KENDRIYA VIDYALAYA VAYUSENA NAGAR, NAGPUR ALLOTMENT OF DUTIES, COMMITTEES AND SUB COMMITTEES

SESSION 2023-24

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| **1) ACADEMIC MONITORING / PLANNING & IMPLEMENTATION OF PROGRAMME FOR IMPROVEMENT OFRESULTS:** |
| * 1. **Secondary Section:**
		1. **Vice-Principal**
		2. Smt. Neelima Pathak**, I/C**
		3. Smt. Manisha Sane
		4. Shri Mahesh Gakre
		5. All Subject Committee Conveners
	2. **Primary Section:**
		1. **Sh. N. N Sahare, H.M**
		2. Smt..Surekha Kulkarni
		3. Sh. Ajay Aglawe, Exam, I/C
		4. All Subject Committee Conveners
 | * To plan and implement the whole academic programme for the year achieving zero failure in all classes, prepare and implement special programme for the academically backward and gifted children.
* To ensure that the spilt up syllabus is strictly followed, and correction work is done regularly.
* To held subject committee meetings at regular intervals.
* To encourage implementation of new methodologies.
* To held academic discussion and guide teachers in making classroom teaching – learning process effective &interesting.
 |
| **2) EXAMINATION** |
| 1. **Secondary Section:**
2. **Shri Mahesh Gakre, I/C**
3. Sh. U.P.Singh
4. Smt. Neena Shukla
5. Shri Kishor Hande
6. Smt..Archana Bhaladhare

viii)Shri Sadashiv Solanki1. **Primary Section:**
2. **Sh. Ajay Aglawe, I/C**
3. Smt. Rasika Bahadure
4. Smt. Rohini Vaze
5. PRT-1
 | * To plan the examination schedule, intimate student about the dates of tests-exams well in advance.
* Planning for setting of the question paper, moderation of the question paper.
* Proper checking and rechecking of the answer sheet, preparation of the results.
* Arrange and supply necessary materials for smooth conduct of the exam.
* Upkeep of the records of the examination.
* To conduct School based exams for Class- X.
 |
| 1. **CBSE**
2. **Shri Arvind Urade, I/C**
3. Smt. Anita Thakre
4. Shri. Dhanraj Thawkar
5. Shri P B Sukhdeve
 | * To send completed nominal list of students of class X and XII to the CBSE.
* Collect and remit exam fee in time. Deal with correspondence related to exam and academic matters.
* To co-ordinate with Centre superintendent for smooth conduct of CBSE conducted exams
 |
| 1. **Olympiads and External Examination**
2. **Smt. Manisha Sane I/C**
3. Shri Vishant Khobragade
4. Sh. Arvind Urade
5. Mrs. Vidya Arora
6. Smt. Saranga Bhopale
7. Ms. Rachana Rani
 | * To organize conduct of entrance/recruitment exams in co- ordination with external agencies.
 |
| 1. **NCSC:-**
 |  |
| 1. **Shri Vijay Meshram, I/C**
2. Smt. Mamta Sasan
3. Smt. Sunita Nagrale
4. **NTSE /Scholarships/IAPT: -**
5. **Shri Vijay Meshram, I/C**
6. Smt. Divyajyoti Nagotra
7. Smt. Archana Bhaladhare
8. Shri. Rajendra K. Nitone
 | * To ensure maximum participation of students in competitions like Olympiads, NTSE, KVPY, merit cum means scholarships and other competitions sponsored by KVS,CBSE.
 |
| **3) INSPIRE AWARD** |
| * + **Smt. Meenakshi Mate I/C**
	+ Smt. Neena Shukla
 |  |
| **4) RMO/PRMO** |
| 1. **Sh. Vijay Mesharam, I/C**
	* Sh. Premanand B. Sukhdeve
	* Sh. R. K. Nitone
 |  |
| **5) CMP & FLN IMPLEMENTATION** |
| 1. **Shri. N. N. Sahare, H.M.**
2. Mrs. Surekha Kulkarni
3. Smt. Jayshree Lute
4. Mrs. Preeti Dahiya
5. All subject teachers of class I to III
 | * Plan and implement programs to ensure minimum levels of learning.
