

KENDRIYA VIDYALAYA, ARMY AREA, PUNE - 411040

COMMITTEES 2023-24

The following committees have been formed for the year 2023-24 for smooth functioning of the Vidyalaya. Every Committee In-charges are responsible for preparation of Annual/Year Planner of all activities of his/her department.

SI.NO.	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES												
1.	Flag Hoisting and Retreating Ceremony	<table border="1"> <tr> <td>1. MR SUNIL ADASULE (I/c)</td> <td>Morning Duty</td> </tr> <tr> <td>2. MR D N KHATOI</td> <td></td> </tr> <tr> <td>3. MR. LAHU KALE</td> <td></td> </tr> <tr> <td>1 Mr YUDHVIR</td> <td>Evening Duty</td> </tr> <tr> <td>2. MR ARUN ADAKMAOL</td> <td></td> </tr> <tr> <td>3. MR VIJAY GAIKWAD</td> <td></td> </tr> </table>	1. MR SUNIL ADASULE (I/c)	Morning Duty	2. MR D N KHATOI		3. MR. LAHU KALE		1 Mr YUDHVIR	Evening Duty	2. MR ARUN ADAKMAOL		3. MR VIJAY GAIKWAD		<p>To ensure raising of National Flag every morning and it's lowering before sunset in our KV.</p> <ul style="list-style-type: none"> To position the flag post at prominent place. To follow DO's and Don'ts to honour our National Flag. To ensure compliance of the Flag Code.
1. MR SUNIL ADASULE (I/c)	Morning Duty														
2. MR D N KHATOI															
3. MR. LAHU KALE															
1 Mr YUDHVIR	Evening Duty														
2. MR ARUN ADAKMAOL															
3. MR VIJAY GAIKWAD															
2.	Academic and Administrative support	<p>1. VICE PRINCIPAL I/C 2. MRS. SEEMA YADAV 3. MR. A. S VISHWAKARMA 4. MRS. ANITA PAUL, HM</p>	<p>Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal.</p> <p>Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Senior Most PGT to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking.</p> <p>Preparing academic calendar department wise</p>												
3	KV Shaala Darpan / UDISE/ UBI PORTAL	<p>1. MR ARUN CHOUDHARY 2. MR ASHISH TAKSANDE 3. MR. YUDHVIR 4. COMPUTER INSTRUCTOR SECONDARY</p>	<ul style="list-style-type: none"> To monitor activities of KV Shaala Darpan. To make entry on KV Shaala Darpan Web Portal. To send report to parents and stake holders. To follow up all work related to KV Shaala Darpan. 												

4.	Admission Committee		<ul style="list-style-type: none"> Admission to all classes throughout the year including RTE as per KVS norms. Planning & Conducting of Admission Test for class IX. Monthly review Meetings on admissions done. This work has to continue till November 30. Maintenance of Register of data required for submission to KVS (HQ). Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal This has to be done a day prior to last working day of the month.
	SECONDARY	<ol style="list-style-type: none"> MR BALASAHEB GAIKWAD MRS. PRITI SINGH MRS ANJALI DODIA MRS NIKITA MR. PRAVIN SHINDE 	
	PRIMARY	<ol style="list-style-type: none"> MRS ANITA PAUL MRS SANJIVANI RAUT I/C MR YUDHVIR MR ASHISH MR SHANKAR 	
5.	Purchase Committee	<ol style="list-style-type: none"> VICE PRINCIPAL MRS. ANITA PAUL MR. ASHOK SONAWANE MR ARUN CHOUDHARY MR. D N KHATOI MR DEVANAND KHADE 	<ul style="list-style-type: none"> To estimate the requirements in the beginning of the academic year. To procure the required items following the purchase procedure. To conduct market survey and collect quotation from market. To take items purchased into stock.

