



केन्द्रीय विद्यालय, आय.एस.पी. नाशिकरोड - ४२२१०१

Kendriya Vidyalaya ISP, Nashik Road - 422101

(Ministry of Education, Govt. of India)

Tel. 0253-2417038 / 2951201

Email: principalkvisp@gmail.com Website: <https://no2nashikisp.kvs.ac.in>

Affiliation No: 1100042, CBSE School No. 34066, KVS School Code: 1202

Ref. No.F.27044/KVISP/2024-25

Date: 31-03-2024

COMMITTEES FOR THE SESSION 2024-25

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-25. All the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT: -

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Ramphool Meena I/C	Vice-Principal	
2	Mr. Manesh Hawarge	HM	
3	Dr. Rajeev Prithyani	PGT CS	
4	Mrs. Sunita Chaubey	PGT Maths	
5	Mr. Rajesh Patil	PGT Commerce	
6	Mr. Ajay Deshpande	PGT English	
7	Ms. Sujata Kardile	PRT	
8	Ms. Shivani Yadav	PRT	

Duties:-

- The committee will help the Principal in day to day administrative matters.
- The committee can go through the circulars received from KVS RO Mumbai and KVS HQ New Delhi.
- Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.
- The committee further verifies the entries of fees particulars in the students' attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- Any other work assigned by the principal in day to day administrative matter.
- To ensure the attendance register, teacher's diary and daily diary is written as per KVS norms, also to guide the respective subject teachers in the subject committee meeting as a Convenor of the subject committee.
- To inform the Principal about the lapses, deviations in the subject committee report.
- To ensure the maintenance and submission of record under CMP as per guidelines to the Principal.

2. ADMISSION COMMITTEE:

S.No.	Name	Designation	Signature
1	Mr. Ajay Deshpande I/C	PGT English	
2	Dr. Rajeev Prithyani	PGT CS	
3	Ms. Sneha Singh (KVTC)	PGT Chemistry	
4	Ms. Shivani Yadav	PRT	
5	Mr. Pratik Dubey	PRT	
6	Mr. Sateeshkumar Bajantri	PRT	
7	Mr. Dinesh Sonar	Sub-staff	

Duties

- To read, understand, interpret and explain admission guideline as per the requirement.
- To publish advertisement in the newspaper well in advance as per KVS guidelines.
- To assist the parents to fill up the online admission forms and help them to solve their queries.
- To verify and correct the errors in the Admission forms and to intimate it to the parents via post, SMS, e-mail etc. and bring the same to the notice of Principal/RO/HQ.
- To make the arrangement for draw of lots RTE and other categories.
- To finalise the list and complete the admission process.
- To display admission list of eligible and waiting candidates online and notice board.

3. EXAMINATIONS (Internal):

a) **SECONDARY**

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Yogita Thakur . I/C	PGT-Physics	
2	Mr. Anil Mahajan	TGT English	
3	Mrs. Anjali Tripathi	TGT SST	
4	Mrs. Sayali Chaudhary	Computer Ins.	
5	Mr. Umesh Tungar	Sub-staff	

b) **PRIMARY**

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Dipali Sonawane I/C	PRT	
2	Mr. Narayan Mistari	PRT	
3	Mr. Lilachand Kirve	PRT	
4	Ms. Divya Sharma	PRT	
5	Mr. Ramdas Karpe	Sub staff	

Duties:-

- To prepare an action plan for conducting monthly test for classes X and XII. Conducting Periodical Test 1, 2, 3, Half-yearly, Pre-board, SEE for other classes as per KVS norms.
- To collect/print the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- Declaration of results as per the KVS schedule.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit KVS, Regional Office, Mumbai and CBSE websites regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.

4A. EXTERNAL – CBSE:

S.No.	NAME	DESIGNATION	SIGNINATURE
1	Mr. Rajesh Kumar Patil I/C	PGT Commerce	
2	Dr. Rajeev Prithyani	PGT CS	
3	Mr. Saurabh Kumar	TGT-Science	

4B. EXTERNAL – NIOS

S.No.	NAME	DESIGNATION	SIGNINATURE
1	Mr. B. M. Waghmare I/C	TGT Hindi	
2	Mr. Dinesh Sonar	Sub staff	

Duties:

- To go through the CBSE/NIOS website regularly and to complete the task as per the CBSE/KVS/NIOS instructions regarding external exams in the stipulated time.
- Registration for Class IX to XII registration, filling of the forms and completing the formalities time bound.
- Correspondence for school affiliation.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Framing the practical time table in liaison with other subject teachers.
- Conducting the CBSE/NIOS board exam as per the CBSE/NIOS norms.