* To devise new and interesting teaching strategies for the purpose
* To co-ordinate all the activities related to CMP and FLN like preparation of work sheets, TLM, technology aided-lessons, class library, remedial teaching, teaching innovation etc.
 |
| 6) **PREPARATION OF TLM** |
| 1. **Mrs. Sneha Lokhande, I/C**
2. Mrs. Rachana Rani
3. Mrs. Preeti Dahiya
 |  |
| **7) MONITORING OF H.W./ASSIGNMENT** |
| 1. **Smt. Neelima Pathak, I/C**
2. Shri. Santosh K. Bhagat
3. Shri Kishor Panchale
4. Shri Vijay Meshram
5. Shri Arvind Urade
6. Smt. Manisha Sane
7. Shri. N. N. Sahare
 | * To monitor and maintain proper checking of class work/home work/assignment in all subject of class VI to XII.
 |
| **8) TIME TABLE** |
| 1. **Secondary Section:**
	* **Framing of Time Table**
	1. **Smt Manisha Sane, I/C**
	2. Shri Vijay Meshram
	3. Shri. P. B. Sukhdeve
	4. Shri. D. Thawkar
	* **Arrangement work**
2. **Shri. Ashok Kumar Darokar**
3. Shri. Surendra Harde

**b) Primary Section:*** + **Framing of Time Table**
1. **Smt. Surekha Kulkarni, I/C**
2. Smt. Sheeba Reza
3. Smt. Rasika Bahadure
4. Smt. Rohini Vaze
5. Mr. Sachin Basode
	* **Arrangement Work**
6. **Smt. Surekha Kulkarni, I/C**
7. Shri. Sachin Basode
 | * Prepare the timetable for the Vidyalaya as per KVS norms.
* Ensure proper implementation and smooth running of classes.
* Arrange for substitution work for teachers on leave or on duties and see the effective implementation of the same
 |
| **9) MONITORING OF CLASS DIARIES** |
| * + **Secondary Section:**
		- Smt. Neelima Pathak: -XI, XII
		- Smt. Manisha Sane: - IX, X
		- Shri Kishore Panchale: -VIII
		- Shri S, K, Bhagat: - VII
		- Smt. Mamta Sasan: - VI
	+ **Primary Section**:
		- Shri. N. N. Sahare, H.M.
 | * Monitor class diaries once a week to ensure that they are properly maintained.
* Classes were engaged in all periods daily.
* TLM/teaching aids/activities are judiciously used and proper home assignments are given.
 |
| **10) IMPLEMENTATION OF PISA/CCT SKILLS:** |
| * + **Secondary Section:**
		1. **Shri Arvind Urade, I/C**
		2. Smt. Sunita Nagrale
		3. Smt. Smita Chavhan
		4. Shri. T P Raut
		5. Smt. Archana Baladhare
	+ **Primary Section:**
1. **Smt. Surkeha Kulkarni, I/C**
2. Mrs. Shubhda Jha
3. **Sh.** Mangesh Dandge
 | * To ensure implementation of CCT skills among children as per the guidelines provided
* To maintain CCT skills implementation records
 |
| **11) Co-CURRICULAR ACTIVITIES** |
| * + **Secondary Section**
		1. **Dr. S. N. Mishra, I/C**
		2. Smt. Smita Chavhan
		3. Smt. Deepti Awasthi
	+ **Primary Section**
		1. **Smt. P Mitra, I/C**
		2. Smt. S.Beena Singh
		3. Smt.Jayshree.Lute
 | * To see the arrangement of assembly Programme and proper implementation of the same.
* Prepare the list of festivals to be celebrated well in advance and plan accordingly.
* Form sub-committees of different festivals and allot duties to teachers whenever necessary.
* Celebrations of Important Days.
* Plan all activities under CCA in consultation with House Masters and implement the same in a befitting manner.
* Arrange for evaluation and prize distribution.