<p>6.</p>	<p>Discipline committee</p>	<p>1. VICE PRINCIPAL 2. MRS. ANITA PAUL, HM 3.MR. SUNIL ADASULE (I/c) 4. MR. ASHOK SONAWANE 5.MR. PRAVIN SHINDE 6.MRS. RANJU 7. MRS SAVITA NAIK 8. ALL CLASS TEACHERS</p>	<p>Checking of student's uniform, late comers, students missing assembly.</p> <p>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.</p> <p>Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours.(Class teacher also assist)</p> <ul style="list-style-type: none"> • 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 and steps taken up and observations made have to be submitted to principal. • Checking the movement of students in corridor without out-passes and recording the same to intimate Principal.
<p>7.</p>	<p>Standard Operating Procedure (SOP)</p>	<p>1. MR. A. S. VISHWAKARMA I/C 2. MRS. SATI MENON 3. MR. D N KHATOI. 4. MR. ARUN ADAKMOL.</p>	<ul style="list-style-type: none"> ☑ To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. ☑ Develop comprehensive action plan to implement the guidelines. Hold mock drills for students, teachers and staff. ☑ Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. ☑ Take preventive measures as given in the guidelines in consultation with the local police. ☑ Keep the security personnel of the school on the alert. ☑ Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. Conduct advance reconnaissance of the school with the help of the local police.

8.	Furniture	<ol style="list-style-type: none"> 1. VICE-PRINCIPAL 2. MRS. ANITA PAUL, HM 3. MR. ASHOK SONAWANE I/C 4. MR. SUNIL ADASULE 5. MR. PRAVIN SHINDE 5. MR. MAYUR 6. MR. BALAJI BIRADAR 7. MR. MUKESH SARWAN 	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2019-18 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. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
9.	School Building Civil & Electrical Maintenance committee	<ol style="list-style-type: none"> 1. MR. D N KHATOI I/C 2. MR. MAHESH JANGIR 3. MR. DEVANAND KHADE 4. MR. YUDHVIR 	<ul style="list-style-type: none"> • 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. • 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. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Informing Principal the areas of immediate attention

10.	Exam Department Home Exam	1. MRS SEEMA YADAV (I/C) 2.MR. D N KHATOI 3. MRS SARITA 4. MRS. RANJU 4. MR ROHIT BAJPAI 5. MR MUKESH SUB-STAFF 6. MR GAIKWAD, SUB-STAFF	Responsibilities of Core Committee Raising the indent for the papers and other important requirement Planning & conducting of internal Exams as per schedule. Listing out absentees and Planning & conducting Re-tests. To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. Distribution of the split up syllabus supplied by R.O to teachers and students. <ul style="list-style-type: none"> Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything handwritten.
	CBSE(X/XII)	1.MR. ARUN CHOUDHARY (I/c) 2. MS. MEETA SINGH 2.MR SACHIN SONAWANE 3. MRS MADHU SINGH	Registration of students in CBSE of classes X and XII Planning of External Exams like NEET, NIOS etc.
11.	Medical Room And First Aid	1.MRS. MADHU SINGH I/C 2.MRS NIKITA TAPRE 3.Doctor of Vidyalaya 4. Nurse	<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 with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binded and kept as a record.
12.	Time Table Secondary Department	1.MR SACHIN SONWANE I/C 2. MRS SANDHYA KUMARI 3. MR. T P CHOUGALE 4. MR. MAHESH JANGIR 4. MRS SATI MENON	Responsibilities of Core Committee <ul style="list-style-type: none"> Preparation of class & teachers' Time Table as per KVS norms. First period arrangement has to be announced in assembly itself. Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. Monitoring of bell timing.

