings	-To checkout Annual plan of meetings and to maintain minutes and records of such meetings. To inform the students about the various courses that can be taken as career.	Smt. Leena Jojo (PGT-Bio) Sh. G.N. Arakh (PRT)
25 (a)	Mathematics Olympiad,	To register students as per KVS guidelines.	Smt K Lakshmi PGT(Maths) i/c Sh. Neeraj Kumar Sharma (PGT-Maths) Smt Bhawana Bhardwaj (TGT-Math)
(b)	Inspire, NCSE, JNSMEE, Science & Maths Olympiad IA PT	To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges.	Sh. Rajesh Kumar (PGT-Phy)i/c. Smt. Avanti Negi (PGT-Che) Smt. Leena Jojo (PGT-Bio) Smt. Surabhi Gonar (PGT-CS) Sh. M.T. Gaikwad (TGT-Sci) Ms. Anuradha Prajapati (TGT-Sci)
26	STAFF ROOM & ITS MANAGEMENT	1. To maintain the cleanliness in staff room. 2. To instruct all staff member to maintain the decorum of Staff room. 3. To upkeep the copies and books in shelf. · To maintain the cleanliness arrangements of the staff room notice board, notice board.	Dr. Ashwani Kumar (PGT-Comm) i/c. Smt. Rajni Kaur (TGT-Eng)i/c Smt. Kavita (TGT-Skt)
27	Alumni Organisation	· To maintain the record of Alumni organization. · Keep on adding the names in the organization and thus enrich the Alumni. · Facilitating the activities of the organization.	Sh.Rajesh Singh (PGT-Geo) Smt. Naseem Khan (PRT) Smt. Shalini Sharma (SSA)
28	Music	· To maintain the cleanliness arrangements of the Music room & Musical Instruments. · Proper guidance to students for smooth conduct of morning assembly, meetings & cultural programme.	Smt. Pallavi Aronkar (PRT-Music) Smt. Kavita (TGT-Skt) Smt. Bhavana Bhardwaj (TGT-Maths)
29	Games & Sports , SBSB  Flag Duty	-To practice MPT, Yoga daily during the morning assembly to the students. -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record.  To allot duties and train teachers for flag hoisting and lowering	Smt. Jyoti Sajgure (TGT-PET) Games Instructor Smt Sangeeta Bhande (PRT)  Sh. Maruti Shinde (PRT) Concern Class Teacher Sh. Anant Ekbote (Sub Staff)

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
30	<b>GeM Purchase committee &amp; PM Shri Scheme</b>	Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure. To ensure that the payment is made to the firm. (Any 04/05 Signatory for verification).	Sh. Kailash Giri (PGT- Eco.) Smt. Surabhi Gonar (PGT-CS) Smt. S. Priya (TGT - Art) Smt Indu Raina,TGT(WE) Smt.Harsha Joshi (HM) Sh.. SP Shaikh (ASO) Smt. Shalini Sharma (SSA)
31	<b>PM SKILL HUB</b>	Ensure all activities and mandatory function of Skill Hub	Sh. Kailash Giri (PGT-Eco) Smt. Surabhi Gonar (PGT-CS) Computer Instructor, Smt. S. Priya (TGT-Art) Sh. Shailesh Almale (PRT)
32	<b>U-DISE</b>	Ensure all mandatory function of U-Dise	Sh. Rahul Ambuse (PRT) i/c. All Class Teachers & Co-Class Teachers.
33	<b>Water Management including upkeep of R.O./Aqua guards/Pump House/water coolers/Generator etc.</b>	- To ensure uninterrupted water supply in all the toilets and other places.	Smt. Indu Raina (TGT-WE)i/c.Sh.. M.T.Gaikwad (TGT-Sci)
		-To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.	Sh. Prashant (PRT)  Sh. Shashi (Sub-Staff)
34	<b>During Event &amp; Beautification of Corridor</b>	To take care and maintain the beautification in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's area, staff rooms etc.	Smt. S. Priya (TGT-AE) All House Masters Smt. Kavita (TGT-Skt)
35	<b>Medical and First aid</b>	To Get the medical checkup of students as per the instructions of KVS To Maintain first aid in the Vidyalaya for any emergency. Oversee duties of nurse	Smt . Leena Jojo (PGT-Bio)  Smt . Jyoti Sajgure (TGT-PET) i/c  Smt. Vanita Jadhav (Nurse)
36	<b>Complaint Box, Grievance cell &amp; RTI</b>	To reply all types of RTI in the given time.  To reply parliamentary questions  to conduct school level grievance meetings Grievances from students and staff	Smt. Samta Jangadekar (VP) i/c. Sh. Kailash Giri (PGT-Eco) Sh. Rajesh Kumar (PGT-Phy) i/c Smt. Urmila Deep (PGT-Hindi) Smt. Harsha Joshi (HM) Smt. Shalini Sharma (SSA) All Class Teachers to maintained records.
37	<b>IGBC, GSP, &amp; Eco club</b>	-Make a club by collecting the names of the students who are interested in various activities. -Keep a record of number of students in the club. -Encourage them to make innovative projects.	Smt. Leena Jojo (PGT-Bio) Sh. M.T. Gaikwad(TGT-Sci) i/c  MS. Anuradha (TGT-Sci)
38	<b>Photography, Banners And Decoration</b>	-To maintain Album covering all activities. -To display all the coverage of all occasions. Staff and Students photographs for website and magazine	Smt S. Priya (TGT-AE) Smt. Madhu Kumari Singh (PGT-Che) Smt Anjali (PRT) Sh. Prashant Dhakne (PRT)
39	<b>P A System &amp; Electrical repairs &amp; Connections. Including upkeep of fire extinguishers.</b>	-To arrange PA system for morning assembly and other programs.	Smt. Indu Raina (TGT-WE) i/c. Sh Anant Ekbote (Sub-Staff)

SN.	COMMITTEE	DUTIES AND RESPONSIBILITIES	MEMBERS
40	<b>Social Science Exhibition,EBSB, AKAM, Youth parliament</b>	To prepare children for youth parliament at Vidyalaya level To organize youth parliament functions as per the instructions of KVS To organize all activities as instructed by KVS	Sh. Dilip Shrivastava (PGT-History)/i/c Sh. Rajesh Singh (PGT-Geo) Smt. Manisha Bhansali (TGT-SSt) (AKAM)
41	<b>Condemnation</b>	To maintain record and perform condemnation of different stocks as per kvs norms	Sh. Rajesh kumar (Pgt-Che),i/c Sh. S.P. Shaikh (ASO) All stock holders
42	<b>SCHOOL PARTNERSHIP PROGRAMME</b>	To build partnership to nearby school.	Smt. Harsha Joshi (HM) Smt. Naseem Khan, PRT
43	<b>BEST PRACTICES and DEVELOPMENT, BALA</b>	To adopt best teaching learning practices . To develop school building as a learning APP	Smt Samta Jangdekar (VP) i/c. Smt Harsha Joshi (TGT-AE) Miss Priya (PRT)

**PRINCIPAL**















