

KENDRIYA VIDYALAYA PARBHANI			
VIDYALAYA COMMITTEE LIST			
SESSION 2022-23		w.e.f. 05.04.2022	
1.	ACADEMIC COMMITTEE	1. MR. RAJENDRA SAWANT (TGT- SKT) I/C 2.MR. DEEPAK WAGHMARE (PRT) 3.MRS. PRACHI A. (PRT)	To assist in academic improvement
2.	DEPT. OF EXAMINATION	1.MR. PRAVIN KHANDARE (T.G.T. ENG) I/C 2. MR. DEEPAK WAGHMARE (PRT) 3. MS. MAYURI FUKU (TGT-Math)	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
3.	ADMISSION	1.MR. LIPANE ANAND (PRT) I/C 2. MR. PRAVEEN KHANDARE (TGT ENG) 3. MR. SANJAY BASWANTE (PRT)	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 forms 3. To check the data in the admission registers.
4.	CCA COORDINATOR	1. MR. RAJENDRA SAWANT I/C TGT -SKT 2. MRS.ASHWINI TGT - HINDI	1. To prepare CCA Calendar/ check out the annual program. 2. To implement the program for conducting activities . 3. Preparing 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	1. MR. PRACHI A. (PRT) 2. MR. GOVARDHAN SINGH KAVIA (PRT MUSIC)	
	SHIVAJI HOUSE	1. MR. ANAND LIPANE – PRT 2. MS. MAYURI FUKU	
	TAGORE HOUSE	1. MR. AKASH KARLE – PRT 2.MR. BALU SOLANKE TGT - SST	

	ASHOKA HOUSE	1. SANJAY BASWANTE - PRT 2. MS. NAZIA KHAN TGT - BIO	3.To motivate and develop the sportsmanship among the student.
	RAMAN HOUSE	1. MR. GOVARDHAN KAVIA 2. MS. KALYANI JATAL COMP. INSTRUCTOR	
5.	Purchasing Committee	1. MR. RAJENDRA SAWANT (TGT- SKT) I/C 2.MR. PRAVEEN KHANDARE (TGT- ENG) 3.MR. DEEPAK WAGHMARE PRT 4.MR. SANJAY BASWANTE (PRT) Concerned stock in charges.	1. To assist in purchasing various items on GEM 2. 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.
6.	Maintenance and Repair (School and Staff Quarters)	1. MR. SANJAY BASWANTE- I/C 2. MR. LIPANE ANAND (PRT) 3. MR GOVARDHAN KAVIA (PRT)	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 directions.
7.	Gardening / Decoration / Beatification	1.MRS. PRACHI A. (PRT) 2. MR. GOVERDHAN KAVIA PRT - MUSIC	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
8.	Games, Sports and Yoga / Fit India movement	1. MR. AKASH KARLE – PRT 2. MS. MAYURI FUKTE TGT - MATH 3. MR. GOVERDHAN SINGH PRT-MUSIC 4. COACH – G & S	1. To prepare an annual program for the sports and games . 2. To plan and organize sports and annual sports day.
9	Excursion	1. MR. SANJAY BASWANTE (PRT) 2. MR. AKASH KARLE (PRT) 3. TGT HINDI	1. To plan excursion for students.