5. TIME TABLE AND ARRANGEMENT COMMITTEE:**I. SECONDARY**

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Sunita Chaubey I/C	PGT Maths	
2	Mr. Shankar Sonule	TGT Lib	
3	Mrs. Surekha Mali	TGT WET	

II.PRIMARY

S.No.	Name	Designation	Signature
1	Mr. Sateeshkumar C. Bajantri I/C	PRT	
2	Mr. Pravin Deore	PRT	
3	Ms. Suvarna Sangale	PRT	
	Ms. Sanjana Kumari	PRT	

Duties:-

- To prepare the class time table, day wise time table and teachers time table as per KVS norms.
- To prepare the special time table: after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- To prepare the special time table for remedial teaching (weak students in all classes).
- To give arrangement periods for the teachers.
- To display copy of arrangement work in the notice board/official whatsapp group.
- Preparation of contractual teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by contractual teachers.
- To maintain the arrangement register.

6. FURNITURE:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Sanjay Gangurde I/C	PGT Eco	
2	Mr. Saurabh Kumar	TGT Bio	
3	Mr. Vishal Dwivedi	PRT	
4	Mr. Pravin Deore	PRT	
5	Mr. Eknath Pagare	Sub staff	

Duties:-

- To maintain the record of room wise/department wise distribution of furniture.**
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned.
- To see that the school furniture is to be replaced in class rooms/department after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.**
- To store and stock the broken or old furniture properly.
- To maintain the stock register.

7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN) Water points, toilets, corridors:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Anjali Tripathi I/C	TGT S. Sc.	
2	Mr. Sanjay Gangurde	PGT Economics	
3	Mr. Shankar Sonule	TGT Lib	
4	Mr. Vinod Dhayade	PRT-Music	
5	Ms. Divya Sharma	PRT	
6	Mr. Umesh Tungar	Sub staff	

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- To ensure the provision of dustbins in all the class rooms.
- To appraise the Principal about the cleanliness of school building from time to time.
- To supervise the work of the people deployed under housekeeping.
- To give suitable instructions to the people deployed under housekeeping regarding cleanliness of campus.
- To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- To Maintain cleanliness of roof and remove the bushes on the roof regularly.
- In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.**

8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Amit Patil I/C	TGT AE	
2	Mr. Ram Prakash Pandey	TGT SKT.	
3	Mrs. Deepali Sonwane	PRT	
4	Ms. Divya Sharma	PRT	
5	MS. Sanjana	PRT	

Duties:

- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- To procure fertilizers, manure, pesticides in consultation with Principal.
- Preparation of placards in different areas of garden.
- Numbering of trees and potted plants.
- Celebration of Van-mahostava in consultation with principal and forest dept.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.
- To display the quotations in the corridors and class rooms.
- To fix bulletin board in the class room for display of educational charts.
- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- To ensure the display of material in the bulletin boards.

9. SCIENCE CLUB/NATURE CLUB ECO CLUB:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Sneha Singh I/C	PGT Chemistry	
2	Ms. Yogita Thakur	PGT Physics	
3	Mr. Saurabh Kumar	TGT Bio	
4	Contractual	TGT Science	

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Neeraj Punj I/C	PRT	
2	Mr. Sateeshkumar Bajantri	PRT	
3	Ms. Reena	PRT	
4	Ms. Shivani Yadav	PRT	
5	Contractual	Comp Ins. Pri.	

D

Duties:-

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.