* Plan investiture ceremony in consultation with CCA I/C and class teachers
* To plan activities to involve students in planning and organization of school events
 |
| **HOUSES FOR SECONDARY** |
| **SATLUJ HOUSE****HOUSE MASTER: Sh. S.K.Bhagat****ASSOCIATE: Sh. Vishant Khobragade****MEMBERS**:1. Sh. A K Ranjan
2. Sh. Kishor Hande
3. Sh. Devaram
4. Smt. Archana Bhaladhare
5. Sh. S N Ram
6. Sh. R K Nitone
 | **TEESTA HOUSE****HOUSE MASTER: Smt. Mamta Sasan** **ASSOCIATE: Sh. Rahul Shirbhate****MEMBERS:**1. Sh. Arvind Urade
2. Sh. Dhanraj Thawkar
3. Smt. Suneeta Nagrale
4. Sh. P B Sukhdeve
5. Sh.D.Petkar
6. TGT-Maths-1
7. PGT-Pol.Sci
 |
| **ALAKNANADA HOUSE****HOUSE MASTER**: **Sh.Vijay Meshram** **ASSOCIATE**: Smt. D Nagotra**MEMBERS:**1. Sh. Nilesh Mahore
2. Sh. T P Raut
3. Sh. D M Ganer
4. Smt. Neena Shukla
5. Smt. Meenakshi Mate
6. TGT-Hindi-1
7. TGT - SSt
 | **RAVI HOUSE****HOUSE MASTER**: **Sh. U P Singh****ASSOCIATE:** Smt Vidya Arora**MEMBERS:**1. Sh.C.K.Kashyap
2. Smt. Shilpa Agrawal
3. Sh. Shishupal Palewar
4. Smt. Anita Thakre
5. TGT Hindi 2
6. TGT-SSt
7. TGT-Sans
 |
| **HOUSES FOR PRIMARY** |
| **SATLUJ HOUSE****HOUSE MASTER: - Sh.Sachin Basode** **ASSOCIATES**: -1. Mr. Rakesh Jeswani
2. Mr, Linkesh Mhaske
3. Smt.Rohini Waze
4. Mrs. Saranga Bhopale
5. Mrs. Rachana Rani
6. PRT 1
 | **TEESTA HOUSE****HOUSE MASTER: - Sh.Vinay Khobragade****ASSOCIATES: -**1. Mrs.Pratibha Zodape
2. Sh.Prashant
3. Mrs. Rasika Bahadure
4. Mr. Vikas Mohod
5. PRT-3
 |
| **ALAKNANADA HOUSE****HOUSE MASTER: Sh.Mangesh Dandage****ASSOCIATES: -**1. Mrs.Surekha Kulkarni
2. Mrs.Subhada Jha
3. Smt. Sheeba Reza
4. Smt. S Lokhande
5. Mr. Tushar Nagdive
6. PRT-2
 | **RAVI HOUSE****HOUSE MASTER:** Mr. Rahul Pragne **ASSOCIATES: -**1. Mrs. Sushma Borkar
2. Smt.Shampa Roy
3. Mr. Ajay Aglawe
4. Mrs.Preeti dahiya
5. Mr. Bhagwan Meshram
6. Comp.Instructor
 |
| **12) ADMISSION** |
| 1. **Shri. C .R .**Ramteke**, I/C**
2. Shri Rahul Shirbhate
3. Smt.Vidya Arora
4. Shri. S. S.Solanki
5. All Class Teachers
6. Shri Nilesh Mahore
 | * Make registration of the students in time.
* Conduct entrance tests/Interviews and admit students as per eligibility criteria.
* Verify entries of fresh admissions in admission register
 |
| **13) DISCIPLINE** |
| * **Secondary Section:**
	1. **Shri. Kishor Panchale, I/C**
	2. Sh. Sunil Deotale
	3. Smt. Neelima Pathak
	4. Shri. C R Ramteke
	5. Sh. Arvind Urade
	6. Dr. Umesh Prasad Singh
	7. Smt. Neena Shukla
	8. Shri. Shishupal Pallewar
	9. TGT Maths
* **Primary Section:**
	1. Mr. B.M. Meshram i/c
	2. Smt. Shampa Roy
	3. Shri. Vikas Mohod
* **Gate Duties during assembly**
	1. **Shri. V.Khobragade**,  **I/C**
	2. Shri Amod Kumar Ranjan,
	3. Shri Kishor Panchale
	4. PRT-3
 | * To deal effectively with all cases of indiscipline, late coming etc.
* To maintain discipline during all functions and programmes.
* To plan duties during Assembly and other functions for proper discipline
* To take follow up action in cases of indiscipline
* Co-ordinate with wing I/C to maintain discipline in their respective wings.
 |
| **14) GARDENING & BEAUTIFICATION** |
| * 1. **Smt. Divyajyoti Nagotra, I/C**
	2. Smt. Preeti Dahiya
	3. Smt. Sunita Nagrale
	4. Shri. Sadashiv S. Solanki
 | * To look after the proper maintenance of the school garden, pruning of trees maintenance
* of school compound and all other steps needed to beautify the buildings and campus
* To plan procurement of seeds and manure according to seasons.
* To monitor the work of gardening contractor and to verify payments.
 |
| **15) CLEANLINESS & SANITATION** |
| * **Secondary Section:**
	1. **Smt. Mamta Sasan, I/C**
	2. Shri. Rahul Shribhate
	3. Smt. Divyajyoti Nagotra
	4. Shri. R , K.Nitone
	5. Shri. Shyam Narayan Ram
	6. Shri. Dheeraj Petkar
	7. All Class Teachers
* **Primary Section**
	1. Smt. Shampa Roy,I/C
	2. Mrs. Shubhda Jha
	3. Mr. Rahul Pragane
	4. PRT -3
	5. All Class Teachers
 | * To look after cleanliness of the whole school campus, classrooms, verandas etc.
* To see that the toilets are cleaned regularly and properly.
* To monitor the work of house-keeping contractor and to verify the bills.
* Evaluation of classes and award best class prizes as part of a Cleanliness Project.