			<ul style="list-style-type: none"> • Distribution of Registers to all the class monitors to note every day's activity period-wise. • Collecting the registers and submitting the same to Principal for his supervision.
	Primary Department	1. MRS KAMALA RAO 2. MR MAYUR 3. MR DILIP	<ul style="list-style-type: none"> • Random checking for teachers attending the classes during their arrangement. • To ensure no teacher who is absent is left without arrangement. • 1st period time table should be announced by teacher in charge during morning Assembly itself.
			Responsibilities of Supporting staff <ul style="list-style-type: none"> • Showing the arrangement sheet to teacher and obtaining the signature. • Displaying the arrangement sheet in prominent places of the Vidyalaya
13.	CCA Coordinator and CCA material Purchase and Important Days celebration committee	1. MRS KIRAN DWIVWDI I/C 2. MRS. ANINDITA CHAKRAVARTI 3. MRS. SAVITA NAIK. 4. MR DEVANAND KHADE 5. MR T P CHOUGALE 6. MRS. SARITA 7. MS. JYOTI SHARMA 8. MS NIKITA TAPRE 9. MR. PRAVIN SHINDE 10. HOUSE MASTERS. 11. ALL CLASS TEACHERS.	Preparation of Calendar of activities for 2022-23. Preparation of Days to be observed and celebrated in the year 2022-23. House distribution activity. Selection and celebration of School Captains and Vice Captains under student's council. Planning, preparation and Celebration of Annual Day Duty allotment and monitoring of assembly program. <ul style="list-style-type: none"> • Checking of the information on the display board in corridor and class rooms. • 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 process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day's announcements. • Important dates shall be collected and be celebrated appropriately. • The committee can even suggest Principal for the purpose.

14.	CS-54 and CS-11 Fees Record (Pay bill checking)	1.VICE PRINCIPAL 2.MRS. MEETA SINGH 3.MRS. JANAKI	Maintenance of CS-54 and CS-11 & its verification every month. The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS – 11
15.	Staff Quarters Civil & Electrical Maintenance committee	1.MR. D N KHATOI (I/C) 2.MRS. JYOTI SHINDE 3. MR. A S VISHWAKARMA. 4. MR DEVANAND KHADE 5. MR VIJAY GAIKWAD	<ul style="list-style-type: none"> Monitoring of Vidyalaya staff quarters electrical fittings and fixtures. Monitoring and recording of electrical work / repair work undertaken. Preparing the estimates and submitting request for procurement of materials with clear justification. Stock entry of the material and proper usage of material purchased and record of the same in the stock register. 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.
16.	Teaching Aids & A.V Aids	1. MRS ANJALI DODIA (I/C) 2.MRS. RANJU 3. MR LAHU KALE	<ul style="list-style-type: none"> Procurement of Audio Visual and teaching aids. Upkeep of audio visuals and teaching aids. List of Audio Visual and teaching aids used by the teachers.
17.	Educational Tour & Trip	<u>SECONDARY:</u> 1. MS ANINDITA (I/C) 2.MR LAHU KALE 3.MRS ANJALI DODIA <u>PRIMARY:</u> 1.MRS ANITA PAUL, HM 4.MR BALAJI BIRADAR 5.MR MAYUR	<ul style="list-style-type: none"> Planning of educational tour for different classes as per schedule given by the KVS. Deciding the places to visit through formal discussions with Principals 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 safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.
18.	Photography, Press & Bouquet presentations	1.MR ARUN CHOUDHARY I/C 2.MR LAHU KALE 3.MRS. ANJALI DODIA 4. MR MUKESH, LAB ATT	Arrangement of photographer for important functions. Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. During the inspections Albums have to be presented to Inspection officers

19.	Primary Education – Core committees & their Heads	<ol style="list-style-type: none"> 1. MRS. ANITA PAUL, HM 2. MRS MADHAVI 3. MR YUDHVIR 4. MR PANDURANG 5. MRS. BHARATI 	<p>Year Planner shall have to be prepared by each head.</p> <ul style="list-style-type: none"> • Planning and preparation Calendar of activities. • Supervision of Primary classes. • Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education. • Maintaining CMP & CCE Records. Formation of Committees for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.
20.	Sports committee SECONDARY	<ol style="list-style-type: none"> 1. MR. SUNIL ADASULE I/C 2. MR LAHU KALE 3. MR PRAVIN SHINDE 4. SPORTS COACH 	<ul style="list-style-type: none"> • Planning Vidyalaya sports activities, (Year calendar). • Monitoring blocks period. • Purchasing required material. • Arrangement of sports meets as per KVS norms. Planning and conducting Annual Sports Day celebration
	PRIMARY	<ol style="list-style-type: none"> 1. MR BALAJI I/C 2. MR. KISHOR 	
21.	Scout and Guide; Cubs and Bulbul	<ol style="list-style-type: none"> 1. MR DEVANAND KHADE, I/C (SCOUT) 2. MRS SAVITA NAIK,I/C (GUIDE) 3. MRS SANJIVANI RAUT (BULBUL I/C) 4. MR MAYUR (CUB I/C) 5. ALL TRAINED TEACHERS FOR Scouts and Guides; Cubs and Bulbuls 	<ul style="list-style-type: none"> • Registration of units. • Fresh registration for Pravesh ,Cubs & Bulbuls etc. • Conducting upgrading camps & celebrations related toScout. • Taking up Community development and service works oncein a month. • Submitting monthly Reports & carrying out other work related.