10. SOCIAL SCIENCE CLUB/DISHA CLUB:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Parth Pratap Singh I/C	TGT S. Sc.	
2	Mr. Sanjay Gangurde	PGT Economics	
3	Ms. Aanjali Tripathi	TGT SST	
4	Contractual	TGT SST	

Duties: -

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To encourage the students to prepare projects.
- To ensure project based learning in all the class

11. LITERARY CLUBS

SUBJECT	NAME	DESIGNATION	SIGNATURE
English	Mr. Ajay Deshpande I/C	PGT English	
	Mr. Anil Mahajan	TGT English	
	Vikram Gandhale	TGT English	
	Contractual	TGT English	
	Ms. Suvarna Sangale I/C	PRT	
	Ms. Mridula Yadav	PRT	
	Mr. Lilachand Kirve	PRT	
	Ms. Divya Sharma	PRT	
	Contractual	Games Coach	
Hindi	Mr. B. M. Waghmare I/C	PGT Hindi	
	Mr. Prakash	PGT Hindi	
	Mr. Yogesh Mhaske	TGT Hindi	
	Mr. Ram Prakash Pandey	TGT Skt.	
	Contractual	TGT Skt.	

Duties:

- To develop the language skills like reading, writing, speaking, listening skills among the students
- To develop the proper reading habits among the children.
- To give required guidance in the planning and execution of project to students
- To encourage the use of Audio Visual aids in teaching learning process
- To conduct the language games during the teaching periods.
- To preserve the projects prepared by the children.
- To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

12. INTEGRITY CLUB

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Ram Prakash Pandey I/C	TGT SKT	
2	Mr. B M Waghmare	TGT Hindi	
3	Mr. Anil Mahajan	TGT English	
4	Mrs. Anjali Tripathi	TGT SST	
	Mr. Amit Patil	TGT AE	

Duties:

- To ensure the active participation of boys, girls and young people at risk of exclusion due to disability, ethnicity, or living in a particularly high level of poverty.
- To make an annual plan of activities to be done by the children.
- To encourage the students to involve in the activities of social interests.

13. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Surekha Mali I/C	TGT WE	
2	Mr. Amit Patil	TGT AE	
3	Mr. Manish Wagh	TGT P & HE	
4	Mr. Narayan Mistari	PRT	

Duties:-

- To maintain a register related with deficiencies noted in the Vidyalaya building.
- To undertake maintenance of school building on war footing basis.
- To ensure the proper functioning of Aqua guard installed in school building
- To ensure the cleaning of overhead tanks in school building.
- To ensure the chlorination of water stored in tanks after cleaning
- To ensure the proper functioning of water cooler and purifiers.

14. MEDICAL CHECK-UP:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Manish Wagh I/C	TGT P & HE	
2	Mrs. Yogita Thakur	PGT Physics	
3	Doctor		
4	Nurse		
5	Mr. Sateeshkumar Bajantri	PRT	
6	Ms. Reena	PRT	

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical checkup.

15. EDUCATIONAL TOURS / EXCURSION:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Ajay Deshpande I/C	PGT English	
2	Mr. Shankar Sonule	TGT LIB	
3	Mr. Vinod Dhayade	PRT Music	
4	Mr. Lilachand Kirve	PRT	
5	Mrs. Pama Ahire	PRT	

Duties:

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.

16. STRENGTHENING OF PRIMARY EDUCATION (CMP):

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Sujata Kardile I/C	PRT	
2	Mrs. Neeraj Punj	PRT	
3	Ms. Pama Ahire	PRT	
	Mr. Lilachand Kirve	PRT	

Duties:-

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 2000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.

17. PHOTOGRAPHY:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Amit patil [In-charge]	TGT AE	
2	Mr. Pratik Dubey	PRT	
4	Mr. Pravin Deore	PRT	
5	Ms. Sayali Chaudhary	Computer Ins.	

Duties:-

- To ensure the photography/Videography of important occasions days'/ functions competition and to handover the folder to the charges.

18. VOCATIONAL GUIDANCE / COUNSELLING / ARRANGING GUEST LECTURE:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Shankar Sonule I/C	TGT-Lib	
2	Mr. Rajesh Patil	PGT Commerce	
3	Mr. Amit Patil	TGT AE	
	Ms. Surekha Mali	TGT WE	
	Ms. Shivani Yadav	PRT	
	Special Educator		

Duties:

- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned filed.
- To pay the remuneration in consultation with undersigned.

