

Committee
COMMITTEES FOR THE ACADEMIC YEAR 2018-19

S.No.	DEPARTMENT/ COMMITTEE	DESIGNATION	Brief discription of duties
1	<u>ADMISSION COMMITTEE</u>		
	i) Mr.Amar Madhale (In-Charge)	PRT	The entire process of admissions like issue of Registration/ admission forms, to scrutinize the registration forms for admission and carry out the process as per the Admission guidelines of KVS in consultation with the Principal. Maintenance of all admission records properly.
	ii) Mrs Durga S Kumbar	PRT	
	iii) Ms.Prerna	PRT	
	iv) Mr.S.K. Kalloli	Sub-Staff	
	v)Mr.Praveen Purve	PRT	
	All respective class teachers.		
2	<u>EXAMINATION COMMITTEE</u>		
A.	<u>Primary Section</u>		-To plan and conduct of the all examinations i.e. Unit-test, Cumulative Examination, Pre-Boards and Annual Examinations as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. -To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -Result analysis and maintenance of all records and registers related to examination department. -To give suitable instructions to class teachers for maintaining all the relevant records. -To conduct external examination as per the prescribed norms and to maintain record of all such examinations.
	i)Mrs.Durga S. Kumbar (In-Charge)	I/C Primary	
	ii)Mr.Vikas Yadav	PRT	
	iii)Mr.Shoeb Mujawar	PRT	
	<u>Secondary Section</u>		
B.	i)Mr.Pradeep kumar (In-charge)	I/C Principal	
	ii)Mr. Praveen Kungare	TGT(Hindi)	
	iii)Pushpendra Beniwal	TGT(Sanskrit)	
C.	<u>External Examinations (All Olympiads & General)</u>		
	i)Mr.DineshYadav(In-Charge)	TGT(Maths)	
	ii)Ms.Swati Nakati	TGT(S.Science)	
	iii)Ms.Zeenat Kousar	TGT(Science)	
	iv)Mr.Pushpendra Beniwal	TGT(Sanskrit)	
3	<u>COMPUTER DEPARTMENT AND WEBSITE COMMITTEE</u>		-Development of computer education and to ensure all the Labs in working condition with the broadband/Lanconnectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office. - Maintenance of vidyalaya websites and e-mail etc. - Organising/Conducting of computer related activities and exams.
	i)Mr.Pushpender(In-Charge)	TGT (Sanskrit)	
	ii)Ms.Rekha S.Chachadi	Comp-Instructor	
	iii)Mr.Vikas Yadav	PRT	
	iv)Mr.Prashant Sutar	PRT(Music)	
	v)Ms.Zeenat Kousar	TGT(Science)	

			<ul style="list-style-type: none"> -To maintain vidyalaya website as per KVS instructions. -To help students and teachers in using of Thinkquest.com and other computer related
4	<u>FURNITURE DEPARTMENT</u>		-
	i)Mr.Dinesh Yadav (In-Charge)	TGT (Maths)	<ul style="list-style-type: none"> -Proper maintenance of furniture, procurement and issue to class rooms and departments etc. -To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms and departments including repair of furniture as per the rules.
	ii) Mr Amar Madhale	PRT	
	iii)Mr.S.K.Kalloli	Sub-Staff	
5	<u>SCOUTS & GUIDES COMMITTEE</u>		-
A.	<u>SECONDARY SECTION</u>		
	i)Mr.Dinesh Yadav (In-Charge)	TGT(Maths)	<ul style="list-style-type: none"> -To register, plan and conduct/organize all Scout& Guides activities, camps, weekly programmes as per KVS guidelines. Conducting of adventure activities and escorting etc. -Organisation of troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO. - Conducting of adventure activities and escorting etc.
	ii)Ms.Gayatri Malakari	PRT(Yoga)	
	iii)Ms.Zeenat Kousav	TGT(Science)	
B	<u>Primary Section</u>		
	i)Mr.Prashant Sutar (In-Charge)	PRT(Music)	<ul style="list-style-type: none"> To enroll, plan and conduct/ organize all Cubs & Bul-Bul activities as per KVS guidelines. Conducting of adventure activities and escorting etc.
	ii)Ms.Kanchan	PRT	
	iii)Ms.Perna	PRT	
6	<u>DISCIPLINE AND GRIEVANCE COMMITTEE</u>		-
	i)Mr.Dinesh Yadav (In-charge)	TGT(Maths)	<ul style="list-style-type: none"> - Monitoring of Students discipline. Daily monitoring of punctuality of students, teachers, and uniform of students etc. - To settle any grievances from students/parents -To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained. - To take suitable necessary action against indiscipline students as per KVS rules.
	ii)Mr.Praveen Kungare	TGT(Hindi)	
	iii)Mrs.Gayatri Malakari	PRT(Yoga)	
	iv) All class teacher & House Masters		
7	<u>TIME TABLE & ARRANGEMENT</u>		-
A	<u>Primary Section</u>		