10	Library Committee & Games	1. MR. AKASH KERLE PRT 9/c 2. RAJENDRA SAWANT - TGT (SKT) 3. MR. DEEPAK WAGHMARE PRT 4. MS. MAYURI FUKTE TGT-MATHS 5. ALL SUBJECT COMMITTEE CONVENOR	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.
11	Sanitation, cleanliness and House keeping. (monitoring and procurement of materials)	1. MR. SANJAY BASWANTE PRT I/C 2. MRS. PRACHI A. (PRT) 3. MR. AKASH KARLE (PRT)	To check regularly the Cleanliness of the class room, labs, corridors, department and maintain a date wise record.
12	UBI & Shala Darpan	1. MR. LIPANE ANAND (PRT) 2. SIDDHARTH MORE (DEO) 3. MS. KALYANI JATAL (COMP. INST)	To Monitor UBI fee and Shala Darpan activities.
13	KVS BS & G	1. Mr. PRAVIN KHANDARE I/C 2. Mr. RAJENDRA SAWANT 3. MR. SANJAY BASWANTE 4. Mr. Lipane Anand 5. Mr. Goverdhan K 6. Mrs. Prachi A ALL TRAINED TEACHER	1. To prepare action plan for the year 2022-23 2. To Carry out the Investiture ceremony Pratham, Dwitiya, Tritiya Sopan Testing Camp as per call 3. Prepare students to participate in different BS & G Activities and Testing Camp.
4	AEP / Disha Club	1. Mr. RAJENDRA SAWANT I/C 2. MR. DEEPAK WAGHMARE PRT 3. MS. NAZIA KHAN TGT - BO 4. MRS. PRACHI AMBASTA	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	1. MR. RAJENDRA SAWANT I/C 2. MR. PRAVEEN KHANDARE TGT- ENG 3. MR. DEEPAK WAGHMARE PRT	1. To organize competitions like quiz's, seminars, debates, extempore etc. class wise and house wise

16	Discipline	1. RAJENDRA SAWANT I/C 2. PRAVIN KHANDARE 3. MR. LIPANE ANAND PRT 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.
17	Safety & Security Services	1. RAJENDRA SAWANT I/C 2. MR. DEEPAK WAGHMARE (PRT) I/C 3. MR. PRAVEEN KHANDARE TGT- ENG 4. MR. AKASH KARLE PRT 5. MR. LIPANE ANAND (PRT)	1. To invite tender for the school security service. 2. To check regularly the working of the security service 3 To ensure safety ,security of school – physical and human resources
18	Time table And Arrangement	1. MR. RAJENDRA SAWANT TGT - SKT 2. Mr. SANJAY BASWANTE (PRT) 3. MR. AKASH KARLE (PRT) 4. KALYANI JATAL - COMP. INST.	1.Preparation of the school time table ,implementation of changes in the time table as per need. 2.Daily arrangement of substitute teacher.
19.	Press and Publication (School Magazine, Student diary, Newsletter etc.)	1. RAJENDRA SAWANT TGT – SKT I/C 2. MR. PRAVEEN KHANDARE TGT- ENG 3. MR. LIPANE ANAND PRT	1. To give Special activities to the Press 2.To bring out the school magazine and students diary. 5. Prepare monthly/annual report of vidyalaya.
20.	Computer and Website Maintenance	1. MR. RAJENDRA SAWANT I/C TGT- SKT 2. MRS. KALYANI JATAL (COM INST)	1. Update the website from time to time. 2. Provide training in ICT (Smart board) etc.
21.	Student's Enrollment position	1. AKASH KARLE - PRT I/C 2. MR. SANJAY BASWANTE (PRT) 3. MRS. KALYANI JATAL (COM INST) 4. MR. SIDDHARTH MORE (DEO)	1. To send monthly enrollment position to regional office
22.	Monthly Record- CS 54	1. MR. LIPANE ANAND (PRT) 2. MR. SANJAY BASWANTE (PRT)	1. To check the entries of the fee collection from the registers and keep the records.
23.	Furniture Procurement and Maintenance	1. MR. DEEPAK WAGHMARE (PRT) I/c 2. MR. PRAVEEN KHANDARE (T.G.T. ENG) 3. MR. GOVERDHAN KAVIA (PRT)	1. To plan and purchase the furniture as per need. 2. Repair and maintenance of furniture.
24.	First Aid Medical	1. MRS. PRACHI A. (PRT) I/C 2. MS. NAZIA KHAN TGT – BIO	1. To carry out medical checkup of the student twice a year


