

KENDRIYA VIDYALAYA 9 BRD AF PUNE.

COMMITTEES 2023-24

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2022-23. As such all the staff members are hereby informed to note the natures of duties 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 before 31st March. In the absence of the In-charge, the member in the committee will complete the handing and taking over procedure.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT:- SECONDARY

SN.	NAME	DESIGNATION	MEMBER
1.	Vacant	Vice Principal	Member
2.	Ms. R. M. Patil	PGT(Bio)	Member
3.	Ms. Sushma Singh C	PGT (CS)	Member
4.	Ms. Richa Shukla	PGT(Physics)	Member
5.	Mr. S M Bhenki	PGT(English)	Member
6.	Mr. Bodhraj	PGT(Commerce)	Member
7.	Mr G S Belsare	TGT(Maths)	Member
	Mrs. Subhashini Singh	PGT (Chem)	Member

ACADEMIC AND ADMINISTRATIVE SUPPORT: - PRIMARY

SN.	NAME	DESIGNATION	MEMBER
1.	Mr Pawan S Dulange	Headmaster	I/C
2.	Mrs. Sandhya Sinha	PRT	Member
3.	Mrs. Kirti Patil Apsingkar	PRT	Member

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 and other organizations and making necessary correspondence to KVS(MR) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal.
- 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 norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.

- h) To inform the Principal about the lapses, deviations in the subject committee report.
 i) To ensure the maintenance and submission of anecdotal record under CMP as per guidelines to the Principal.

NOTE:As a subject convener, you will be held responsible for non – submission of the record to the Principal.

2. ADMISSION – PRIMARY AND SECONDARY :-

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Seema Buddhiraja	PGT (Physics)	I/C
2.	Mrs. Subhashini Singh	PGT (Chemistry)	Member
3.	Ms. Seema Meena	TGT (SKT)	Member
4.	Mr. Satish Bairwa	TGT (Hindi)	Member
5.	Ms. Arti	PRT	Member
6	Mrs. Munawwar Zikre	Class Teacher 1	Member
7	Mrs. Monika	Class Teacher 1	Member
8	Mr. Sandeep Anil Salve	Class Teacher 1	Member

Duties:-

- Follow strictly admission schedule given by KVS.
- Scrutiny of registration forms as per the admission guidelines given by KVS
- Preparation of provisional list of selected candidates for all the classes.
- To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission records in admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Local transfer admissions.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed proformas.
- uploading the details of admission on the website.

3. EXAMINATIONS (INTERNAL/EXTERNAL/CBSE)

A – SECONDARY

SN.	NAME	DESIGNATION	MEMBER
1.	Ms. Richa Shukla	PGT(Physics)	In-charge Internal
2.	Ms. Vasudha	TGT (S.ST)	Member
3	Ms. E.J.Rajula	TGT (English)	Member
4	Ms. Monika Bansal	PGT (Maths)	Member
1	Mr. Bodhraj	PGT (Comm)	In-charge External+CBSE
2	Mr. Sheshrao Arjune	TGT(Hindi)	Member
3	Mr. Raju	Sub-staff	Member (Common)
4	Mr. Basappa	Sub-staff	Member (Common)

B- PRIMARY

SN.	NAME	DESIGNATION	MEMBER
1.	Ms. Shweta	PRT	I/C
2.	PRT 1	PRT	Member
3	PRT 2	PRT	Member
4	PRT 3	PRT	Member
5	PRT 4	PRT	Member

Duties:-

- a) To prepare an action plan for conducting Test(s) for classes III to V, VI to X and XI,XII as per KVS norms.
- b) To collect the question paper along with blue print, design, marking (Chemistry) for these exams and to preserve them for inspection purpose.
- c) 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.
- d) To conduct the test as per guidelines.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To visit KVS, Regional Office, Mumbai and CBSE websites regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website regularly.
- k) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- l) Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
- m) Correspondence for school affiliation to CBSE office.
- n) Maintenance and submission of records of result analysis and in CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- o) Maintaining the record of shortage of attendance and correspondence with CBSE board.
- p) Framing the practical time table in liaison with other subject teachers.
- q) Conducting the CBSE board exam as per the CBSE norms.
- r) Updating school website regularly.
- s) To conduct the exams as per the norms
- t) To maintain the record and send the data from time to time to the Offices, Authorities concerned.
- u) To rectify the discrepancies of the students as per records.

NOTE: all the members will work with full cooperation and coordination in all these three Examination department irrespective of the In-chargeship.

4. TIME TABLE:

A -SECONDARY

SN.	NAME	DESIGNATION	MEMBER
1.	Ms. Sushma Chouhan	PGT (CS)	I/C
2	Ms Shalini Pun	TGT (English)	Member
3.	Mr. Ombir	PGT (Maths)	Member

B – PRIMARY

SN.	NAME	DESIGNATION	MEMBER
1.	Ms. Kirti	PRT	I/C
2	Mr. Suresh	PRT (Music)	Member
3	Ms. Ujjawala Patil	PRT	Member

Duties: -

- To prepare the class time table and teachers time table as per KVS norms.
- To prepare the special time table for classes 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 classes remedial teaching (weak students in all classes).
- To make arrangement timetable before the start of the first period and to display copy of arrangement timetable on the notice board.
- Preparation of part time teacher's salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- To maintain the arrangement register.