* To ensure safe drinking water by getting water tanks cleaned, and ensuring proper functioning of water coolers and filters
 |
| **16) WING IN-CHARGE** |
| * + **Administrative Block**
		1. Shri. T. P. Raut, First Floor
		2. Shri. Dhanraj Thawkar, Ground Floor
		3. Shri. Devendra Lohi
	+ **Jr – Secondary Wing**
		1. Smt. Sunita. Nagrale, First Floor
		2. Shri. R K Nitone, Ground Floor
		3. Coach –2
	+ **Senior SecondaryWing**
		1. Coach - 1, FirstFloor
		2. Shri. Surendra Harde, Ground Floor
		3. Shri. Sadashiv Solanki
	+ **Primary Wing**
		1. Shri. Bhagwan Meshram( Ground Floor)
		2. Mrs.Sushma Borkar
		3. Shri. Vikas Mohod(First Floor)
		4. Shri. Prashant Meshram
	+ **Play Grounds**
		1. Coach –1
		2. Coach –2
 | * To monitor cleanliness and discipline in the wing allotted to them.
* To monitor cleanliness and discipline in the wing allotted to them.
 |
| **17) CONSTRUCTION & MAINTENANCE** |
| * **Civil**
	1. **Shri Amod Kumar Ranjan, I/C**
	2. Shri. P. B. Sukhdeve
	3. Shri C. K. Kashyap
	4. Sh.Linkesh Mhaske(pri)
* **Electrical repair & maintenance**
	1. **Shri U , P. Singh , I/C**
	2. Shri. D. M. Ganer
	3. Shri. Dheeraj Petkar
	4. Shri. Rakesh Jeswani
	5. Shri. S Solanki
 | * Looking after minor construction and maintenance in the Vidyalaya.
* Ensure that repair of masonry work, sanitary fittings and painting & white washing are done timely.
* Timely repair and maintenance of electrical fittings to ensure uninterrupted power supply and functioning of fittings/gadgets
 |
| **18) PLUMBING & SANITATION** |
| * 1. **Shri. Linkesh Mhaske, I/C**
	2. Shri. B. Bhaskar
	3. Shri.Lohi
 | * Timely repair and maintenance of water and sanitary fittings and to prevent wastage of water.
* Ensure availability of safe drinking water.
 |
| **19) QUARTERS REPAIR/MAINTENANCE & ALLOTMENT** |
| 1. **Shri Amod Kumar Ranjan, I/C**
2. Shri Kishor Panchale
3. Smt. Mamta
4. Shri. Tushar Nagdive
5. Shri. Sadashiv Solanki
 | * To complete repair and maintenance of staff quarters with the funds made available by the KVS for the purpose.
* To maintain records of quarter allotment/handing over/taking over in coordination with the UDC
 |
| **20) SECURITY** |
| * 1. **Shri. K Panchale , I/C**
	2. Shri. Linkesh Mhaske
	3. Shri. Sadashiv S. Solanki
 | * To monitor the work of the security
* To advise on additional measures to tone up safety and security.
* To prevent the entry of stray animals in to the campus.
* To verify the bills of the contractor.
 |
| **21) MAINTENANCE OF C S54** |
| * 1. **Shri. Rahul Shribhate, I/C**
	2. Shri. Rajendra K. Nitone
* **Verification of Entries in Cash Books/Stock Registers**
1. **Shri. C .K Kashayp, I/C**
2. Shri. Rajendra K. Nitone
* **Verification of staff Attendance Registers**
1. **Vice Principal (I/C)/ Smt. Neelima Pathak**
2. Shri Radheshyam Hinge
* **Verification of Class-Attendance Registers**

 **Co Class Teachers:**1. Smt. V Khobragade Class XII
2. Shri. V S Meshram Class XI
3. Shri. Nilesh Mahore Class X
4. Shri. S N Mishra Class IX
5. Shri. K Panchale Class VIII
6. Shri. Sunil Devtale Class VII
7. Shri. A S Darokar Class VI
8. PRT-3-Class V
9. Shri Sachin Basode Class IV
10. Class III
11. PRT-2----Class II
12. PRT-1-Class I
 | * Monitor records of fees collection and tally it with entries in cash books and ledgers.
* Tally entries in cash books with vouchers
* Check totals and certify the same.
* Verify daily signature, updating of leave by office
* Verification of entries in CL Register, CCL register
* To check all the entries including student detail, fee entries, registration details every month.
* To ensure detailed entry of names struck off, new admission and T.C on last working day.