19. SPORTS COMMITTEE:

S.No	NAME	DESIGNATION	SIGNATURE
1	Mr. Manish Wagh I/C	TGT P & HE	
2	Mr. Sanjay Gangurde	PGT Economics	
3	Mr. Anil Mahajan	TGT English	
4	Ms. Sneha Singh	PGT Chemistry	
5	Ms. Anjali Tripathi	TGT S.Sc.	
6	Contractual	Sports Coach	
7	Contractual	Yoga	

S.No	NAME	DESIGNATION	SIGNATURE
1	Mr. Vishal Dwivedi I/C	PRT	
2	Mr. Sateeshkumar Bajantri	PRT	
3	Ms. Reena	PRT	
4	MS. Sanjana	PRT	
5	Contractual	Sports Coach	

Duties:

- The committee shall promote sports activities by motivating students.
- Establishing adequate facilities for sports.
- Conducting orientation programmes for students.
- Coordinating with the Departments for putting special focus on winners in Sports & Games meet at District Level.
- Preparing Annual Calender of Activities, Annual report of accomplishments in Sports.
- Discarding the out-dated, damaged and Sports & Games equipment's.
- Identifying and utilizing the services of local experts for the training of the students in various sports & Games.
- Maintaining cleanliness of playground on regular basis.
- Check sports equipment for compliance with Standards.
- To organize regular sports events in order to train students for cluster, regional, national and SGFI level competitions.
- To provide necessary infrastructure for the students.

20. CCA and STUDENTS COUNCIL COMMITTEE (Secondary)

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Prakash I/C	PGT Hindi	
2	Mr. Ajay Deshpande	PGT English	
3	Mr. B. M. Waghmare	TGT Hindi	

21. CCA and STUDENTS COUNCIL COMMITTEE (Primary)

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Sujata Kardile I/C	PRT	
2	Mr. Vinod Dhayade	PRT Music	
3	Ms. Shivani Yadav	PRT	
4	Mr. Vishal Dwivedi	PRT	

Duties :

- Division of houses along with house master and Associate of house master's distribution of students of various house
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- Procuring badges for Captains Monitors, prefects.
- Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/record
- To see that morning assembly programme is conducted within stipulated time.
- To evaluate the various items of morning assembly programme on five-point scale
Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- Annual Planning of CCA activities –house wise.
- Maintains of result of CCA activities.
- Purchase and distribution of CCA prizes & medals. Maintaining CCA Activities register

22. DISCIPLINE COMMITTEE:

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Manish Wagh I/C	TGT P & HE	
2	Mr. Rajesh Patil	PGT Commerce	
3	Mrs. Yogita Thakur	PGT Physics	
4	Mrs. Sunita Chaubey	PGT Maths	
5	Ms. Suvarna Chaudhari	TGT Maths	
6	Mr. Shankar Sonule	TGT Lib	
7	Mr. Vinod Dhayade	PRT	
8	Ms. Reena	PRT	
9	All Class Teachers		

Duties :

- To check the late comers during morning assembly.
- To observe the behaviour of students inside and outside class room.
- To ensure provision of out pass in all classes and their utilization.
- To initiate proper action as per KVS norms against indiscipline students.
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To refer the problematic cases to the counsellor for diagnosis

23. SUBJECT CONVENORS

SUBJECT	NAME	DESIGNATION	SIGNATURE
English	Mr. Ajay Deshpande	PGT English	
Science	Ms. Yogita Thakur	PGT Physics	
Maths	Ms. Sunita Chaubey	PGT Maths	
Social Science	Mr. Rajesh Patil	PGT Commerce	
Hindi	Mr. Prakash	PGT Hindi	
Miscellaneous	Mr. Shankar Sonule	TGT Lib	
English	Ms. Sujata Kardile	PRT	
Hindi	Ms. Pama Ahire	PRT	
Maths	Ms. Neeraj Punj	PRT	
EVS	Mr. Lilachand Kirve	PRT	

Duties:

- a) Subject convenors should convene the meeting with member of their own faculty after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal by the last day of the month. Subject convener must invite the Principal/VP/HM also for the meeting
- b) Subject convenors will discuss the following issues during the meeting:
 - i. Guidance regarding the maintenance of teacher diary
 - ii. Coverage of syllabus as per the split up syllabus approved by KVS
 - iii. Conducting the practical for classes IX to XII as per split up syllabus approved by KVS
 - iv. Demo classes by rotation during the subject committee meeting**
 - v. Uses of computers and other audio visual aids in teaching learning process
 - vi. Plan of evaluation of home assignment
 - vii. To discuss guidelines regarding, setting of question paper, MDPs, learner diary, assignments/projects, blue print, marking scheme as per KVS norms.
 - viii. Plan of action for weak students & bright students
 - ix. Remedial teaching for weak students
 - x. Decoration of bulletin boards in corridors / class rooms with educational charts.
 - xi. Club activity / Science and social exhibition

24. LIBRARY COMMITTEE

S. No	NAME	DESIGNATION	SIGNATURE
1	Mr. Shankar Sonule I/C	TGT-Lib	
2	Mr. B. M. Waghmare	TGT Hindi	
3	Mr. Anil Mahajan	TGT English	
4	Mr. Anjali Tripathi	TGT S.Sc.	
5	Mr. Saurabh Kumar	TGT Bio	
6	Mr. Pravin Deore	PRT	
	Ms. Pama Ahire	PRT	

Duties:

- a) The meeting is to be convened at least once in a month.
- b) Committee will submit list of books to be procured subject wise in beginning of academic session, maintain prescribed proportion of books in Hindi and English as per Rajbhasha Act.
- c) Books review.
- d) To inculcate reading habits among the staff & children.
- e) To organize books exhibition on important occasions.
- f) To plan and organise various activities under Library Week.

24. IMPLEMENTATION OF RAJ BHASHA

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Prakash I/C	PGT Hindi	
2	Mr. B. M. Waghmare	TGT Hindi	
3	Mr. Yogesh Mhaske	TGT Hindi	
4	Mr. Ram Prakash Pandey	TGT Hindi	
5	Ms. Sanjana Kumari	PRT	
6	Contractual	TGT SKT	
7	Mr. Pritam	JSA	

Duties:

- To implement the decision taken during Nagar Raj Bhasha committee meeting
- To attend Nagar Raj Bhasha committee as and when required
- To send periodical report to the KVS RO Mumbai, KVS New Delhi, Nagar Rajbhasha committee
- To take initiative to see that correspondence is made in Hindi.

25. SCOUTS / GUIDES/CUB/BULBUL

S.No.	NAME	Designation	SIGNATURE
1	Mr. T. S. Sonawane I/C and all Scout Masters	TGT Maths	
2	Mrs. Surekha Mali I/C and all Guide Captains	TGT SKT	
3	Mr. Pravin Deore I/C and all Cub Masters	PRT	
4	Ms. Mridula Yadav I/C and all Flock Leaders	PRT	

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwitiya charna / Tritiya Charan / Chaturdha Charan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honour.

26. AEP COMMITTEE

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Yogita Thakur I/C	PGT Physics	
2	Mrs. Sneha Singh	PGT Chemistry	
3	Mrs. Anjali Tripathi	TGT S. Sc.	
4	Mr. Saurabh Kumar	TGT Bio	
5	Mrs. Mridula Yadav	PRT	

Duties:

- To conduct separate sessions of AEP for boys and girls.
- To complete 23 hours programme in the academic year.
- To arrange guest lectures regarding AEP.
- Box meant for general complaints / suggestion, should be opened on the last working day of the month
- Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened
- Corrective, measures are to be taken immediately in consultation with principal.

27. VIDYALAYA MAGAZINE

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Ajay Deshpande I/C	PGT English	
2	Dr. Rajeev Prithyani	PGT CS	
3	Mr. Sanjay Gangurde	PGT Economics	
4	Mr. Prakash	PGTHindi	
5	Mr. Shankar Sonule	TGT Lib.	
6	Mr. Amit Patil	TGT AE	
7	Mrs. Sujata Kardile	PRT	

Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Articles are to be arranged section wise(English section, Hindi section, drawing and painting etc.
- Articles are to be screened, proof reading must be done and selected articles should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.
- Editorial board select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- Editorial board can invite the article from teachers side also.
- School magazine should contain total 82 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.