NOTE: The Undersigned reserves the right to change the class teachers and co-class teachers anytime during the year.

5. WEBSITE UPDATING /ETCLT / EDUCOM / YOUTOUBE/ FACEBOOK/ TWITTER/ INSTAGRAM:

SN.	NAME	DESIGNATION	MEMBER
1.	Ms Shushma Singh	PGT(C.Sc.)	I/C
2.	Ms. Rajeshwari	PGT(Chem)	Member
3.	Mr. S.M.Bhenki	PGT(English)	Member
4.	Mr. Satish Kumar Bairawa	TGT (Hindi)	Member
5.	Ms. Aarti	PRT	Member
6.	Ms. Monika	PRT	Member
7.	Ms. Deepali Pandya	Comp. Instructor	Member
8.	Ms. Deepika Shinde	Comp. Instructor	Member
9.	Ms. Geetali Girase	Comp. Instructor	Member

Duties:-

- To update the Vidyalaya website from time to time as per the directions received from KVS. No column should be left blank in the Vidyalaya website. The required information can be collected from the teachers / departmental in charges.
- To invite quotations from reputed firms for AMC of computers.
- To take initiative to see that all the computers are in functional condition.
- To provide the data (subject specific) to the PGT(Comp. Sci.) and helping him in updating the data from time to time.
- To share and upload the photos of activities on Facebook and Twitter account of Vidyalaya.
- To tweet Vidyalaya activity information on Vidyalaya twitter account.
- To upload the videos of activities on youtube.

6. FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Satish Kumar Bairawa	TGT (Hindi)	I/C

2.	Mr. Sheshrao Arjune	TGT (Hindi)	Member
3	Ms. Seema Meena	TGT (SKT)	Member
4	Mr. Sandeep Salve	PRT	Member
5	Ms. Monika	PRT	Member

Duties:-

- To maintain the record of room wise/dept. 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/dept. 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.
- To place the requisition for the demand of any furniture.

7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES:

S.N	NAME	DESIGNATION	S.N			MEMBER
Female / Girls Washrooms Only			Male / Boys Washrooms Only			
1.	Ms. Seema M	TGT(Skt)	1.	Mr. Rahul Band	TGT (Eng)	I/C
2.	Ms. E J Rajula	TGT(Eng)	2.	Mr. Belsare	TGT (Maths)	Member
3.	Ms. Vasudha	TGT(SST)	3.	Mr. S K Bairwa	TGT (Hind)	Member
4.	Ms. Shilpi	TGT (Art)	4.	Mr. C A Pawar	TGT (PHE)	Member
5.	Ms. Pooja Yadav	TGT (Sci)	5.	Librarian		Member
6			6	WE		Member
7	Ms. Vasudha	TGT (SST)	7	Mr.Sandeep Salve	PRT	Member
8	Ms. Munnaawar Zikre	PRT (Pri I/c)	8	Mr. Jagdish	Sub-staff	Member
9	Mrs. Veena Sharma	PRT	9	Mr. Kulkarni	Sub-staff	Member
10	Ms. Sandhya Sinha	PRT	10	Mr. Basappa	Sub – Staff	Member
11	Ms. Sangeeta Samdre	Substaff				

Duties:

- To ensure the cleanliness of the class rooms, corridor, toilets and other common areas and the entire Vidyalaya premises.
- To ensure the provision of dustbins in all the class rooms/departments/labs/office.
- 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 instruction 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 is growing in different parts of school campus.
- To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- To ensure cleanliness of area around the staff quarters.
- To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- 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 AND STAFF QUARTER CAMPUS:

SN.	NAME	DESIGNATION	MEMBER
1.	Mrs. R M Patil	PGT(Bio)	I/C
2.	Ms Pooja Yadav	TGT (Sci)	Member
3.	Ms. Vasudha	TGT(S.St)	Member
4	Ms. Sandhya Sinha	PRT	Member
5	Ms Shilpi Mahuli	TGT(AE)	Member
6	Ms. Shweta	PRT	Member
7	Ms. Nidhi Tiwari	TGT (Sci)	Member
8	Mr. Raju Desai	Sub Staff	
9	Gardener	Gardener	Member

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 tress and potted plants.
- Celebration of Vanamahostava in consultation with principal and forest dept.
- To motivate the children for gardening and beautification.
- To develop medicinal plant garden in the campus.