	Checkup and wellness club		
25.	Audio visual Aids	1. MR. GOVERDHAN KAVIA PRT-MUSIC I/C 2. Mr. AAKASH KARLE (PRT)	1. To purchase and maintain Audio Visual Aids
26.	Teaching Aids	1. Mr. AAKASH KARLE (PRT) I/C 2. MR. SANJAY BASWANTE (PRT) 3. TGT - SST	1. To purchase and maintain teaching aids 2. To issue the teaching aid to teachers and keep the record of the same.
27.	Photography	1. MR. AKASH KARLE PRT I/C PRT 2. MR. GOVERDHAN KAVIA (PRT)	1. To take photo of important occasion. 2. To organize various activities to save the environment.
28.	Eco-Club	1. MS. MAYURI FUKU TGT I/C 2. MS. KHAN NAZIA TGT-BIO 3. MR. BALU SOLANKE TGT – SST	1. To plan the activities for the year. 2. To organize various activities to save the environment.
29.	Income Tax	1. MR. LIPANE ANAND PRT I/C 2. MR. PRAVEEN KHANDARE (TGT ENG) 3. MR. SANJAY BASWANTE (PRT)	1. To calculate the IT deduction of the staff. 2. To prepare form no 16
30.	Raj Bhasha	1. MR. RAJENDRA SAWANT I/C 2. TGT- HINDI 3. Goverdhan K PRT Music	1. To send monthly/ Quarterly reports. 2. To see that maximum work is done in Hindi language. 3 To conduct workshop, meeting etc.
31.	Minutes of staff meeting	1. MR. PRAVIN KHANDARE I/C 2. TGT-HINDI	1. To write the minutes of staff meeting and get signed by the principal.
32.	Maths Club	1. LIPANE ANAND I/C 2. MS. MAYURI FUKU TGT - MATHS	1. To organize competitions like quiz, seminars, debates, extempore etc. class wise and house wise. 2. Conduct of Maths Olympiad and Green Olympiad.
33.	Science Exhibition / Club	1. KHAN NAZIA TGT – BIO I/C 2. MS. MAYURI FUKU TGT 3. MR. PRAVEEN KHANDARE (T.G.T. ENG) 4. Mrs. Prachi A PRT	1. To organize all nature and adventure club activities as per 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.
34.	Soc. Science Exhibition / EBSB	1. MR. PRAVEEN KHANDARE TGT- ENG I/C 2. MR. GOVARDHAN KAVIA PRT Music 3. MR. BALU SOLANKE TGT - SST	1. To organize competition like Quiz, Seminars, Debates etc. 2. To maintain the English lab.
35.	PTA	1. RAJENDRA SAWANT – TGT (SKT) I/C 2. MR. DEEPAK WAGHMARE PRT 3. MR. SANJAY BASWANTE (PRT) 4. MS. MAYURI FUKU TGT MATHS	1. Organize general body meeting of parent's teachers and from association as per guidelines of KVS. 2. Organize meeting regularly.
36.	Health Club	1. MRS. PRACHI A. (PRT) 2. MS. MAYURI FUKU TGT MATHS 3. MS. NAZIA KHAN TGT - BIO	1. To plan and organize regular health checkup of students of all students. 2. To maintain health record of each student.
37	Reader's Club	1. MR. PRAVEEN KHANDARE (T.G.T. ENG) 2. MS. MAYURI FUKU TGT ALL SUBJECT CONVENOR	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.
38.	Water arrangement	1. MR. SANJAY BASWANTE PRT I/C 2. MR. GOVERDHAN KAVIA (PRT)	1. To supervise drinking water and water points (cleanliness and timely switch on/off)
39.	PREPARING TC AND BONAFIDE	1. MRS. PRACHI A. I/C 2. MR. SIDDHARTH MORE (DEO) 3. MR. AKASH KARLE CONCERNED CLASS TEACHER And concerned class trs	1. PREPARING TC ACCORDING REQUEST OF PARENT 2. OBSERVING CORRECTNESS AND REPLACING THE DOCUMENT CAREFULLY 3. FOLLOWING THE PROPER PROCEDURE AND HANDLING, CARING THE STAKEHOLDERS.
40.	PREPARING, UPLOADING PAY & ALLOWANCE	1. MR. PRAVEEN KHANDARE TGT (ENG) I//C 2. MR. ANAND LIPANE	1. PREPARING AND UPLOADING PAY AND ALLOWANCE ON UBI PORTAL AS PER SCHEDULE OF KVS. 2. OBSERVING CORRECTNESS AND ACCURACY
41.	RTI	1. RAJENDRA SAWANT TGT – SKT I/C	1. To reply all queries within stipulated time.