	i)Mr.Vikas Yadav (In-Charge)	PRT	-Preparation & execution of time table as per the KVS norms. -Making daily arrangement of classes in leave/ vacancies.
	ii)Mr.Surender	PRT	
B	SECONDARY SECTION		-Preparation of remedial time-table -Monitoring of to avoid unwanted movement of the students and for effective way of teaching.
	i)Mr.Pushpendra (In-Charge)	TGT(Sanskrit)	
	ii)Ms.Rekha S Chachadi	Comp-Instructor	
8	TEACHING AIDS		
	i) Mr.Pradeep Kumar (In-Charge)	TGT (English)	-Proper maintenance of the teaching aids.
	ii)Ms.Swati Nakati	TGT(S.Science)	-Purchase of teaching aids as per the requirement of the new syllabus.
	iii)Ms.Zeenat Kousav	TGT(Science)	-To facilitate teachers using all the teaching aids in their class room teaching.
	iv)Ms.Kanchan	PRT	
9	AUDIO VISUAL AID/CMP, E-Classroom		
	i) Mr Prashant Sutar (In-Charge)	PRT(Music)	A.V. Room to be well equipped with furniture and workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the - Proper maintenance and effective use of activity room and implementation of CMP.A.V. Room.
	ii)Ms.Rekha S.Chachadi	Comp Instructor	
	iii)Mr.Amol Kamble	PRT	
	iv)Mr.Shoeb Mujawar	PRT	
	ii)Ms.Swati Nakati	TGT(S.Science)	
10	HOUSE KEEPING, SECURITY SERVICES,SAFETY, FIRE FIGHTING, SANITATION AND CLEANLINESS, DRINKING WATER & OTHER BASIC AMENITIES		
	i)Mr.JayRam (In-Charge)	PRT	- To ensure proper security and maintenance of vidyalaya building and campus as a whole. -To ensure all safety measure by procuring all necessary equipment for fire fighting Drinking water etc. - To ensure the safety for students from all Types of haphazardness'. - To ensure safe drinking water etc. - To look after and arrange all basic facilities required for students. -To ensure that the house (whole building) is maintained well. To monitor the services of security and cleanliness in consultation with the agencies concerned. - To look after the cleanliness of the entire vidyalaya building and campus and campus as a whole.
	ii)Mr.Surender	PRT	
	iii)Ms.Gayatri Malakari	PRT (Yoga)	
	iv)Mr.Dinesh Yadav	TGT(Maths)	
11	FIRST AID & MEDICAL CHECK UP		
	i)Mr.Rohit Chaudhari (In-Charge)	PRT	- To conduct medical checkup of students twice a year as per KVS instructions. - To look after the students from all types of injuries that will takes place during school hours. - To provide first aid and taking them to hospital in emergent situations.
	ii)Ms.Gayatri Malakari	PRT YOGA	
	iii)Ms.Zeenat Kousar	TGT(Science)	

			- Maintenance of MI Room.
12	<u>CO-CURRICULAR ACTIVITIES & MORNING ASSEMBLY</u>		<ul style="list-style-type: none"> - To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions. - To plan and organize all co-curricular activities as per KVS rules. - Conducting of inter housewise competitions and monitoring of house duties. - Monthly evaluation of performance of houses and presenting shields to them. - conducting of all functions and programmes and celebration of annual Day & Sports day etc. - Maintenance of display boards.
A.	Primary Section		
	i)Ms.Kanchan (In-Charge)	PRT I/C	
	ii)Mr.Vikas Yadhav	PRT	
	li)Ms.Pruna	PRT	
B.	SECONDARY SECTION		
	i)Ms.Swati Nakati(In-Charge)	TGT(S.Science)	
	ii)Mr.Amol PRT		
	ii) Ms.Gayatri PRT(Yoga)		
	iii) All House masters & Associate House Masters		
	iv) Mr S K Kalloli	Sub-Staff	
13	<u>PROMOTION OF GAMES &SPORTS / VOCATIONAL TRAINING</u>		<ul style="list-style-type: none"> -To Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To practice Mass PT/Yoga daily during the morning assembly to the students. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competitions.
	i)Mr.Dinesh Yadav (In-Charge)	TGT(Maths)	
	ii)Mr.Rohit Chaudhary	PRT	
	iii)Ms.Kanchan	PRT	
	iv)Ms.Gayatri Malakari	PRT (Yoga)	
	v)Mr.Amol Kamble	PRT	
14	<u>BEAUTIFICATION OF BUILDING AND CAMPUS</u>		<ul style="list-style-type: none"> - To maintain vidyalaya garden, Gamlas/ Plant Pots etc. Greenery with good saplings. - To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. -To take care and maintain the beautification in all the areas of the Vidyalaya from time to time. -To guide the students for proper selection of the material and decoration coupled with befitting display. -Displays as per 5's norms.
	i)Ms.Pruna (In-Charge)	PRT	
	ii)Mr.Surender	PRT	
	iii)Mr.Praveen Purve	PRT	
	iv)Mr.Rohit Chaudhary	PRT	
	v)Ms. Gayatri Malakari (Ground)	PRT (Yoga)	