9. SCIENCE CLUB:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Subhashini Singh	PGT ((Chemistry))	I/C
2.	Ms. Richa Shukla	PGT(Physics)	Member
3.	Ms. Seema B.	PGT(Phy)	Member
4.	Ms. R. M. Patil	PGT (Bio)	Member
5.	Ms. Rajeshwari	PGT(Chemistry)	Member
6.	Ms. Pooja Yadav	TGT(Biology)	Member
7.	Ms. Nidhi Tiwari	TGT (Sci)	Member

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/EBSB/YOUTH PARLIAMENT/BIS:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Vasudha	TGT(S.st)	I/C
2.	Ms. Seema Meena	TGT (SKT)	Member
3.	Ms. Shalini Pun	TGT (Eng)	Member

4.	Ms. Jaya	TGT (Sst)	Member
5	Ms. Manisha Chavan	TGT(S.st)	Member
6	Ms. Sonali S	TGT (Hindi)	Member
7.			

Duties:-

- a). To motivate children to prepare projects/model based on country/state allotted to the region .
- b) To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- d). To encourage the students to submit online projects on various platforms.
- e). To ensure project based learning in all the classes.

11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING and STAFF QUARTERS AND CONTINUOUS SUPPLY OF DRINKING WATER:

SN.	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT(PH & E)	I/C
2.	Mrs. Sushma Singh Chouhan	PGT (CS)	Member
3.	Ms. Subhashini Singh	PGT (Che)	Member
4.	Mr. Goutam Belsare	TGT (Math)	Member
5.	Ms. Shilpi. M	TGT(Art)	Member
6.	WE		
7.	Librarian		
8.	Mr. Sandeep Salve	PRT	Member
9.	Ms. Aarti Srivastava	PRT	Member
10.	Mr. Jagdish Naidu	Sub- Staff	Member

Duties:-

- a). To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- b). To undertake maintenance of school building and staff quarters on war footing basis.
- c). To procure the material required by following purchase procedure.
- d). To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- e). To maintain the labour register.
- f) To ensure the proper functioning of Aqua guard installed in school building
- g) To ensure the cleaning of over head tanks in school building and staff quarters
- h) To ensure the chlorination of water stored in tanks after cleaning
- i) To ensure the proper functioning of water coolers.
- j) To invite the quotations from the registered agencies, prepare comparative statements of quotations

12. MEDICAL CHECKUP:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT(P&HE)	I/C
2.	Mrs. Sandhya Sinha	PRT	Member
3.	Mrs. Munawwar Zikre	PRT	Member
4.	Ms. Shraddha More	Nurse	Member
5.	All Class Teachers		Member

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distributes 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.
- To ensure emergency medical assistance to the child.
- To procure the first aid material and giving first aid to the students in case of bums, cuts, minor injures
- To provide medical assistant to the students during sports day, annual day and other important functions.

13. BEAUTIFICATION OF SCHOOL BUILDING – PAINTINGS AND DRAWINGS:

SN.	NAME	DESIGNATION	MEMBER
1.	Ms. Shilpi	TGT(Art)	I/C
2.	Ms. Rajeshwari G.	PGT(Chem)	Member
3.	Ms. BAbita Kumari	PGT (Hindi)	Member
4.	Mr. Suresh Kalbande	PRT	Member (BaLA)
5.	Mrs. Kirti Patil Apsinkar	PRT	Member (BaLA)

Duties:-

- 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, Reformers, Educationist, Maps
- To ensure the display of material in the bulletin boards.
- To implement BALA concept in the Vidyalaya.

14. EDUCATIONALTOURS / EXCURSION:

SN.	NAME	DESIGNATION	MEMBER
1.	Mr. Rahul Band	TGT(Eng)	I/C
2.	Ms. Seema Meena	TGT Skt	Member
3.	WE		
4.	Librarian		
5.	Ms. Kirti	PRT	Member

Duties:

- To plan education tours / excursions for all the classes as per KVS norms

- b) To ensure the safety of the students during the journey period and their stay at the venue.
c) To provide hygienic food / potable water to the students who are participating in tour programme.

15.SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT (PHE)	I/C
2.	Ms. Rajula	TGT(Eng.)	Member
3.	Mr. Rahul Band	TGT(Eng.)	Member
4.	Ms. Seema Meena	TGT(Skt)	Member
5.	Mrs. Arti	PRT	Member
6.	Ms. Shweta	PRT	Member
7.	Mr. Sangram		
8.	WE		
9.	Librarian		

Duties:

- To prepare annual plan for the conduct of the inter house competition in Sports / Games
- To prepare the list of prize winner in various inter house competition
- To procure the prizes for the prize winners
- To plan the celebration of annual sports day in consultation with principal
- To encourage the students to participate in the competitions organized by the state Govt, agencies, schools, NGOs with permission of their parents.
- To conduct SBSB activities as per instructions received from KVS and fill the data with the help of class teachers.