* To check number of students, number of meetings every month on last working day.
 |
| **22) PURCHASE COMMITTEE** |
| * 1. **Smt. Neelima Pathak (I/C)**
	2. Smt. S N Mishra
	3. Shri. N. N. Shahare (H.M)
	4. Shri. Kishor Panchale
	5. Stock Holder
 | * Registration of suppliers, calling and opening of quotations, completion of
* comparative statements, issue of supply orders,
* Verification of bills and quality of goods supplied.
* Timely payments after completion of procedures.
 |
| **23) PTA** |
| * **Secondary Section:**
	1. **Shri. Umesh Prasad Singh, I/C**
	2. Shri Arvind Urade
	3. Smt. Neelima Pathak
	4. Smt. Deepti Awasthi
* **Primary Section**:
	1. **Smt. Sushma Borkar, I/C**
	2. Shri. Bhagwan Meshram
 | * Organize PTA meetings/open day
* Maintain records of meetings &other interaction with parents.
 |
| **24) TEACHING AIDS/ AUDIO-VISUAL AIDS, PLANNING & MONITORING OF TECHNOLOGY AIDED LESSONS** |
| **Secondary Section*** 1. **Shri Nilesh Mahore. I/C**
	2. Smt. Neelima Pathak---Class XI and XII
	3. Shri. Kishor Hande -- Class –IX and X
	4. Smt. S Nagrale ---Class VI to VIII

**Primary Section**1. Smt. Jayshree Lute --- Teaching Aids
2. Sh. Mangesh Dandge Teaching Aids
3. Smt. Sneha Lokhande --- Resource Room
4. Smt. Preeeti Dahiya Resource Room
5. Smt. Rachana Rani Worksheets
6. Shri Prashant Meshram Worksheets
7. Shri. Rakesh Jeswani TV Room
8. Shri. Vinay Khobragade TV Room
9. Smt. Saranga Bhopale SUPW
10. Funday Plan
11. Smt. Shubhada Jha Funday Plan
 | * Period allotment to all teachers/classes for TAL.
* Records to be submitted to the Principal once a month
* To maintain & display teaching aids prepared.
* To ensure making of work sheets.
* To ensure proper use of TV room.
* To maintain record of all activities performed.
 |
| **25) COMPUTER LABS** |
| * 1. **Shri Vishant K, Overall I/C**
	2. Shri Nilesh Mahore
	3. Shri. Sachin Basode (Primary)
 | * To ensure the effective use and maintenance of computer labs.
* Internet accessibility in all labs and other departments should be ensured.
* Maintain/update Vidyalaya website as per KVS instructions.
 |
| **26) PUBLICATION** |
| * 1. Shri. S K Bhagat, I/C
	2. Dr. S. N. Mishra
	3. Shri. Mahesh Gakre
	4. Smt. Smita Chavhan
	5. Smt. Deepti Awasthi
	6. Shri. Ashok S. Darokar
	7. TGT Sanskrit
	8. Smt. Papiya Mitra
	9. Shri. Sachin Basode
	10. Smt. Beena Singh
 | * To encourage creative writing among students and publish class wise manuscript magazine.
* Arrange for the publication of school magazine, brochure, student diary etc.
* To maintain records/reports of all activities with photographs/CDs
* Collect and maintain reports of events/activities for publications and for forwarding to higher authorities
 |
| **27) FURNITURE** |
| * 1. Shri. C K Kashyap, I/C Secondary
	2. Shri. T. P. Raut
	3. Shri. Ajay Aglawe, I/C Primary
	4. Sh.Vikas Mohod
 | * To maintain the stock of all furniture in the Vidyalaya.
* Prepare Condemnation report for broken furniture.
* Prepare a room wise inventory of furniture and fix responsibility for maintaining the same.
* Take measures to prevent breakage of furniture.
* Arrange for repair of broken furniture if any.
* Plan purchase as per availability of funds.
 |
| **28) SCOUTS & GUIDES** |
| * 1. **Shri Dheeraj Petkar, Scout, I/C**
	2. Shri Surender Harde
	3. Shri. D. M. Ganer
	4. Shri. Kishor Hande
	5. Shri. S. Palewar
	6. Dr. Meenakshi Mate
	7. Shri Dhanraj Thawkar
	8. Smt. Neena Shukla
	9. Smt. Archana Baldhare
	10. **Smt. Deepti Awasthi, Guide, I/C**
	11. Smt. Surekha Kulkarni
	12. Smt. Pratibha Zodape
	13. **Shri. Vinay Khobragade, Cub, I/C**
	14. Smt. Papiya Mitra
	15. Shri Vikash Mahod
	16. Shri. Tushar Nagdive
	17. Shri. Linkesh Maske
	18. **Smt. Jayshree Lute, Bulbul, I/C**
	19. Smt. Preeti Dahiya
	20. Shri Prashant Meshram
	21. Smt. Rasika Bahadure
	22. Sh. Sachin Basode
 | * To plan and implement scouting/guiding activities in the Vidyalaya.