		2. MR. PRAVEEN KHANDARE TGT (ENG)	
42.	<p>GRIEVENCE REDRESSAL</p> <p>A. Common problems of students and teachers.</p> <p>B. Problems related to Under privileged Society.</p> <p>C. Woman / Girls related issues / POSCO</p>	<p>1. MR. RAJENDRA SAWANT TGT – SKT I/C</p> <p>2. MR. PRAVEEN KHANDARE TGT (ENG)</p> <p>3. PRACHI AMBASTA - PRT</p> <p>1.MR. PRAVEEN KHANDARE TGT (ENG) I/C</p> <p>2. MRS. PRACHI A. PRT</p> <p>3. MR. SANJAY BASWANTE PRT</p> <p>1.MRS. PRACHI A. (PRT)</p> <p>2.MR. RAJENDRA SAWANT</p> <p>3.MS. MAYURI FUKU TGT Maths</p> <p>4.MRS. KALYANI JATAL (COMP. INSTRUCTOR)</p>	<p>1. Helping in solving grievances/ resolve at suitable platform.</p>
43.	Career and Counselling	<p>1. MR. PRAVEEN KHANDARE TGT (ENG) I/C</p> <p>2. Ms. MAYURI FUKU TGT Maths</p> <p>3. Mrs. PRACHI A. PRT</p>	<p>1. To guide about different careers/courses.</p> <p>2. To counsel about different social issues.</p>
44.	PISA / CCT	<p>1. MR. PRAVEEN KHANDARE TGT (ENG) I/C</p> <p>2. Ms. MAYURI FUKU TGT Maths</p> <p>3. MS. KHAN NAZIA TGT - BIO</p>	<p>1. To conduct CCT exam as per schedule.</p> <p>2. To fill required information.</p> <p>3. To conduct CCT classes and discuss with students.</p>
45.	NISHTHA	<p>1. MR. PRAVEEN KHANDARE TGT (ENG) I/C</p> <p>2. MR. SANJAY BASWANTE PRT</p>	<p>1. To facilitate teachers in providing link.</p> <p>2. To fill Google sheet in time.</p>
46	CMP	<p>1. MR. DEEPAK WAAGHMARE PRT I/C</p> <p>2. MR. SANJAY BASWANTE - PRT AND ALL PRIMARY TEACHERS</p>	Coordinating in all activities of primary section

47	Office	<ol style="list-style-type: none"> 1. MR. ANAND LIPANE PRT I/C 2. SIDDHARTH MORER (DEO) 	<p>Sending all the required report, Data etc. to RO timely</p> <ol style="list-style-type: none"> 3. Preparing and maintain pay, allowances, NPS & passing all dues of employee as per KVS norms 4. Keeping the office record and files in proper order 5. Corrdinating in preparation of annual budget, account etc. 6. Mainting safety & Security of all documents
48	CBSE	<ol style="list-style-type: none"> 1. MR. RAJENDRA SAWANT I/C TGT SKT 2. MR. PRAVIN KHANDARE TGT ENG 3. MS. KALYANI JATAL COMP. INST. 	To complete all CBSC related work as affiliation, registration of student, LOC etc. as per the time schedule given by CBSC very seriously

All the committee In charges and Associates are here by requested to prepare annual action plan and be active in each and every step to conduct all the activities smoothly, discuss with the principal time to time for better outcomes. All have to play positive and active role.


 23/04/2022
 PRINCIPAL
 KENORIYA VIDYALAYA
 PARBHANI
 Dist. Parbhani-431401