16.DISCIPLINE COMMITTEE AND CHECKING OF LATE COMERS (STUDENTS AND TEACHERS) MAIN GATE DUTY – 07:20 AM TO 07:25 AM, 07:30 AM STUDENTS AND TEACHERS SHOULD BE IN THE LINE IN THE MORNING ASSEMBLY

SN.	NAME	DESIGNATION	MEMBER
	Mr. C A Pawar	TGT(PHE)	I/C
1.	Mrs. Sushma Singh Chouhan	PGT (CS)	Member
2.	Mr. Pawan S Dulange	HM	Member
3.	Mr. Satish Bairwa	PGT(Phy)	Member
4.	Mrs. Rajeshwari. G	PGT(Chem)	Member
5.	Mr. Bodhraj	PGT (Comm.)	Member
6.	Ms. Shilpi	TGT(AE)	Member
7.	Ms. Ujjwala Patil – downstairs	PRT	Member
8.	Ms. Munawwar Zikre – downstairs	PRT	Member
9.	Ms. Veena Sharma – upstairs	PRT	Member
10.	Ms. Kirti	PRT	Member
11.	Ms. PRT 1 IV A upstairs	PRT	Member
12.	Mr. Sangram		Member
13	All the Teachers and students Council		

Duties :

- To check personal turn of students during assembly
- To check the late comers during morning assembly

- c) To observe the behavior of students inside and outside class room
 - d) To ensure provision of out pass in all classes and their utilization
 - e) To initiate proper action as per KVS norms against indiscipline students
 - f) To check the girls and boys uniform daily.
 - g) To check the bags once in a week.
 - h) To confiscate the mobiles and other prohibited appliances.
 - i) To take the regular meeting of student councils, prefect, monitors.
 - j) To ensure discipline
 - k) To refer the problematic cases to the counselor for diagnosis
 - l) To inform the parents immediately
1. The gates will be closed sharp at 07:30 AM.
 2. No teachers and students will be allowed to enter.
 3. Half Day Casual leave will be debited for every late coming of the teacher[s].

17.SUBJECT COMMITTEE (PRIMARY, SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION
English	Mr.S.M. Bhenki	PGT(Eng)	Ms.E.Rajula Ms.Nadiya Ms.Shalini Pun Mr. Rahul Band	TGT(Eng) TGT(Eng) TGT(Eng) TGT(Eng)
Mathematics	Contractual	Ms. Monika Bansal	Mr. Ombir Mr G S Belsare Ms. Pradnya D Ms. Monu	PGT(Maths) TGT(Maths) TGT(Maths) TGT(Maths) TGT(Maths)
Hindi and Sanskrit	Contractual	Ms. Babita Kumari	Ms Seema Meena Mr. Satish Kumar Bairawa Mr. Arjune Sheshrao Ms. Sonali Salve	TGT(Hindi) TGT(San) TGT(Hindi) TGT(Hindi) TGT(Hindi) TGT (Hindi)
Science	Ms. R M Patil	PGT(Bio)	Ms. Seema Buddhiraja Ms. Subhashini Ms. Richa Shukla Ms. Rajeshwari Ms. Pooja Yadav Ms. Nidhi Tiwari	PGT(Phy) PGT (Che) PGT(Phy) PGT (Che) TGT (Sci) TGT (Sci)
Social Science	Contractual	Ms. Sonam	Mr.Bodhraj Ms Vasudha Ms. Jaya Ms. Manisha	PGT(Comm.) TGT(S.ST) TGT(S.ST) TGT(S.ST) TGT (S.ST)
Computer Science & IP	Ms. Sushama Singh	PGT (C.S)	Ms. Deepali Pandya Ms. Deepika Ms. Geetali	Comp Instr.

English Primary	- Ms. Sandeep	PRT	All English Teachers	
Hindi - Primary	Ms. Sandhya	PRT	All Hindi Teachers	
Maths – Primary	Ms. Arti	PRT	All Maths Teachers	
EVS - Primary	Ms. Ujwala	PRT	All EVS Teachers	

Duties:

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.

Monday – English
 Tuesday – Hindi
 Wednesday – Maths
 Thursday – Science/Discipline
 Friday-S.Studies and games
 Saturday-Computer Science/IP/Library/Sports

- b) Subject conveners 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 the 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, blue print, marking s(Chemistry)e as per KVS norms.
- viii). Plan of action for weak students & bright students
- ix). Remedial teaching for weak students
- x). Contribution towards project Think.com by the teacher & students.
- xi). Decoration of bulletin boards in corridors / class rooms with educational charts.
- Xii). Club activity / Science and social exhibition

18. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Vacant	Librarian	I/C
2	Mr Arjune Sheshrao	TGT (Hindi)	I/C
3	Mr. Satish Bairwa	TGT (Hindi)	Member
4	Ms. Seema Meena	TGT(SKT)	Member
5	Ms. Ujwala Patil	PRT	Member
6	Mr. Suresh Kalbande	PRT (Music)	Member
7	Ms. Munawwar Zikre	PRT	Member
8	Ms. Babita Kumari	PGT(Hindi)	Member
	Ms. Sonali	TGT(Hindi)	Member

Duties:

- a) The meeting(s)is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) To organize Books reviews of the Books.
- d) To inculcate reading habits among the staff & children.
- e) To organize books exhibition on important occasions.

- f) To celebrate various library oriented activities.