* To train the scouts and guides for special occasions.
* To organize hiking, night camp, other testing camps.
* To organize functions, activities for cubs and bulbuls.
 |
| **29) CONDEMNATION** |
| * 1. **Smt Vidya Arora, I/C**
	2. Shri Vishant Khoabragade
	3. Smt. Shiba Reza
	4. Stock holder
 | * To identify stocks beyond repair for condemnation.
* To carry out the condemnation procedure and dispose of condemned articles as per prescribed procedure.
* The work is to be completed annually.
 |
| **30) GUIDANCE & COUNSELLING/NAEP** |
| * 1. **Smt. Mamta Sasan, NAEP, I/C**
	2. Dr. Meenakshi Mate
	3. Smt. Deepti Awasthi
	4. Smt. Neena Shukla
	5. Smt. Anita Thakare
	6. Smt. Smita Chouhan
	7. Smt. Suniat Nagrale
	8. Shri A K Ranjan
	9. **Shri. Dhanraj Thawkar, G&C, I/C**
	10. Mrs. Neelima Pathak
	11. Smt. Smita Chavhan
	12. Smt. Rohini Vaze
	13. Smt.
	14. Doctor
	15. Nurse
	16. Counsellor
 | * To identify children needing special attention.
* Try to solve the problems either at the school level or by getting help from experts.
* To organize programmes to inculcate the feeling of oneness among students by inviting eminent personalities.
* To conduct NAEP programmes
 |
| **31) PROJECTS & INNOVATION** |
| * 1. **Smt Manisha Sane , I/C**
	2. Dr. Meenakshi Mate
	3. Shri. Prashant Meshram
	4. Smt. Rasika Bahadure
	5. Mrs.Rachana Rani
 | * To co-ordinate various innovative
* practices being undertaken by teachers.
* To advise and guide teachers to plan and organize reports for giving publicity to their efforts for the benefit to teaching fraternity at large.
* To forward at least two project reports to KVS
 |
| **32) SPORTS & GAMES** |
| * 1. **Shri. Sunil Deotale, I/C**
	2. **Shri. Vinay Khobragade, I/C(Primary)**
	3. Shri. Rakesh Jeswani
	4. Ms. Rohini Vaze
	5. PRT- Contractual 2
 | * To issue necessary games articles to the students
* To ensure proper maintenance of sports &games equipment including garden swings, slides and other fixtures.
 |
| **33) EXCURSION/ FIELD TRIPS** |
| * 1. **Shri. Kishor Hande, I/C**
	2. Smt. Neelima Pathak
	3. Dr. Meenakshi Mate
	4. Smt. Shampa Roy

Smt.Shiba Reza | * To organize adventure programme in collaboration with other Vidyalayas
* To plan trips to places of interest, factories etc.

Every class has to be taken for a trip in a year. |
| **34) CLUBS AND ACTIVITIES** |
| * **Nature/Eco Club**
	1. **Dr. Meenakshi Mate, I/C**
	2. Smt. Sunita Nagrale
	3. Smt. Shubhada Jha
	4. Smt. Preeti Dahiya
* **Literary Club**
	1. **Smt. Deepti Awasthi, I/C**
	2. Shri. Dheeraj Petkar
	3. Shri. Shishupal Palewar
	4. Smt. Sushma Borkar
	5. Sh.Rahul Pragne
	6. Contractual PRT 1
* **Integrity Club**
	1. **Smt. Sunita Nagrale, I/C**
	2. TGT Sanskrit 2
	3. Smt. Pratibha Zodape
	4. PRT-1
* **Health Club**
	1. **Smt. Neena Shukla, I/C**
	2. Smt. Anita Thakre
	3. Smt. Sneha Lokhande

Shri. Vikas Mohod | * To organize programmes to create awareness for protecting the environment.
* To celebrate Van- Mahotsav and take care of saplings.
* To create interest in languages by organizing book fair, debates, extempore etc.
* Enroll children as prescribed by the KVS
* Organize programmes to inculcate honesty and integrity. Give publicity to the programmes of CEC.
* Organizing charity for the needy.
* Build rapport with the local community.
* To associate members with the inclusive learning programme.
* Maintain medical check-up records
* Monitor the activities of the doctor and nurse

Organize activities for wellness club |
| **35) OFFICIAL LANGUAGE IMPLEMENTATION** |
| 1. **(Raj Bhasha) Committee**
	1. **Dr. S. N. Mishra, I/C**
	2. Shri. Kishor Panchale
	3. Shri S,N, Ram
	4. Smt. Deepti Awasthi
	5. Smt. Beena Singh
 | * To spread the use of the National Language among students and staff.