22.	Subject Committee	INCHARGE	<ul style="list-style-type: none"> • Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head 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. • Project work-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-FA/SA/UT/HY/SEE. • Preparation of subject magazine. • CCE work and Files of Formative Assessments carried out topic-wise by the teachers. • Innovations taken up and the reports thereof.
	English	MR. B GAIKWAD	
	Hindi & Sanskrit	MR PRAVIN SHINDE	
	Science	MRS KIRAN D	
	Social Science	MRS ANINDITA	
	Mathematics	MRS. SEEMA YADAV	
	Physics Lab	MR SACHIN SONWANE	
	Chemistry Lab	MRS KIRAN DWIVEDI	
	Biology Lab	MR A VISHWAKARMA	
	Computer Lab	MR ARUN CHOUDHARY	

	E-Class Room	<ol style="list-style-type: none"> 1. MR ARUN CHOUDHARY (I/c) 2. MR D N KHATOI 3. MR. YUDHVIR 4. COMPUTER INSTRUCTOR 	
23.	Library Advisory Council	<ol style="list-style-type: none"> 1. MRS SATI MENON. I/C 2. MR. B. GAIKWAD 3. MRS SARITA 4. MRS ANJALI DODIA 5. MRS JYOTI SHINDE 6. MRS BHARATI SHUKLA 	<p>Planning and preparing the books for condemnation. Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. Raising the requirement of books taking the list from students of classes X and XII and respective subject teachers.</p> <ul style="list-style-type: none"> • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. Note: Librarians are to prepare an Yearly planner of activities and submit to Principal.
24.	Computer Lab committee Monthly Report & Website updating	<ol style="list-style-type: none"> 1. MR ARUN CHOUDHARY, I/C 2. MR. YUDHVIR 3. COMPUTER INSTRUCTORS - PRIMARY AND SECONDARY 	<ul style="list-style-type: none"> • Update Vidyalaya website once in every fortnight and as when it is required. Updation of Enrollment of students class-wise and section-wise. Staff vacancy position. • Computer infrastructure data. • Other allied information that is required by KVS. <p>Note: PGT(Comp.Science) is responsible for the website updating through coordination with respective department heads.</p>

25.	Value Education & Integrity Club	1.MR ASHOK SONAWANE I/C 2.MRS RANJU 3.MR D N KHATOI 4. MRS ANJALI DODIA 5. MRS. SATI MENON	Preparation of Annual calendar of value based education programs and activities. Conducting of value education program as per KVS guidelines.
	Eco Club	1. MR A VISHWAKARMA (I/C) 2. MRS. MADHU SINGH 3. MR MAHESH JANGIR	Conducting activities related to the Club.
	Literary Club	1. MR. B. GAIKWAD (I/c) 2. MR. PRAVIN SHINDE 3. MS NIKITA TAPRE 4. MR. T P CHAUGALE	Conducting activities related to the Club
	Science Club	1.MRS. PRITI SINGH (I/C) 2.MRS MADHU SINGH 3. TGT (SCIENCE)	Conducting activities related to the Club
	Maths Club	1. MRS. SANDHYA KUMARI (I/C) 2. MRS. SEEMA YADAV 3. MR ROHIT BAJPAI 4. ALL TGT (MATHS)	Conducting activities related to the Club
26.	Primary Resource Room	1.MRS. KIRAN GIGOO I/C 2.MR. VIJAY 3. MRS RUCHIKA	The committee is responsible for proper maintenance, beautification and development of resources within the room for the purpose of effective functioning of Primary Wing. Planning of CMP room usage by PRTs'. Exploring resources planning and developing room to ensure strengthen of primary education. Acquiring material, teaching aids, CD's books, play material etc., to display in the CMP so as to make it a better resource room. Re-charging of Dish TV activation and prepare a plan to show film shows live on DishTV Planner has to be submitted by the Committee. Monthly Report Submitting a report on activities taken up.