15	<u>VV.N & PURCHASE MONITORING COMMITTEE</u>		
	(i) Mr.Pradeep Kumar (In-Charge)	TGT (English)	-To make all necessary arrangements to collect quotations and procurement of goods and services necessary for vidyalaya. -To prepare and implement budget as per the KVS norms and to procure necessary materials.
	ii)Ms.Durga Kumbar	PRT	
	iii)Mr.Prashant Sutar	PRT(Music)	
	iv)Mr.Vikas Yadav	PRT	
16	<u>MAINTENANCE & DEVELOPMENT</u>		
	i)Mr.Prashant Sutar (In-Charge)	PRT(Music)	-To carry out repair & maintenance and development works of building including toilets, surroundings and play field. - To maintain vidyalaya building and play field properly. - To plan and monitoring of all construction works etc.
	ii)Mr.Vikas Yadav	PRT	
	iii)Mr.Jay Ram	PRT	
	iv) Mr S K Kalloli	Sub-Staff	
17	<u>PTA COMMITTEE</u>		
	i)Mr.AmarMadhale (In-Charge)	PRT	- To allot quarters to staff of vidyalayaas per KVS and Executive committee instructions. -- Proper use and maintenance of staff quarters. -To plan and conduct of PTA meetings and to maintain minutes and records of such meetings.
	ii)Mr.Pushpendra Beniwal	TGT(Sanskrit)	
	iii)Mr.Jay Ram	PRT	
	iv)Ms.Kanchan	PRT	
18	<u>RECEPTION & REFRESHMENT AND FOOD COMMITTEE</u>		
	i)Mr.Amol Kamble (In-Charge)	PRT	- To make all necessary arrangements to welcome/ invite inspecting teams, chairman, VMC, VEC, PTA, Inspection team members and other guests in
	ii)Mr.Dinesh Yadav	TGT(Maths)	
	iii)Ms.Kanchan	PRT	
	iv)Mr.Ashok Bamane	SSA	
19	<u>ACADEMIC COUNCIL, PUBLICATION OF VIDYALAYA PATRIKA, STUDENTS DAIRY AND CMP NEWS LETTER ETC.</u>		
	i)Mr.Pushpendra (In-Charge)	TGT	- To Monitor all academic activities, performance and progress of students. - To collect data from class teachers & subject teachers and to maintain record of slow learners. - To take necessary steps to improve the performance of slow learners. -To checkout and implement projects and assignment for all the classes. -To ensure proper correction of written work of the students. -To give suitable guidelines in the faculty meetings. - Publishing of vidyalaya patrika, student dairy etc.. - To encourage students to write good articles, poems etc.
	ii)Mrs.Durga S. Kumbar	PRT	
	iii)Mr. Surender	PRT	
	iv)Ms. Rekha S.Chachadi	Comp.Instructor	
	v)Mr.Vikas Yadav	PRT	
	vi)Mr.Praveen Purve	PRT	
20	<u>SEATING ARRANGEMENT & PROCUREMENT OF SHAMIYANA & OTHER</u>		
	i)Mr.Rohit Chaudhary	PRT	