* To monitor implementation of the policies and programmes in the Vidyalaya
* To submit/ forward reports on time.
 |
| **36) LIBRARY COMMITTEE** |
| * 1. **Vice Principal**
	2. Shri. Surendra Harde
	3. Dr. S. N. Mishra
	4. Smt. Neelima Pathak
	5. Smt. Surekha Kulkarni
	6. Smt. Shiba Reza
	7. Smt. Vinay Khobragade
 | * To recommend suitable books for the library
* To collect feedback from students and staff for additions to the Vidyalaya library
* Responsible for the implementation of the library policy
 |
| **37) MATHEMATICS LAB** |
| * 1. Shri. Rajendra. K. Nitone I/C
	2. Shri. P. B Sukhdave
	3. Smt. Archana Bhaladhare
 | * To maintain the lab in proper condition.
* To procure materials and prepare models for activities in Mathematics.
* To ensure the use of mathematical equipment/models in day to day teaching
 |
| **38) LANGUAGE LAB** |
| * 1. **Shri. Mahesh Gakre, I/C**
	2. Shri S. N. Mishra
 | * To procure teaching materials for language teaching and maintain them properly.
* To improve speaking skill among the students.
 |
| **39) FIRE SAFETY** |
| 1. **Smt. Vidya Arora., I/C**
2. Shri. Ashok Darokar
3. Shri. Sunil Deotale
 | * Maintain fire-safety equipment.
* Obtain fire safety certificate
* Conduct fire safety drills
* Ensure preparedness for emergencies
 |
| **40) CASTE VALIDITY/ VERIFICATION OF DATA FOR ENTRANCE EXAMS** |
| * 1. **Shri. C R Ramteke, I/C**
1. Shri. Rajendra K. Nitone
 | * To make forms and other details available for Caste Validity, Entrance exams. Like MH-CET etc.
 |
| **41) DISPERSAL COMMITTEE** |
| * 1. **Secondary Section**
		+ **Shri Sunil Deotale, I/C**
		+ Shri. D. M. Ganer
		+ Shri Devaram
		+ Shri Shyam Narayan Ram
	2. **Primary Section:**
		+ Smt. Papaiya Mitra, **I/C**
		+ Smt. Sneha Lokhande
		+ Smt.Shampa Roy
		+ PRT-2
		+ Sh .Lohi
 | * To ensure proper dispersal of the students after 1.40 pm.
* To ensure that no student is left in the Vidyalaya premises after 1.40pm.
* To help students to resolve problems arising due to delay in their vehicle arrival or other.
 |
| **42) FEMALE – REDRESSAL COMMITTEE** |
| * 1. **(Asst.Comm. KVS RO Mumbai Region)**
	2. Smt. Neelima Pathak
	3. Dr. (Smt.) Jaya Shiwalkar
	4. Shri. Arvind Urade
 | * To attend, manage and submit all complaints lodged by girl students and female employees of the Vidyalaya.
* To manage complaints through complaint box and submit action taken report every month.
* To meet counsellor to resolve students and female employee’s problem.
 |
| **43) NATIONAL FLAG COMMITTEE** |
| * 1. Sh. Kishore Panchale
	2. Smt. Divyajyoti Nagotra
	3. Sh. Shyam Narayan Ram
	4. Sh. Manish Dandge
	5. Sh. Sadashiv S.Solanki
	6. Sh. B. Bhaskar
 | * To ensure raising of National Flag in the morning and lowering before sunset on all days including Holidays and Sundays.
* To ensure strict compliance of the provision contained in the Flag code of India-2002.
 |
| **44) SARVA SHIKSHA ABHIYAN (SARAL/UDISE)** |
| * 1. **Shri. Kishor Hande, I/C**
	2. Smt.Archna Bhaladare
	3. Shri.Tushar Nagdive
	4. Sh.Mangesh Dandge
 | * To ensure the update of data in the website.
* To ensure collection and updation of student details
* To provide necessary information to state government authorities.
* To conduct any examination proposed by the state government authorities
 |
| **45) UBI-FEE VERIFICATION & WEBSITE UPDATION** |
| * 1. Shri Nilesh Mahore
	2. Computer Instructor-I ,II and III
	3. Shri Tushar Nagdive
	4. All Class Tr and Co-Class Tr (**UBI**)
 | * To ensure addition/deletion of students details at the time of Admission /TC.
* To ensure verification of data on UBI portal for realization of fee before every quarter.
* To make available challans to the parents when it is required.
* To ensure regular updating of Vidyalaya website.
