

53KENDRIYA VIDYALAYA PARBHANI

SESSION 2021-22

w.e.f. 01.11.2021

VIDYALAYA COMMITTEE LIST

ACADEMIC COMMITTEE: 1. MR. PRAVEEN KHANDARE (T.G.T. ENG) I/C

2. MR. DEEPAK WAGHMARE (PRT)

3. MRS. PRACHI A. (PRT)

1.	DEP. OF EXAMINATION	1. MR. PRAVEEN KHANDARE (T.G.T. ENG) I/C 2. MR. DEEPAK WAGHMARE (PRT) 3. MS. MAYURI FUKU (TGT-Math & Sci)	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. LIPANE ANAND (PRT) I/C 2. MR. PRAVEEN KHANDARE (T.G.T. 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.
3.	CCA COORDINATOR	MRS. PRACHI A. (PRT)	1. To check out the annual program.
	CCA ASSOC. COORDINATOR	MR. GOVERDHAN KAVIA - PRT (MUSIC)	2. To implement the program for conducting activities some. 1. Innovative ideas 2. Monitor result of various competitions. 3. To celebrate days.








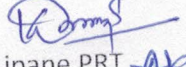


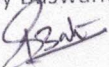



			4. To chalk out an annual program of all days etc. and to keep a day to day track of it.
	SHIVAJI HOUSE	MR. ASHISH KHANDARE - PRT <i>[Signature]</i>	1. Monitoring the day to day house activities of the house on suitable scale.
	Tagore house	MR. AKASH KARLE - PRT <i>[Signature]</i>	2. To organize the inter school, Inter region, National competitions time to time.
	Ashoka House	MR. ASHISH KHANDARE - PRT <i>[Signature]</i>	3. To motivate and develop the sportsmanship among the student.
	Raman House	MS. MAYURI FUKU - TGT(MATH & SCI) <i>[Signature]</i>	
4.	Purchasing Committee	1. MR. PRAVEEN KHANDARE (T.G.T. ENG) I/C <i>[Signature]</i> 2. MR. DEEPAK WAGHMARE (PRT) <i>[Signature]</i> 3. MR. Lipane Anand PRT & Concerned stock in charges. <i>[Signature]</i>	1. To get quotations for the various items required 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.
5.	Maintenance and Repair (School and Staff Qtrs)	1. MR. . GOVERDHAN KAVIA - PRT(MUSIC) - I/C <i>[Signature]</i> 2. MR. LIPANE ANAND (PRT) <i>[Signature]</i> 3. MR DEEPAK WAGHMARE (PRT) <i>[Signature]</i>	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.
6.	Gardening / Decoration / Beatification	1. MRS. PRACHI A. (PRT) <i>[Signature]</i> 2. MR. GOVERDHAN KAVIA -PRT(MUSIC)- <i>[Signature]</i>	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 / Fit India mov.	1. MR. AKASH KARLE <i>[Signature]</i> 2. MR. ASHISH KHANDARE - PRT <i>[Signature]</i> 3. MS. MAYURI FUKU - TGT MATH& SCI <i>[Signature]</i>	1. To prepare an annual program for the sports and games . 2. To plan and organize sports and annual sports day.

