|  |
| --- |
| **KENDRIYA VIDYALAYA PARBHANI** |
| SESSION 2019-20 |
| VIDYALAYA COMMITTEE LIST |
| PATRON: MR. PRAVEEN KUMAR (I/C PRINCIPAL) |
|  |  |  |
| 1. | DEP. OF EXAMINATION  |  1.MR. MR. SHUBHAM SHARMA 2. MR. PRASHANT SURYAWANSHI3. MS. MEGHA CHAUDHARY | 1.To attend all the examination work pertaining to Vidyalaya with utmost care confidentiality 2.Planning, execution of examination schedule.3.Maintenance of the examination record and keeping them under safe custody confidentiality 4.Conduct board and competitive all India level |
| 2 | ADMISSION  | 1.MR. PRASHANT SURYAWANSHI2. MR. NANGARE SACHIN | 1. To chalk out the schedule time to time as per KVS directions.2. To monitor registration and checking of the entries and documents attached with the registration forms3. To check the data in the admission registers. |
| 3. | CCA COORDINATOR  | MR. NAGARAO B TARU  | 1. To check out the annual program.2. To implement the program for conducting activities some. 1. Innovative ideas2. Monitor result of various competitions.3. To celebrate days.4. To chalk out an annual program of all days etc. and to keep a day to day track of it. |
| CCA ASSOC. COORDINATOR  | MR. BABU LAL JAT |
| SHIVAJI HOUSE | MR. SHUBHAM SHARMA  | 1.Monitoring the day to day house activities of the house on suitable scale.2.To organize the inter school, Inter region, National competitions time to time. 3.To motivate and develop the sportsmanship among the student. |
| Tagore house | MS. HARSHITA CHAUDHARY  |
|  | Ashoka House | MR. NANGARE SACHIN  |
| Raman House | MS. MEGHA CHAUDHARY |
| 4. | Purchasing Committee | 1.MR. PRASHANT SURYAWANSHI2.MR. ANAND LIPANE3.MR. GOVERDHAN KAVIA | 1. To get quotations for the various items required2. to verify and sign all the bills.3. To plan for tentative purchase from the VVN.4. To propose the require provision to be made in the VVN budget.5. To Settle accounts as per purchase procedure.6. To monitor and control the utilization of material purchased.  |
| 5. | Maintenance and Repair (School and Staff Qtrs) | 1.MR. NANGARE SACHIN2.MR. ANAND LIPANE3.MR. GOVERDHAN KAVIA | 1. To maintain the stock register and get physical verification done annually.2. To provide all fitments and fixtures replaced / repaired as and when required. 3. To utilize the fund as per KVS directions4. To settle the AC as per KVS rules |
| 6. | Gardening / Decoration / Beatification | MS. HARSHITA CHAUDHARY | 1. To organize Van Mahotsav Week, plan exhibition, flower arrangement competition, Rangoli etc on inter school level.2. To maintain the school garden and to plan for further extension and expansion |
| 7. | Games, Sports and Yoga | MR NANGARE SACHIN | 1. To prepare an annual program for the sports and games .2. To plan and organize sports and annual sports day. |
| 8 | Excursion | MR. ANAND LIPANEMR. SRIKANT SHASTRI | 1. To plan excursion for students . |
| 9 | Library Committee  | 1. MR. NANGARE SACHIN
2. MR. GOVERDHAN SINGH
 | 1. To select books for purchase (50% must be in Hindi) as per requirement of students.2. To select and magazines and new papers as per need of students.3. To ensure regular issue of books for students and teachers.4. To organize activities as per library policy of KVS. |
| 10 | Sanitation and cleanliness (monitoring and procurement of materials) | 1. MR. GOVERDHAN KAVIA
2. MS. MEGHA CHAUDHARY
 | To check regularly the Cleanliness of the class room, labs, corridors, department and maintain a date wise record. |
| 12 | UBI & Shala Darpan | MR. SHUBHAM SHARMAAnd all class teachers | To Monitor UBI fee and Shala Darpan activities. |
| 13 | KVS BS & G | Mr. LIPANE ANANDMs. MEGHA CHAUDHARYMr. GOVERDHAN KAVIA | 1. To prepare action plan for the year 2018-192. To Carry out the Investiture ceremony Pratham, Dwitiya ,TritiyaSopan Testing Camp as per call3. Prepare students to participate in different BS & G Activities and Testing Camp. |
|
|
| 14 | AEP / Disha Club  |  Mr. SHRIKANT SHASTRI | 1. To Plan an annual program for AEP 2. To arrange seminars, Debates, Workshops.3. To keep record with photograph of each programme.4. Prepare monthly / quarterly report. |
| 15 | Readers Club | Mr. BABU LAL JAT | 1. To organize competitions like quiz’s , seminars, debates, extempore etc. class wise and house wise  |
| 16 | Discipline | Mr. BABU LAL JAT and all class teachers  | 1. To maintain discipline in the vidyalaya on all days.2. To settle the reported cases regarding indiscipline.3. To give Counseling to the students.4. To give counseling to the students. |
| 19 | School Security Services | MR. PRASHANT SURYAWANSHIMR. SHUBHAM SHARMAMR. GOVERDHAN KAVIA | 1. To activate tender for the school security service.2. To check regularly the working of the security service |
| 20 | Time table And Arrangement | MR NANGARE SACHINMR N B TARU | 1.Preparation of the school time table implementation of changes in the time table as per need.2.Daily arrangement of substitute teacher. |
| 21.  | Press and Publication (School Magazine, Student diary, Newsletter etc.) |  MR. LIPANE ANAND MR. BABU LAL JATMR. GOVERDHAN KAVIA | 1. To give Special activities to the Press2.To bring out the school magazine and students diary.1. Prepare monthly/annual report of vidyalaya.