27.	AEP – planning & conducting a minimum of 6 sessions in each term	<ol style="list-style-type: none"> 1. MR D KHATOI(I/C) 2. ALL TRAINED TEACHERS 	<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. Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
28.	Result Moderation	<ol style="list-style-type: none"> 1. VICE PRINCIPAL 2. MRS SEEMA YADAV 3. MRS MEETA SINGH 4. MRS ANINDITA CHAKRAVARTY 5. MR B GAIKWAD 	<ul style="list-style-type: none"> • To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.
29.	Hygiene and Sanitation And Drinking water	<ol style="list-style-type: none"> 1. MR. A. VISHWAKARMA (I/C) 2. MR D N KHATOI 3. DOCTOR 4. NURSE 	<ul style="list-style-type: none"> • Checking cleanliness in toilet and other places, dailypursuing sweeper to work promptly. • Submitting Monthly report on observations. The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. • Once in every week, the committee shall go round the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor /Labour. • Submit the requisition and report on the work completion.

30.	Beautification & Garden	<p>SECONDARY: 1.MR A S VISHWAKARMA 2. MRS SARITA</p> <p>PRIMARY: 1. MISS MADHUBALA 2. MR OM PRAKASH 3. MR. PANDURANG</p>	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Monthly review of garden and suggestions to improvement. • Submitting of monthly review of garden & Beautification of Vidyalaya. • Raising the requirement for Garden and Vidyalaya beautification.
31.	Students' council committee	<p>1.VICE PRINCIPAL 2.MRS ANITA PAUL, HM 3. MRS KIRAN DWIVEDI I/c 4. MR SUNIL ADASULE</p>	<p>Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. Review of Attendance registers once in every 15 days and communicating. Syllabus coverage from classes VI to XII once in a month.</p>
32.	Exhibitions Committee - Science	<p>1.MRS PRITI SINGH (I/c) 2. ALL SCIENCE TEACHERS</p>	<p>Plan the exhibition themes and models in advance and start synopsis preparation. Conduct mock exhibition well before the exhibitions scheduled as per KVS. Decide the best models and the suggestions for improvement. Get the new models ready before the exhibition to begin. Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.</p>

33.	Exhibitions Committee – Social Science	1.MRS ANINDITA I/C 2. MS RANJU 3. ANJALI DODIA 4. TGT (SOC. SCI.)	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. <p>Note: As far as Social Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.</p>
34.	Reception & Refreshment Committee for all the occasions	1. MRS NIKITA (I/C) 2. MRS MADHVI 3. MRS KIRAN GIGOO 4. MRS RUCHIKA	<ul style="list-style-type: none"> • The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. <p>Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.</p>

35.	Vidyalaya Magazine and Quarterly News Letter for Primary Committee	<ol style="list-style-type: none"> 1. MR BALASAHEB GAIKWAD (I/C) 2. MR ASHOK SONAWANE 3. MRS SAVITA NAIK 4. MR T P CHOUGALE 5. MR. DEVANAND KHADE 6. MS NIKITA TAPRE 7. MS JYOTI SHARMA 8. MRS SATI MENON 9. MR PRAVIN SHINDE 	<ul style="list-style-type: none"> ● Overall Planning of the magazine collection as per fixed schedule. ● Collect the materials and keep updating them periodically. ● Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. ● The magazine collection and compilation work shall be completed before December 2016. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. ● Every quarterly the Newsletter has to go to Regional Office to update the monthly work & conduct of the Vidyalaya primary wing
36.	R.T.I	<ol style="list-style-type: none"> 1. VICE PRINCIPAL 2. MRS JANAKI SSA 3. MRS SATI MENON 	<p>To attend the queries made under RTI and ensure their response is made on or before the stipulated date.</p> <p>Collect data/information to be incorporated in the reply of such letters. The members and I/C to keep them updated with the rules and procedures regarding RTI act.</p>
37.	SC/ST/OBC Scholarship	<ol style="list-style-type: none"> 1. MR. SACHIN SONWANE (I/C) 2. SATI MENON 3. MR ASHOK VISHWAKARMA 	<p>Make a list of all SC/ST/Minority awarded scholarship.</p> <p>Maintain a record of students who receive the scholarship.</p>