28. INCOME TAX/ CS-54 CHECKING

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Prakash I/C	PGT Hindi	
2	Mr. Tanu Rajput	SSA	
3	Mr. Peetam	JSA	
4	Mr. Dinesh Sonar	Sub Staff	

Duties:-

- Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
- To collect and verify all the saving documents.
- To prepare Form-16.

29. UBI Portal

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Rajeev Prithyani I/C	PGT (CS)	
2	Mr. Manish Wagh	TGT P & HE	
3	Mr. Pravin Deore	PRT	
4	Mr. Pratik Dubey	PRT	

Duties:

- To verify the fee details first verified by the class teachers.
- To add/ Delete the name of the students as per the information of the class teachers.

30. GRIEVANCES AND SEXUAL HARASSMENT COMMITTEE/
IMPLEMENTATION OF POCSO ACT

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Sunita Chaubey I/C	PGT Maths	
2	Mrs. Surekha Mali	TGT WET	
3	Ms. Mridula Yadav	PRT	
4	Ms. Neeraj Punj	PRT	

Duties :-

1. Implementation of **POCSO ACT**
2. If any complaint related to immoral behaviour towards girl students is received by the committee, the following steps should be taken immediately at VIDYALAYA Committee level.
 - a. A written complaint may be obtained from the students/parents.
 - b. Case may be brought to the notice of Chairman, VMC.
 - c. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
 - d. A committee may be constituted comprising of two or three gen/lady teachers and executive committee members to conduct the preliminary inquiry.
 - e. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
 - f. The committee may ask about the behaviour of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
 - g. The committee may discuss the issue with the accused teacher and his statement may be recorded.
 - h. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office.
 - i. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
 - j. The committee should be impartial and unbiased.
 - k. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
 - l. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly.
 - m. All document should be recorded in the file and maintain the record properly.
 - n. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.
 - o. If any complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

31. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPS

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Yogita Thakur I/C	PGT Physics	
2	Mr. Rajesh Patil	PGT Commerce	
3	Mr. Shankar Sonule	TGT Lib.	
4	Mrs. Suvarna Choudhary	TGT Maths	

Duties: -

- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- All document should be recorded in the file and maintain the record properly.

32. INFORMATION ON RTI

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. B. M. Waghmare I/C	TGT Hindi	
2	Dr. Rajeev Prithyani	PGT CS	
3	Mr. Ajay Deshpande	PGT English	
4	Ms. Sujata Kardile	PRT	

Duties: -

- To provide information to the citizens requesting for information under the Act.
- To scrutinize Applications and find out concerned section to whom request is to be forwarded.
- To forward reply to the concerned person within time period prescribe in RTI Act

33. MATHS OLYMPIAD

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Sunita Chaubey I/C	PGT Maths	
2	Ms. Suvarna Chaudhari	TGT Maths	
3	Mr. T. S. Sonwane.	TGT Maths	
4	Ms. Dipali	PRT	

34. GREEN OLYMPIAD/SCIENCE OLYMPIAD/SCIENCE EXHIBITION /KVPI

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Saurabh Kumar I/C	TGT Sci	
2	Mrs. Yogita Thakur	PGT Physics	
3	Mrs. Sneha Singh	PGT Chemistry	
4	Contractual	PGT Bio	
5	Contractual	TGT Science	

35. OLYMPIAD

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Sneha Singh I/C	PGT Chemistry	
2	Mr. Saurabh Kumar	TGT Bio	
3	Mr. Ram Prakash Pandey	TGT SKT	
4	Mr. Vishal Dwivedi	PRT	

Duties: Committees 33,34,35

- To register interested students for the said examinations.
- To conduct examination in a fair manner.

36. TEACHING AIDS

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mrs. Anjali Tripathi I/C	TGT S. Sc.	
2	Mr. Parth Pratap Singh	TGT S. Sc.	
3	Ms. Pama Ahire	PRT	
4	Ms. Suvarna Sangale	PRT	
5	Ms. Reena	PRT	

Duties:

1. To submit list of TLM to be procured.
2. To issue TLM to the teachers and maintain record.

37. EQUIP

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Suvarna Chaudhari I/C	TGT Maths	
2	Mr. Anil Mahajan	TGT English	
3	Mr. Saurabh Kumar	TGT BIO	
4	Mr. T. S. Sonwane.	TGT Maths	
5	Mr. Ram Prakash Pandey	TGT SKT	

Duties:

3. To gain the experience from the senior teachers by close interactions.
4. To improve self – teaching learning process by observing the other teachers' classes.
5. To work closely as far as same subject is concerned and to clear the doubts and to improve upon as far as scholastic competency is concerned of both the parties.
6. Readiness programme for upper primary stage.
7. Monitoring and support at school level
8. Resource support.