 |
| 22.  | Computer and Website Maintenance | Mr. PRASHANT SURYAWANSHIMr. NANGARE SACHIN  | 1. Update the website from time to time.2. Provide training in ICT (Smart board) etc. |
| 23. | Student’s Enrollment position  | MS. HARSHITA CHAUDHARY | 1. To sand monthly enrollment position to regional office  |
| 24. | Monthly Record- CS 54 | Mr. N B TaruMr. SHUBHAM SHARMA | 1. To check the entries of the fee collection from the registers and keep the records. |
| 25.  | Furniture Procurement and Maintenance | Mr. N B TARUMr. SRIKANT SHASTRIMr. Goverdhan Kavia  | 1. To purchase the furniture as per need.2. Repair and maintenance of furniture. |
| 26.  | First Aid Medical Checkup and wellness club | Ms. MEGHA CHAUDHARY | 1. To carry out medical checkup of the student twice a year |
| 27. | Audio visual Aids | Mr. Goverdhan Kavia | 1. To purchase and maintain Audio Visual Aids |
| 28. | Teaching Aids | Mr. LIPANE ANAND | 1. To purchase and maintain teaching aids2. To issue the teaching aids to teachers and keep the record of the same. |
| 32. | Photography  | Mr. PRASHANT SURYAWANSHIMR NANGARE SACHINMR SHUBHAM SHARMA  | 1. To take photo of important occasion.2. To organize various activities to save the environment. |
| 33. | Eco-Club  | Mr. SRIKANT SHASTRIMS HARSHITA CHAUDHARY | 1. To plan the activities for the year.2.To organize various activities to save the environment. |
| 38. | Income Tax  | Mr SHUBHAM SHARMAMr. PRASHANT SURYAWANSHI Mr. Goverdhan Kavia | 1. To calculate the IT deduction of the staff. |
| 41.  | Raj Bhasha | MR. BABU LAL JATMr. Nagarao Taru  | 1. To send monthly/ Quarterly reports.2. To see that maximum work is done in hindi language. |
| 42. | Minutes of staff meeting  | Mr. Nagarao TaruMR BABU LAL JAT | 1. To write the minutes of staff meeting and get verified by the principal.  |
| 43.  | Maths Club | Mr. SHUBHAM SHARMA | 1. To organize competitions like quiz, seminars, debates, extempore etc. class wise and house wise.2. Conduct of Maths Olympiad and Green Olympiad. |
| 44.  | Science Club | Mr. SHUBHAM SHARMA | 1. To organize all nature and adventure club activities as pre schedule to be worked out by the committee.2. To participate in all such programs.3. Fresh enrolment of learners to be done.4. To conduct Olympiad exams. |
| 46. | English Lab | Mr. Nagarao Taru | 1. To organize competition like Quiz, Seminars, Debates etc.2. To maintain the English lab.  |
| 48.  | PTA | Mr. LIPANE ANAND and all class teachers.  | 1. Organize general body meeting of parent’s teachers and from association as per guidelines of KVS.2. Organize meeting regularly.  |
| 49. | Health Club | Ms. MEGHA CHAUDHARY  | 1. To plan and organize regular health checkup of students of all students. 2. To maintain health record of each student. |
| 50 | Reader’s Club  | Mr. SRIKANT SHASTRI | 1. To plan and organize activities to inculcate reading habits among the students and teachers.2. To select and procure audio visual material for students. |
| 51. | Water arrangement | Mr. Goverdhan Kavia  | 1. To supervise drinking water and water points (cleanliness and timely switch on/off) |

All the committee I/C are requested to prepare annual action plan and act accordingly.

PRINCIPAL