38.	<p>राजभाषाकार्य समिति</p> <p>Rajbhasha Committee</p>	<p>1. MS JYOTI SHARMA (I/C)</p> <p>2. MS NIKITA TAPRE</p> <p>3. PGT HINDI</p>	<ul style="list-style-type: none"> • Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on RajBasha implementation. So, Year planner may be prepared for the purpose. • Hindi Pakhwada has been the solework, we do for RajBasha. So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the RajBasha implementation will be decorative and acceptable. • Every month a test on intricacies of Rajbasha has to be conducted for teachers. • Every month a lesson on Hindi Grammar should be taken. • I/c is responsible for preparation of reports
39.	<p>TA/DA, Medical, CEA & LTC bills settlement committee</p>	<p>1. VICE PRINCIPAL</p> <p>2. MR ASHOK VISWAKARMA</p> <p>3. MR GANGADHAR</p> <p>4. MRS JANAKI SSA</p> <p>5. MR ARUN ADAKMOL</p>	<ul style="list-style-type: none"> • The committee will maintain a register and record month- wise submission of bills. • The committee will maintain a record month-wise settlement of bills in the same register. • The committee shall be held responsible if, they do not follow the DOPT orders and admissibility criteria in settlement of bills. <p>The committee will make settlement of bills either based on 6Pay commission rules or 7pay commission rules as applicable. Every TA/DA claim shall have proper bills and vouchers duly numbered indicating the number of pages given / enclosed with TA/DA bill.</p> <p>After settlement, concerned employee shall be called andbe shown the Settlement for transparency and to redress his/her grievance.</p>

40.	Income Tax and Form 16	<ol style="list-style-type: none"> 1. VICE PRINCIPAL , 2. MRS SEEMA YADAV 3. MRS JANAKI SSA 	<ul style="list-style-type: none"> • The committee will maintain a register and record month- wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.
41.	T.C preparation Committee	<ol style="list-style-type: none"> 1. MRS. JANAKI, SSA 2. MR GAIKWAD, Sub-Staff <p>(MR ARUN CHOUDHARY PGT(CS) will upload TC on Vidyalaya Website)</p>	<ul style="list-style-type: none"> • The committees for Primary and Secondary are responsible to prepare and verify amongst and submit the completed TCs for Principal's signature. • If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column. • The committee is required to check the details such as –fee payment; no dues of all departments/class teacher signature with date and Name. • TCs' are vital documents of a child's life. So, committee is required to be very careful while writing the data in T.C books of KVS.

42.	Parent Teacher Meeting- I – V Meeting to be called in August/ Dec & Jan Parent Teacher Meeting Classes VI to XII Meeting to be called in August/ Dec & Jan Parent Teacher association	<ol style="list-style-type: none"> 1. MS PREETI SINGH 2. MRS ANITA PAUL, HM 	<ul style="list-style-type: none"> • To plan for periodical meetings with the parents. • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow- learners for improvement. • To invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
43.	Grievance Committee	<ol style="list-style-type: none"> 1.VICE PRINCIPAL 2.MRS ANINDITA 3.MRS SEEMA YADAV 4.MR ASHOK SONAWANE 	<p>To periodically open suggestion box at least once in two months.</p> <p>To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.</p>
44.	Sexual Harassment & Gender Sensitization Committee	<ol style="list-style-type: none"> 1.VICE PRINCIPAL 2.MRS ANINDITA (I/C) 3. MRS ANITA PAUL, HM 4.MRS SEEMA YADAV 5. MR ASHOK SONAWANE 6. MRS SANJIVANI 	<ul style="list-style-type: none"> • Prevent discrimination and sexual harassment against women, by promoting gender equality amongst students and employees; • Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.
45.	NCC (Boys/Girls)	<ol style="list-style-type: none"> 1. MR SUNIL ADASULE I/c 2. MR ASHOK SONAWANE 	<p>To conduct the NCC work smoothly and provide proper guidance in the field of NCC and its scope in the long run of education.</p>