	(In-Charge)		
	ii)Mr.Dinesh Yadav	TGT(MATHS)	- To make necessary seating arrangement for various functions, celebrations etc.
	iii)Mr.Praveen Kungare	TGT(Hindi)	
	iv) Mr Ashok Bamane	UDC	
	v)Mr.Praveen Purve	PRT	
21	<u>GUIDANCE & COUNSELING, NAEP AND VALUE EDUCATION</u>		
	i)Mr.Pradeep Kumar	TGT(ENG)	- Conducting of guidance and counseling activities as per KVS instructions through out the year. - Identification and inviting of experts in G&C field and to organize these sessions from time to time.
	ii)Ms. Prerna	PRT	
	iii)Mr. Pushpendra Beniwal	TGT(Sanskrit)	
	iv)Mr.Vikas Yadav	PRT	
	iv) All Class Teachers		
22	<u>RAJBHASHA COMMITTEE</u>		
	i)Mr.Pushpendra Beniwal	TGT	-To make all necessary efforts to use hindi as much as possible. -To attend town official language committee meetings and to follow their guidelines. -To conduct quarterly meetings of Rajbhasha samiti and to submit quarterly reports to the Regional Office. - To help office to send all letters in hindi etc.
	ii)Mr.Praveen Kungare	TGT(Hindi)	
	iii)Mr.Amar Madhale	PRT	
	iv)Ms.Prerna	PRT	
	iv)Mr.Vikas Yadav	PRT	
23	<u>PRESS, MEDIA, PHOTOGRAPHY COMMITTEE</u>		
	i)Mr.Pushpendra (In-Charge)	TGT	- To give information to press& media related to vidyalaya activities with the permission of the principal. -To take photographs of various activities and maintain record.
	ii)Mr.Shoab Mujawar	PRT	
	iii)Mr.Praveen Kungare	TGT(Hindi)	
	iv)Mr.Vikas Yadav	PRT	
24	<u>LIBRARY COMMITTEE</u>		
	i)Mr.Amol (In-Charge)	I/C PRT	-To follow all guidelines given in library charter of KVS. -Proper maintenance of library with good books. -To encourage student to develop reading skill.
	i)Mr.Pushpendra Beniwal	TGT (Sanskrit)	
	ii)Ms.Zeenat Kousar	TGT	
	iii)Mr.JayRam	PRT	
	Student Representatives		
	i) Anushka	VIII A	
	ii)Anurag	VII A	
25	RTI : i) Mr Amar Madhale	PRT	To monitor and provide information related to RTI act with the permission of undersigned.
26	<u>WELFARE ACTIVITIES</u>		
	i) Mr. JayRam (In-Charge)	PRT	-To encourage students to help different types of trusts/ institutions like help Age India, cancer aids societies, communal harmony, sainiksahayata, Communal harmony etc.bycollecting funds etc. as per KVS rules and dealing all activities related to welfare.
	ii)Ms.Durga S. Kumbar	PRT	
	iii)Ms.Kanchan	PRT	

	iv)Ms. Gayatri Malakari	PRT(YOGA)	
27	SCIENCE, GREEN/ ECHO & ICT CLUB		<ul style="list-style-type: none"> - To organize all club activities to develop various skills as per the directions of CBSE and KVS in CCE system - To develop creative ideas among students - To develop moral and cultural values among students
	i)Mr.Vikas (In-Charge)	I/C PRT	
	i)Mr.Dinesh Yadav	TGT(MATHS)	
	iii)Ms.Swati Nakati	TGT(S.Science)	
	ii)Ms.Zeenat Kousav	TGT	
	iii)Mr.JayRam	PRT	
28	MATHS CLUB		
	i)Mr.Dinesh Yadav (In-Charge)	TGT	
	ii)Mr. Amol Kamble	PRT	
	iii)Ms.Swati Nakati	TGT(S.Science)	
29	INTEGRITY CLUB		
	(i) Mr.Pradeep Kumar (In-Charge)	TGT (English)	
	(ii) Mr.Rohit Choudhary	PRT	
	iii)Mr.Shoeb Mujawar	PRT	
30	OFFICE ASSISTANCE & COMPUTER WORK		<ul style="list-style-type: none"> - To help office people in office work. - General correspondence
	i) Mr Amar Madhale (In-Charge)	PRT	
	ii)Mr. Surender	PRT	
	iii)Ms.Rekha S. Chachadi	Comp-Instructor	
31	DISE & BEO OFFICE AND OTHER AGENCIES DATA		<ol style="list-style-type: none"> 1. To attend the meetings called by BEO and other state govt. deptt. 2. To provide DIES / required data as per their requirement. 3. To be in touch with state education department and to get required information from them
	i) Mr.Pradeep Kumar (In-Charge)	TGT (English)	
	ii) Ms.Rekha S. chachadi	Comp-Instructor	
	iii)Ms.Pruna	PRT	
	iv)Mr.JayRam	PRT	
	v)Mr.Shoeb	PRT	
32	CONSTRUCTION WORKING COMMITTEE		
	i)Mr.Pradeep Kumar ii)Mr.Amar Madhale iii)Mr.Prashant Sutar iv)Mr.Dinesh Yadav	I/C Principal PRT PRT TGT	
	v)Mr.Ashok Bamane	UDC	