19. IMPLEMETATION OF RAJ BASHA

SN.	NAME	DESIGNATION	MEMBER
1.	Mr. Arjune Sheshrao	TGT(Hindi)	I/C
2.	Ms. Seema Meena	TGT(Hindi)	Member
3.	Mr. Satish Kumar Bairawa	TGT(Hindi)	Member
4.	Ms. Babita Kumari	PGT(Hindi)	Member
5.	Ms. Sonali	TGT(Hindi)	Member
6.	Librarian		
7.	Ms. R. Barde	ASO	Member
8.	Mrs. Sandhya Sinha	PRT	Member
9.	Mrs. Shweta	PRT	Member

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.
- To maintain register by office to keep records of correspondence in Hindi.

20. SCOUTS / GUIDES and CUBS/BULBULS

SN.	NAME	DESIGNATION	MEMBER
1.	Mr. Gautam Belsare	TGT (Math's)	I/C (SCOUTS – CUBS)
2.	Ms. Rajeshwari	PGT(Chemistry)	Member
3.	Ms. Ujwala Patil	PRT	Member
4.	Mr. Sandeep	PRT	Member
5.	Ms. M Zikre	PRT	Member
6.			
7.			

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 / ChaturthaCharan
- To issue the merit certificate after the conduct of test
- To celebration of Thinking Day.
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

21. NAEP

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. R M Patil	PGT Bio	I/C
2.	Ms. Shilpi	TGT(AE)	Member
3.	Mr. Rahul Band		Member

4	Ms. Pooja Yadav	TGT(Sci)	Member
5	Ms. Nidhi Tiwari	TGT(Sci)	Member

Duties:

- Complaints / suggestion boxes should be opened on the last working day of every 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

22. CCA & MORNING ASSEMBLY PROGRAMME

SN	NAME	DESIGNATION	MEMBER
A.	<u>SECONDARY</u>		
1.	Mr. S.M. Bhenki	PGT(Eng)	I/C
2.	Ms.E J Rajula	TGT(Eng)	Member
3.	Ms. Arjune Baliram	TGT(Hindi)	Member
4.	Mr. C A Pawar	TGT(PHE)	Member
5.	Ms. Shilpi	TGT (Art)	
B.	<u>PRIMARY</u>		
1.	Ms. Arti Shrivastav	PRT	I/C
2	Ms. Munawwar Zikre	PRT	Member
3.	Mr Suresh Kalbande	Music Teacher	Member
4.			

Duties:

- To see that morning assembly programme is to conduct 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 with the help of I/Cs concerned.
- To celebrate various Nationals/International/UNOs days/Commemoration Days/Birth Anniversaries of Prominent Personalities.
- To update House/Class Display board regularly.
- To plan Annual Day with the help of various committees, the Principal.
- To distribute houses to the students.
- To constitute Student Council and organize Investiture Function in the Vidyalaya.
- To coordinate all the programmes in the Vidyalaya.

23. LIBRARY AND LITERARY CLUBS

S.NO	TEACHERS	DESIGNATION
1	Mr. Sheshrao Arjune	TGT (Hindi) I/C
2	Mr. S.M.Bhenki	PGT (English)
3	Ms. Seema Meena	TGT (Hindi)
4	Ms. Shalini Pun	TGT (English)
5	Ms. Veena Sharma	PRT
6	Ms. Babita Kumari	PGT(Hindi)
7	Ms. Sonali	TGT(Hindi)

Duties:

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

24.NATURE CLUB/ ECO CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. R.M.Patil	PGT(Bio)	I/C
2.	Ms. Richa Shukla	PGT(Phy)	Member
3	Ms. Shalini pun	TGT(Eng)	Member
4	Ms. Pooja Yadav	TGT(Sci)	
5.	Ms. Nidhi Tiwari	TGT(Sci)	

Duties:-

- a) To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.
- b) To utilize funds released by the state. Govt. under Eco club.
- c) To celebrate Vana Mahostasava in consultation with state forest dept.
- d) To preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- e) To see that blocks allotted to each class are kept neat and tidy . to encourage the student to plant the sapling in the bocks allotted to them.
- f) To ensure the watering of plants growing in different parts of the Vidyalaya campus.

25.VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY.

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Mr. S.M. Bhenki	PGT(Eng)	I/C
2.	Ms. Sushama Singh	PGT(C.S.) Designing	Member
3.	Ms. Shalini Pun	TGT (English)	Member
4.	Ms. Seema Meena	TGT (Skt)	Member
5.	Ms. Sonali	TGT (Hindi)	Member
6.	Ms. Aarti	PRT(Hindi)	Member (CMP Newsletter)
7	Ms. Shilpi	TGT(Art) Drawings	Member
8.	Ms. Babita Kumari	PGT(Hindi)	Member

Duties:-

- a) To constitute Editorial Board to collect articles, drawings and other materials for Vidyalaya Patrika.
- b). Editorial board will collect the article from the students. Articles are to be arranged section wise(English section, Hindi section, drawing and painting etc.
- c). Editorial board should take concrete efforts to bring about class magazine by the end of the August 2011.

d). Articles are to be screened, proof reading must be done and selected article 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.

e). 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.

f) Editorial board can invite the article from teachers also.

g) Publish the magazine print/e-magazine by the end of July month.