46.	Staff room display	<ol style="list-style-type: none"> 1. MR PRAVIN SHINDE I/c 2. MR LAHU KALE 3. MRS. SARITA 4. MRS MADHU SINGH 	<p>To maintain staff room neat and clean.</p> <p>To look after the proper management of Staff room and its requirements.</p>
47.	Alumni Association	<ol style="list-style-type: none"> 1. MRS KIRAN DWIVEDI, I/C 2. MR ARUN CHOUDHARY 3. MR D N KHATOI 	<p>To maintain proper records of alumni of the Vidyalaya.</p> <p>To arrange alumni meet in the Vidyalaya by discussing with the undersigned.</p>
48.	Olympiads	<ol style="list-style-type: none"> 1. MRS KIRAN DWIVEDI , I/C 2. MRS MADHU SINGH 	<p>To conduct all the Olympiads smoothly.</p> <p>To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.</p>
49.	Disaster Management:	<ol style="list-style-type: none"> 1. MR D N KHATOI, I/C 2. SACHIN SONAWANE 3. MRS ANINDITA 4. MR KISHOR PARDESHI 	<p>Mock Drills & awareness programme to be organized twice a year i.e. April & Oct</p>
50.	Teacher's Lunch time duty	<ol style="list-style-type: none"> 1. MR SACHIN SONWANE I/C 2. MRS SANDHYA KUMARI 3. MR. T P CHOUGALE 4. MR. MAHESH JANGIR 4. MRS SATI MENON 	<p>To depute teachers on duty during lunch time for the safety and security of Students.</p> <p>Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.</p>
51.	Achievement register maintenance & Updating	MR ARUN CHOUDHARY, I/C	<p>To maintain proper records of Vidyalaya Achievement.</p> <p>To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.</p>

52.	Morning Assembly	<ol style="list-style-type: none"> 1. MRS KIRAN DWIVEDI I/c 2. MR D N KHATOI 3. MR SUNIL ADASULE 4. YOGA TEACHER 5. SPORTS COACH 6. Class Teacher on Duty 	<p>To plan the morning assembly programmes and allots the duty to the concerned H.M/ C.T. In addition, to check their preparation of the programme before presenting in the morning assembly.</p> <p>Children's birthday will be celebrated in the morning assembly on his/her specific dates of birth to wish him/her.</p> <p>To provide a greeting card & toffee & all students have to wish them by presenting birthday song.</p> <p>Any other related work</p> <p>VALUE EDUCATION</p> <p>To prepare compact programme for developing good habits and moral value among the students.</p> <p>To encourage the students on the observation of good habits & behavior and award them</p>
53.	PISA/CCT/TRAININGS	<ol style="list-style-type: none"> 1. MR A S VISHWAKARMA I/c 2. MRS PRITI SINGH 3. ALL CLASS TEACHERS 	To update the information on PISA portal.
54.	Staff Meeting & recording of the minutes & Monthly DO to Ro.	<ol style="list-style-type: none"> 1. MR DEWANAND KHADE - ENGLISH 2. MS JYOTI SHARMA - HINDI 	To record the minutes of all staff meetings and to maintain records / files of the same. To note down all important events/functions etc. held in Vidyalaya.
55.	CBSE CIRCULARS	<ol style="list-style-type: none"> 1. MR ARUN CHOUDHARY 2. MR SACHIN SONWANE 	
56.	SCHOOL CLEANLINESS COMMITTEE	<ol style="list-style-type: none"> 1. VICE PRINCIPAL 2. MRS ANITA PAUL 3. MR ASHOK SONWANE (I/c) 4. MRS MEETA SINGH 5. MR MAHESH JANGIR 6. Ms. MADHU SINGH 7. MR T P CHOUGULE 8. MRS RUCHIKA 9. MR. PANDURANG 10. MRS SUVARNA MITTRA 	

PRINCIPAL