38. PURCHASE COMMITTEE

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Sanjay Gangurde I/C	PGT Economics	
2	Dr. Rajeev Prithyani	PGT CS	
3	Mrs. Yogita Thakur	PGT Physics	
4	Mr. Tanu Rajput	SSA	

Duties :

- 1 To Sign the quotations received by post or email.
- 2 To carryout market survey whenever required
- 3 To check and sign the Comparative Statement

39. WEBSITE UPDATION COMMITTEE

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Rajeev Prithyani I/C	PGT CS	
2	Mr. Prakash	PGT Hindi	
3	Mr. Narayan Mistari	PRT	
4	Mr. Pratik Dubey	PRT	
5	Mr. Pratim	JSA	
6	Contractual	Computer Ins.	
7	Contractual	Comp Ins. Primary	

Duties :

- 1 To keep the vidyalaya website updated in all respect.
2. Upload photographs, videos to showcase vidyalaya activities.

40. STAFF MEETING MINUTES COMMITTEE

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Prakash I/C	PGT Hindi	
2	Mr. Ajay Deshpande	PGT English	
3	Mr. B. M. Waghmare	TGT Hindi	
4	Mr. Ram Prakash Pandey	TGT Skt.	

Duties:

- 1 To prepare minutes of staff meeting in Hindi and English language.

41. ALUMNI COMMITTEE

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Rajesh K. Patil I/C	PGT Commerce	
2	Ms. Suvarna Chaudhary	TGT Maths	
3	Mr. B M. Waghmare	TGT Hindi	

Duties:

- 1 To act as a channel of communication between the Alumni and the Vidyalaya.
- 2 To arrange and run events on behalf of the Alumni.
- 3 To arrange and run the Annual Meeting of the Alumni.

42. AWAKENED CITIZEN PROGRAMME

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Anil Mahajan I/C	TGT English	
2	All trained teachers	All trained teachers	

Duties:

1. To conduct ACP activities as prescribed in the module to enable students to discover their infinite potential through the conscious adoption of values.

43. Kala Utsav & EBSB

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Anjali Tripathi I/C	TGT S. Sc.	
2	Mr. Anil Mahajan	TGT English	
3	Mrs. Surekha Mali	TGT WE	
4	Mr. Amit Patil	TGT AE	
5	Mr. Parth Pratap Singh	TGT S.Sc.	
6	Mr. Vinod Dhayade	PRT Music	
7	Ms. Shivani Yadav	PRT	
8	Ms. Reena	PRT	

Duties:

1. To guide students for preparing for various events in Kala Utsav & EBSB.
2. To plan and conduct events as per the calender of activities provided by KVS.
3. To ensure that necessary records are maintained in this regard.

44. Youth Parliament

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Sanjay Gangurde I/C	PGT Economics	
2	Mr. Ajay Deshpande	PGT English	
3	Mr. Parth Pratap Singh	TGT S. Sc.	
4	Mr. Ram Prakash Pandey	TGT SKT	
5	Ms. Sujata Kardile	PRT	

Duties:

1. To guide students in preparation of Youth Parliament activities.
2. To plan and conduct events as per the instructions received by the KVS.
3. To ensure that necessary records are maintained in this regard.

45. Pustakopahar

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Shankar Sonule I/C	TGT Lib	
2	Mr. Amit Patil	TGT AE	
3	Mr. Lilachand Kirve	PRT	
4	Ms. Divya Sharma	PRT	
5	All Class Teachers		

Duties:

1. To motivate students for donating used textbooks.
2. To receive and issue the donated books and maintain record.

46. Newspaper in Education

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Shankar Sonule I/C	TGT Lib	
2	Mr. Prakash	PGT Hindi	
3	Mr. Vikram Gandhale	TGT English	
4	Contractual	TGT Science	
5	Ms. Sateeshkumar	PRT	

Duties:

1. To guide teachers to use newspapers, in both print and digital form, as a “living textbook” to teach subjects such as social sciences, languages, math, science and commerce at appropriate grade level.