26. POSCO (Protection of children from Sexual offences) Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Rajeshwari	PGT (Chem)	I/C
2.	Mr. C A Pawar	PGT(Phy)	Member
3.	Ms. Rajula	PGT(Chem)	Member
4.	Mr. Rahul	TGT(English)	Member
5.	Mr Pawan S Dulange	HM	I/C
6.	Ms. M. Zikre	PRT	Member
7	NGO		
8			

26. POSH (Prevention, Prohibition & redressal Sexual Harassment of women at Workplace) Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Rajeshwari	PGT (Chem)	I/C
2.	Mr. C A Pawar	PGT(Phy)	Member
3.	Ms. Rajula	PGT(Chem)	Member
4.	Mr. Rahul	TGT(English)	Member
5.	Mr Pawan S Dulange	HM	I/C
6.	Ms. M. Zikre	PRT	Member
7	NGO		
8			

Duties :-

1. If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents/staff
2. The Case may be brought to the notice of Chairman, VMC.
3. 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.

4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl/ person narrated as well as the other students who witness the incident or to whom the victim girl/ person made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl/ person students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. 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.

27. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX and AND and STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Sushma Singh Chohan	PGT (CS)	I/C
2.	Ms. Subhashini	PGT (Chem)	Member
3.	Mr. Belsare	TGT(Maths)	Member
4.	Mr. C A Pawar	TGT(PHE)	Member
5	Ms. Veena Sharma	PRT	Member
6	Ms. Ujjwala	PRT	

Duties:-

2. If any complaint related to immoral behavior 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.

VIDYALAYA LEVEL

11. A written complaint may be obtained from the students/parents.
12. Case may be brought to the notice of Chairman, VMC.

13. 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.
14. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
15. 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.
16. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
17. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
18. The committee may discuss the issue with the accused teacher and his statement may be recorded.
19. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
20. The committee should be impartial and unbiased. 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.
21. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
22. 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

28. GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. R.M.Patil	PGT(Bio)	I / C
2.	Ms. Rajeshwari	PGT(Chem)	Member
3	Mr. Belsare	TGT (Maths)	member
4.	Ms. Sandeep	PRT	Member
5	Ms. Munawwar Z	PRT	Member

29.GRIEVANCE CELL FOR DIVYANG STAFF/STUDENTS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Suresh Kalbande	PRT (Music)	I / C
2.	Mr. Satish M Bhenki	PGT (Eng)	Member
3	Mr. G Belsare	TGT(Math)	Member

30.INCOMETAX/CS-54 CHECKING/PAYBILL CHECKING/TALLY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Bodhraj	PGT (Commerce)	I/C
2.	Mr. G Belsare	TGT (Maths)	Member
3.	Mr. Rahul Band	TGT Eng	Member

Duties:-

1. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
2. Pay bill should be checked thoroughly before uploading in UBI Web Portal.

31. P A SYSTEM- MORNING ASSEMBLY AND OTHER FUNCTIONS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT PH & E	I/C
2.	Mr. Belsare	TGT (Maths)	member
3.	Mr. Suresh Kalbande	PRT(Music)	Member
4.	Mr. Kulkarni	Sab Staff	Member

32. STAFF ROOM COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Satish Bairwa	TGT Hindi	I/C
2.	Mr. Rahul Band	TGT(Eng)	Member
3	Ms. Ujwala Patil	PRT	Member
4	Mr. Ombir	PGT (Maths)	
5	Ms. Monu	TGT (Maths)	

33. TRANSPORT COMMITTEE (DURING SPORTS MEET)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C.A.Pawar	TGT (PH & E)	I/C
2.	Mr. Gautam Belsare	TGT Maths	Member
3.	Mr. Sandeep	PRT	Member
4.	Mr. V.Kulkarni	Sub Staff	Member

34. INTEGRITY CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Vasudha	TGT(S.ST)	I/C
2.	Ms. Rahul Band	TGT(Eng.)	Member
3.	Mr. Arjune Sheshrao	TGT (Hindi)	Member
4	Ms. Munnawar Zikare	PRT	Member

5	Ms. Jaya M		
6	Ms. Manisha Chavan		
7	Ms. Monika	PRT	Member

35. TLM PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Monika Rana	PRT	I/C
2.	Ms. Arti Shrivastav	PRT	Member

36. OLYMPIADS

S.NO	NAME	DESIGNATION	MEMBER	OLYMPIADS
1.	Ms Sushma Singh	PGT (Comp. Sci.)	I/C	Cyber
2.	Mr. Gautam Belsare	TGT (Maths)	I/C	Maths
3.	Ms. Pooja Yadav	TGT (Sci)	I/C	Green
4.	Ms. Nidhi Tiwari	TGT (Sci)	I/C	Science
5.	Ms. Rajula	TGT(English)	I/C	English

37. PRIMARY RESOURCE ROOM

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Monika	PRT	I/C
2.	Ms. Arti	PRT	Member
3.	PRT 3	PRT	Member