* To ensure collection and updating of student details on Shaala Darpan portal
 |
| **46) NEWS LETTER COMMITTEE** |
| 1. Mrs. Rachna Rani I/C
2. Mrs. Papiya Mitra
3. Mr. Sachin Basode
4. Computer Instructor
 | * To collect and maintain reports and photographs of CMP activities.
 |
| **47) GREEN SCHOOL COMMITTEE** |
| * 1. **Smt. Mamta Sasan, I/C**
	2. Smt. Neena Shukla
	3. Smt. Divyajyoti
 | * To get registered the Vidyalaya for green School building audit.
 |
| **48) ATAL TINKERING LABORATORY** |
| * 1. **Smt. Rahul Shribhate , I/C**
	2. Smt Neelima Pathak
	3. Shri C R Ramteke
	4. Smt. Vidya Arora
	5. Shri Vishant Khobragade
	6. Sh.Nilesh Mahore
	7. All Science teachers
	8. Shri S K Mishra (pfms)
 | * To establish laboratory as per the Niti Aayog.
* To ensure proper utilization of laboratory.
* To prepare and execute the time table for proper utilization of laboratory.
* To ensure proper maintenance of laboratory.
 |
| **49) PHOTOGRAPHY & VIDEOGRAPHY** |
| * 1. **Mr.** Devaram**, I/C**
	2. Comp. Inst. Secondary-I
	3. Shri A S Darokar
	4. Shri Vikash Mohod
	5. Comp. Inst. Primary
 | * To make arrangement of photography and videography on different occasions to be celebrated in the Vidyalaya and keep record of the same for future reference and compliance report.
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| **50) SCHOOL RESPONSE TEAMS** |
| **Sl. No** | **Particulars** | **Name of Team Leader** | **Members with Designation** | **Contact Details** |
| **1** | **Child Rights Protection Cell** | SH. AMOD K. RANJAN | 1. SMT. NEELIMA PATHAK, PGT CHEM
2. SMT. A. BHALADARE, TGT MATHS
3. SH. T.P RAUT, TGT ENG
4. SMT. SUREKHA KULKARNI, PRT
5. SMT. PAPIYA MITRA, PRT
 |  |
| **2** | **Evacuation Team** | SH. CHAND K. KASHYAP | 1. SH. D M GANER, TGT SST
2. SH.SUKHDEVE -TGT MATHS
3. SH. S N RAM, TGT HINDI
4. SH. BHAGWAN MESHRAM PRT
5. SH. LINKESH MASKE, PRT
 |  |
| **3** | **Search & Rescue Team** | SH C.R RAMTEKE | 1. SH. S N MISHRA, PGT HINDI
2. SH. RAHUL SHRIBHATE, PGT PHYSICS
3. SMT. DEVA RAM, TGTSST
4. SMT. SHIBA REZA-PRT, PRT
5. SH. MANGESH DANDGE, PRT
 |  |
| **4** | **First Aid & Medical Team** | SMT. NEENA SHUKLA | 1. SMT. DEEPTI AWASTI, TGT HIN
2. SMT. SUNITA NAGRALE, TGT SCI
3. SMT. BEENA SINGH, PRT
4. SMT. SARNGA BHOPALE, PRT
5. SMT. PRATIBHA ZODAPE, PRT
 |  |
| **5** | **Transport Safety Team** | SH. KISHOR HANDE | 1. SMT. NEELIMA PATHAK, PGT CHE
2. SH. MAHESH GAKRE, PGT ENG
3. SMT. MEENAKSHI MATE, TGT SCI
4. SMT.SHAMPA ROY, PRT
5. SH. VIKAS MOHOD, PRT
 |  |
| **6** | **Team for students with special needs (Divyang)** | SMT. DIVYAJYOTI NAGOTRA | 1. SMT. MAMTA SASAN, PGT BIO 2 .SH. B. K. TELANG, PGT MATHS1. SH. DHIRAJ PETKAR, TGT ENG
2. SMT. SNEHA LOHKANDE, PRT
3. SMT. SHUSHAMA BORKAR, PRT
 |  |
| **7** | **Internal Complaint Committee (ICC)** | SH. KISHOR PANCHALE | 1. SMT. NEELIMA PATHAK, PGT CHEM
2. SH. ARVIND URADE, PGT ECO
3. SH. DHANRAJ THAWKAR, TGT SST
4. SMT. ANITA THAKRE, TGT SCI
 |  |
| **8** | **Grievance Redressal Committee** | SMT. MANISHA SANE | 1. SH. S K BHAGAT, PGT ENGLISH
2. SMT. MAMTA SASAN, PGT BIO
3. SMT. S AGLAVE, TGT SST
4. SMT. A. BALADHARE, TGT MATHS
5. SMT. SUREKHA KULKARNI, PRT
 |  |

**PRINCIPAL**