47. Fire Safety and Disaster Management

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Surekha Mali I/C	TGT WE	
2	Mr. Manish Wagh	TGT P&HE	
3	Mr. Narayan Mistari	PRT	
4	Mr. Dinesh Sonar	Sub staff	

Duties:

- 1.To obtain fire safety certificate.
2. To ensure timely refill of fire extinguishers.
3. To arrange mock drill of fire-fighting and disaster management.
4. To display evacuation plan and emergency contact numbers at prominent places in the vidyalaya.

48. DIKSHA/ VIDYANJALI/UDISE+

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Pratik Dubey I/C	PRT	
2	Dr. Rajeev Prithyani	PGT CS	
3	Mr. Shankar Sonule	TGT Lib	
4	Mr. Sateeshkumar Bajantri	PRT	
5	Mr. Narayan Mistari	PRT	

Duties:

- 1.To update student details time to time on the said portals.

49. Staff Room Maintenance

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Suvarna Chaudhari I/C	TGT Maths	
2	Mr. Vikram Gandhale	TGT English	
3	Contractual	PGT Bio	

Duties: To monitor cleanliness, overall upkeep of staff room.

50. Primary Resource Room

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Pama Ahire I/C	PRT	
2	Ms. Suvarna Sangale	PRT	
3	Ms. Reena	PRT	

Duties:

- 1.To monitor cleanliness, overall upkeep of Primary Resource Room, maintain log book of PRC usage.

51. Individualised Education Programme

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Anil Mahajan I/C	TGT English	
2	Mr. Ram Prakash Pandey	TGT SKT	
3	Ms. Anjali Tripathi	TGT S. Sc.	
4	Ms. Shivani Yadav I/C	PRT	
5	Ms. Neeraj Punj	PRT	
6	Contractual	Special Educator	

Duties:

- 1.To identify students with special needs.
2. To ensure that learning outcomes are planned for each student as per their present level.
3. To ensure that necessary records are maintained in this regard.

52. Quarterly newsletter, Class Magazine

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Suvarna Sangale I/C	PRT	
2	Ms. Sujata Kardile	PRT	
3	Mr. Pratik Dubey	PRT	
4	Contractual	Computer Ins. Pri.	

Duties:

- 1.To collect required data on regular basis from the concerned teachers i. e. photographs, articles etc.
2. Prepare newsletters, magazines for publication as per the given schedule.

53. CALP

S.No.	NAME	DESIGNATION	SIGNATURE
1	Ms. Suvarna Chaudhari I/C	TGT Maths	
2	Mr. Vikram Gandhale	TGT English	
3	Mr. Parth Pratap Singh	TGT S. Sc.	

Duties:

- 1.To collect data such as lesson plans, timetable for CALP etc from the concerned teachers
- 2.To ensure that necessary records are maintained in this regard.

54. Tarunotsav

S.No.	NAME	DESIGNATION	SIGNATURE
1	Mr. Rajesh Patil	PGT Commerce	
2	Ms. Rajeev Prithyani	PGT CS	
3	Ms. Yogita Thakur	PGT Physics	
4	Ms. Sunita Chaubey	PGT Maths	

Duties:

- 1.To plan Tarunotsav activities as per the instructions from RO, Vidyalaya.
- 2.To ensure that necessary records are maintained in this regard.

55. PM SHRI SCHOOL

S.No.	NAME	DESIGNATION	SIGNATURE
1	Dr. Rajeev Prithyani (Non- recurring Exp.) I/C	PGT CS	
2	Ms. Surekha Mali (Recurring Exp.) I/C	TGT WE	
3	Ms. Sunita Chaubey	PGT Maths	
4	Mr. Shankar Sonule	TGT Lib	
5	Mr. Amit Patil	TGT AE	

Duties:

- 1.To verify the articles received as per the bill.
2. To maintain stock registers.