38. ENGLISH LANGUAGE LAB

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.S.M.Bhenki	PGT-Eng.	I/C
2.	Ms. E J Rajula	TGT-Eng.	Member
3.	Ms. Shalini Pun	TGT-Eng.	Member
4.	Mr. Rahul Band	TGT-Eng.	Member
5.	Ms. Kirti	PRT	Member
6	Mr. Sandeep	PRT	Member
7			

39. MODERATION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Vacant	Vice Principal	Member

2	Ms. Richa Shukla	PGT (Physics)	
3.	Ms. Sushma Singh Chouhan	PGT(CS)	Member
4	Mr. Bodhraj	PGT(Comm)	
5	Mr. Arjune Sheshrao	TGT (Hindi)	Member
6	Ms. R. M. Patil	PGT (Bio)	Member
7	Mr. S.M.Bhenki	PGT(English)	Member
8	Ms. Pawan S Dulange.	H M	Member
9	Mr. Sandeep	PRT [English]	Member
10	Ms. Aarti	PRT [Maths]	Member
11	Ms. Ujwala	PRT [EVS]	Member
12	Ms. Veena	PRT [Hindi]	Member

40. CHECKING OF RTE BILLS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Bodhraj	PGT (Commerce)	I/C
2	Ms. Aarti	PRT	Member
3	Ms. Monika	PRT	Member

41. HOUSE MASTERS/MISTRESS

S.NO	SECONDARY	PRIMARY
1	Ms. Seema Meena	Ms. Sandhya Sinha
2	Ms. Shalini Pun	Mr. Sandeep
3	Ms. Vasudha	Ms. Munawwar
4	Mr. Satish Bairwa	Ms. Monika

42. LOCAL PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT(PH & E)	I/C
2.	Ms. Subhasini Singh	PGT(Chem)	Member
3.	Mr. S M Bhenki	PGT(English)	Member
4.	Ms. Shilpi	TGT(Drawing)	Member
5.	Mr. Satish Bairwa	TGT (Hindi)	Member
6.	Ms. Aarti S	PRT	Member
7.	Ms. Munnawar	PRT	Member
8.			

44. UBI COMMITTEE.

S.NO	NAME	DESIGNATION	MEMBER
-------------	-------------	--------------------	---------------

1.	Ms Sushma Singh	PGT(Comp. Sci.)	I/c
1.	Ms. Rajeshwari	PGT(Chem)	Member
2.	Mr Satish Bairawa	TGT (Hindi)	Member
3.	Mr. Suresh Kalbande	PRT (Music)	Member
4.	Ms. Arti Shrivastav	PRT	Member
5	Ms. Deepali Pandya	Comp. Instructor	Member
6	Ms. Deepika Shinde	Comp. Instructor	Member
7.	Ms. Geetali Girase	Comp. Instructor	Member

45. Compilation of Monthly Enrolment & Submission to the office or before 3rd of every month.

Primary Section –

SN	NAME	DESIGNATION	MEMBER	CLASS
1.	Mr. Suresh Kalbande	PRT (Music)	Member	III-V
2.	Ms. Kirti	PRT	Member	I & II

Secondary Section –

SN	NAME	DESIGNATION	MEMBER	CLASS
1.	Ms. Sushama	PGT(Com)	I/C	Overall.
	Ms. Rajeshwari	PGT(Che)	Member	XI, XII
2.	Mr. Rahul Band	TGT English	Member	IX& X
3.	Ms. Shilpi	TGT(A E)	Member	VI,VII& VIII

Duty:

To take the proforma from Ms. Barde, take the data from all the Class Teachers, fill the proforma and submit to the office every month without fail.

46. LCD Projectors/Screen – E-Learning/E-Classrooms/I-Pads/Smart Classes

SN	NAME	DESIGNATION	MEMBER
1.	Mrs. Sushma	PGT(CS)	Incharge
2.	Ms. Subhasini Singh	PGT(Chemistry)	Member
3.	Ms. Deepali Pandya	Comp. Instructor	Member
4.	Ms. Deepika Shinde	Comp. Instructor	Member
5.	Ms. Geetali Girase	Comp. Instructor	Member

Duty:

Responsible for safety and security of the LCD Projectors installed in 10 Classrooms. Daily monitoring of the same.

Taking feedback from the Class Teachers and Subject Teachers of these classes and submission of report to HM, Vice Principal and Principal.

47. CCTV/Fire Instrument/ Alarm System/Electric Bell

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Rajeshwari	PGT Chem	I/c

2.	Mr. Bodhraj Ms. Seema Meena	PGT (Comm) TGT (SKT)	Member Member
3	WE		
4	Librarian		

48. Computer Lab In-charges

S.NO	NAME	DESIGNATION	LAB
1.	Ms. Sushma Singh	PGT(Comp. Sci.)	Lab I
2.	Ms. Shalini Pun	TGT (Eng)	Lab II
3.	Ms.Monika	PRT	Lab III

49. Children's Park

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr G S Belsare	TGT	Member
2.	Ms Munawwar Zikre	PRT	Member
3	Ms. Monika Rana	PRT	Member

Duty:

Daily upkeep and monitoring of the Children's Park.