		4. MR. GOVERDHAN SINGH (PRT) - <u>Goverdh</u>	
8	Excursion	1. MR. SANJAY BASWANTE (PRT) <u>Basw</u> 2. MR. GOVERDHAN SINGH (PRT) - <u>Goverdh</u> 3. MRS. DAYA JOSHI TGT	1. To plan excursion for students.
9	Library Committee	1. MR. GOVERDHAN SINGH PRT - <u>Goverdh</u> 2. MR. DEEPA WAGHMARE PRT <u>Deepa</u> 3. MS. MAYURI FUKRE TGT <u>M</u> 4. MRS. DAYA JOSHI TGT	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, cleanliness and House keeping. (monitoring and procurement of materials)	1. MR. Sanjay Baswante PRT I/c <u>Basw</u> 2. MRS. PRACHI A. PRT - <u>Pg</u> 3. MR. AKASH KARLE PRT <u>AK</u> 4. MRS. DAYA JOSHI TGT	To check regularly the Cleanliness of the class room, labs, corridors, department and maintain a date wise record.
11	UBI & Shala Darpan	1. MR. LIPANE ANAND (PRT) <u>AK</u> 2. MR. PRAVEEN KHANDARE (T.G.T. ENG) <u>Share</u>	To Monitor UBI fee and Shala Darpan activities.
12	KVS BS & G	1. MR. SANJAY BASWANTE (PRT) <u>Basw</u> 2. Mr. Pravin K <u>Share</u> 3. Mr. Lipane Anand <u>AK</u> 4. Mr. Goverdhan K. <u>Goverdh</u> 5. Mrs. Prachi A. <u>Pg</u> ALL TRAINED TEACHER	1. To prepare action plan for the year 2018-19 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.
13	AEP / Disha Club	1. MR. DEEPA WAGHMARE PRT <u>Deepa</u> 2. MR. GOVERDHAN KAVIA PRT - <u>Goverdh</u> 3. Mrs. Prachi A. <u>Pg</u>	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.
14	Readers Club	1. MR. DEEPA WAGHMARE PRT <i>Pamf</i> 2. MR. PRAVEEN KHANDARE (T.G.T. ENG) <i>Blare</i>	1. To organize competitions like quiz's, seminars, debates, extempore etc. class wise and house wise
15	Discipline	1. MR. DEEPA WAGHMARE PRT <i>Pamf</i> 2. MR. PRAVEEN KHANDARE (T.G.T. ENG) <i>Blare</i> AND ALL 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.
16	School Security Services	1. MR. PRAVEEN KHANDARE (T.G.T. ENG) <i>Blare</i> 2. MR. DEEPA WAGHMARE PRT <i>Pamf</i> 3. MR. AKASH KARLE PRT <i>AK</i> 4. MR. LIPANE ANAND (PRT) <i>AK</i>	1. To activate tender for the school security service. 2. To check regularly the working of the security service
17	Time table And Arrangement	1. MR. DEEPA WAGHMARE PRT <i>Pamf</i> 2. MR. AKASH KARLE PRT <i>AK</i>	1. Preparation of the school time table implementation of changes in the time table as per need. 2. Daily arrangement of substitute teacher.
18.	Press and Publication (School Magazine, Student diary, Newsletter etc.)	1. MR. LIPANE ANAND (PRT) <i>AK</i> 2. MR. PRAVEEN KHANDARE (T.G.T. ENG) <i>Blare</i> 3. MR. SANJAY BASWANTE (PRT) <i>Basw</i> 4. MR. GOVERDHAN KAVIA (PRT MUSIC) <i>Gover</i>	1. To give Special activities to the Press 2. To bring out the school magazine and students diary. 3. Prepare monthly/annual report of vidyalaya.
19.	Computer and Website Maintenance	1. MR. LIPANE ANAND (PRT) <i>AK</i> 2. MR. SANJAY BASWANTE (PRT) <i>Basw</i> 3. MRS. KALYANI JATAL (COMPUTER INSTRUCTOR) <i>Kaly</i>	1. Update the website from time to time. 2. Provide training in ICT (Smart board) etc.
20.	Student's Enrollment position	1. MRS. PRACHI A. (PRT) <i>Prachi</i> 2. MR. SANJAY BASWANTE (PRT) <i>Basw</i>	1. To send monthly enrollment position to regional office

21.	Monthly Record- CS 54	1. MR. LIPANE ANAND (PRT) <i>AK</i> 2. MR. SANJAY BASWANTE (PRT) <i>Basant</i>	1. To check the entries of the fee collection from the registers and keep the records.
22.	Furniture Procurement and Maintenance	1. MR. LIPANE ANAND (PRT) I/c <i>AK</i> 2. MR. PRAVEEN <i>Praveen</i> KHANDARE (T.G.T. ENG) 3. MR. GOVERDHAN KAVIA (PRT) - <i>Gow</i>	1. To purchase the furniture as per need. 2. Repair and maintenance of furniture.
23.	First Aid Medical Checkup and wellness club	1. MRS. PRACHI A. (PRT) - <i>Pr</i> 2. MRS. DAYA JOSHI (TGT)	1. To carry out medical checkup of the student twice a year
24.	Audio visual Aids	MR. GOVERDHAN KAVIA (PRT) - <i>Gow</i> Mr. Akash K PRT <i>MSH</i>	1. To purchase and maintain Audio Visual Aids
25.	Teaching Aids	1. MR. LIPANE ANAND (PRT) <i>AK</i> 2. MR. SANJAY BASWANTE (PRT) <i>Basant</i>	1. To purchase and maintain teaching aids 2. To issue the teaching aids to teachers and keep the record of the same.
26.	Photography	1. MR. AKASH KARLE PRT <i>MSH</i> 2. MR. ASHISH KHANDARE - PRT <i>AK</i> 3. MR. GOVERDHAN KAVIA (PRT) - <i>Gow</i>	1. To take photo of important occasion. 2. To organize various activities to save the environment.
27.	Eco-Club	1. MS. MAYURI FUKU TGT <i>MS</i> 2. MRS. DAYA JOSHI (TGT)	1. To plan the activities for the year. 2. To organize various activities to save the environment.
28.	Income Tax	1. MR. LIPANE ANAND (PRT) <i>AK</i> 2. MR. PRAVEEN <i>Praveen</i> KHANDARE (TGT ENG) 3. MR. SANJAY BASWANTE (PRT) <i>Basant</i>	1. To calculate the IT deduction of the staff.
29.	Raj Bhasha	1. MR. DEEPA WAGHMARE PRT <i>Deepa</i> 2. MRS. DAYA JOSHI TGT SKT	1. To send monthly/ Quarterly reports.