Ensuring safety and security of the students.

Ensuring proper maintenance of the children's park regularly.

50. SBSB MONITOR COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C.A.Pawar	TGT(PHE)	I/C
2.	Ms. Rajeshwari	PGT(Chem)	I/C (Secondary)
3	Ms. Aarti Srivastava	PRT	I/C (Primary)
4	Mr.Sangram	Coach	

51. MONITORING OF CONSERVANCY SERVICES

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Subhashini Singh	PGT(Chem)	I/C
2.	Ms. Seema Buddhiraja	PGT (Phy)	Member
3	Ms. Kirti	PRT	Member
4	Ms. Monika	PRT	Member
5	Ms.Barde	ASO	Member
6	Mr. Raju	Sub Staff	Member
7	Mr. Kilkarni	Sub Staff	Member
8	Ms Sangeeta Samudre	Sub Staff	Member

52 MONITORING OF SECURITY SERVICE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C.A.Pawar	TGT(P&HE)	I/C

2.	Mr. S M Bhenki	PGT(Eng)	Member
3	Ms. Richa Shukla	TGT(SST)	Member
	Ms. Barde	ASO	Member
4	Mr V L Kulkarni	Sub Staff	Member

53. PISA

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Seema Buddhiraja	PGT (Phy)	I/C
2.	Mr. Rahul.B	PGT(Eng)	Member
3	Mr. Gautam Belsare	TGT(Math)	Member
4			

54. UDISE / Shala Darpan

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sushma Singh	PGT (CS)	I/C
2.	Mr. Rahul Band	TGT (English)	Member
3	Mr. Belsare	TGT (Maths)	Member
4	Ms. Aarti	PRT	Member
5	Ms. Deepali Pandya	Comp. Instructor	Member
	Ms. Deepika Shinde	Comp. Instructor	Member
6	Ms. Geetali Girase	Comp. Instructor	Member

55. PROVISION OF DRINKING WATER

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT(PH & E)	I/C
2.	Mr Rahul Band	TGT (English)	Member
3	Ms. Sonam singh	PGT (Eco)	
4	Mr. Sangram	Coach	
5	Mr. Sandeep Anil Salve	PRT	Member
6	Mr. Raju V Desai	Sub. Staff	Member

Duty:

- To ensure availability of drinking water in all drinking points.
- Regular cleanup of drinking water overhead tanks.
- Cleanliness around drinking water points.

56. COVID-19 Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Subhashini	PGT (Chem)	I/C
2.	Ms. Seema Buddhiraja	PGT (Phy)	Member
3.	Ms. Richa	PGT (Phy)	Member
4.	Ms. Rajeshwari	PGT (Chem)	Member
5.	Mr. Rahul	TGT (English)	Member

7	Ms. Arti	PRT	Member
8	Ms. Shweta	PRT	Member
9	Mr. Sandeep	PRT	Member

57. CMP (Primary)

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Arti Shrivastav	PRT	I/C
2.	Ms. Monika Rana	PRT	Member
3.	PRT 3, 4	PRT	Member

58. GeM Procurement

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Richa Shukla	PGT (Phy)	I/C
2.	Ms. Sushma Singh Chouhan	PGT (CS)	Member
3.	Mr. Suresh	PRT Music	Member
4	Mrs. Rajashri Barde	ASO	Member

59. Minutes of Meetings

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Shalini Pun	TGT English	I/C English
2.	Mr. Sheshrao Arjune	TGT Hindi	I/C Hindi
3	Mr. Satish Bairwa	TGT Hindi	I/C Hindi
4	Mr. Rahul Band	TGT English	I/C English

60. Internal/External /CBSE Training Programme Committee

S.NO	NAME	DESIGNATION	MEMBER
1.	Pawan Shivanand Dulange	Headmaster	I/C
2.	Mr G Belsare	TGT Maths	Member
3	Mrs.E.J. Rajula	TGT English	Member
4	Mrs. Arti Shrisatava	PRT	Member

Duties and Responsibilities

1. Continuous monitoring Training Programme available on CBSE Training Portal, sharing link with teachers and monitoring them that they are attending as per schedule.
2. Monitoring of Circular coming from Swayam Prabha/Diksha/Nistha/CBSE regarding Training and sharing with teachers.
3. Preparation of Excel Sheet for uploading the Teachers Training Programme on CBSE Oasis Portal.
4. Conduct of in-house Training - trained teachers will conduct the same training for other staff members throughout the year.
5. Taking Input from Subject Committee meeting.
6. After attending the Training Programme online certificate must be downloaded and submit to the In-charge (in case of in house training Video /photograph and attendance Sheet to be kept for record)

61. Student Council

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. C A Pawar	TGT PH & E	I/C
2.	Mr. Satish M Bhenki	PGT English	Member
3	House Master		Member
4	House Master		Member
5	House Master		Member
6	House Master		Member
7			Member

(Md. Nasimuddin)
PRINCIPAL