		3. Goverdhan K PRT Music - <u>Goverdhan</u>	2. To see that maximum work is done in Hindi language.
30.	Minutes of staff meeting	1. MR. ASHISH KHANDARE - PRT <u>Ashish</u> 2. MRS. DAYA JOSHI TGT	1. To write the minutes of staff meeting and get verified by the principal.
31.	Maths Club	1. MS. MAYURI FUKU TGT <u>MF</u> 2. MR. ASHISH KHANDARE - PRT <u>Ashish</u>	1. To organize competitions like quiz, seminars, debates, extempore etc. class wise and house wise. 2. Conduct of Maths Olympiad and Green Olympiad.
32.	Science Exhibition / Club	1. MS. MAYURI FUKU TGT <u>MF</u> 2. MR. ASHISH KHANDARE - PRT <u>Ashish</u> 3. MR. PRAVEEN KHANDARE (T.G.T. ENG) <u>Belare</u> 4. Mrs. Prachi A PRT - <u>Pg</u>	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.
33.	Soc. Science Exhibition / EBSB	1. MR. PRAVEEN KHANDARE (T.G.T. ENG) <u>Belare</u> 2. Goverdhan K PRT Music - <u>Goverdhan</u>	1. To organize competition like Quiz, Seminars, Debates etc. 2. To maintain the English lab.
34.	PTA	1. MR. DEEPAK WAGHMARE PRT <u>DP</u> 2. MR. SANJAY BASWANTE (PRT) <u>SJB</u> 3. MS. MAYURI FUKU TGT <u>MF</u>	1. Organize general body meeting of parent's teachers and from association as per guidelines of KVS. 2. Organize meeting regularly.
35.	Health Club	1. MRS. PRACHI A. (PRT) - <u>Pg</u> 2. MS. MAYURI FUKU TGT <u>MF</u>	1. To plan and organize regular health checkup of students of all students. 2. To maintain health record of each student.
36.	Reader's Club	1. MR. PRAVEEN KHANDARE (T.G.T. ENG) <u>Belare</u> 2. MS. MAYURI FUKU TGT <u>MF</u>	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.
37.	Water arrangement	1. MR. AKASH KARLE PRT <u>AK</u> 2. MR. GOVERDHAN KAVIA (PRT) - <u>Goverdhan</u>	1. To supervise drinking water and water points (cleanliness and timely switch on/off)

38.	PREPARING TC AND BONAFIDE	1. MRS. PRACHI A.  2. MR. AKASH KARLE 	1. PREPARING TC AT ACCOURDING REQUEST OF PARENT 2. OBSERVING CORRECTNESS AND REPLACING THE DOCUMENT CAREFULLY 3. FOLLOWING THE PROPER PROCEDURE AND HANDALING, CARING THE STAKEHOLDERS.
39.	PREPARING, UPLOADING PAY & ALLOWANCE	1. MR. PRAVEEN KHANDARE  2. MR. ANAND LIPANE 	1. PREPARING AND UPLOADING PAY AND ALLOWANCE ON UBI PORTAL AS PER SCHEDULE OF KVS. 2. OBSERVING CORRECTNESS AND ACCURACY
40.	RTI	1. Anand Lipane PRT  2. Pravin Khandare TGT ENG 	1. To reply all queries within stipulated time.
41.	GRIEVENCE REDRESSAL A. Common problems of students and teachers. B. Problems related to Under privileged Society. C. Woman / Girls related issues.	1. Pravin Khandare TGT ENG  2. Deepak Waghmare PRT  3. Anand Lipane PRT  1. Pravin Khandare TGT ENG  2. Sanjay Baswante PRT  1. Prachi A. PRT  2. Mayuri F TGT Maths  3. Kalyani J (Computer Instructor) 	1. To collect information regarding grievences to resolve at suitable platform.

42.	Career and Counselling	1. Mr. Pravin Khandare TGT ENG <i>Blare</i> 2. Ms. Mayuri Fuke TGT Maths <i>MF</i> 3. Mrs. Prachi A PRT <i>PA</i>	1. To guide about different careers/courses. 2. To counsel about different social issues.
43.	PISA / CCT	1. Mr. Pravin Khandare TGT ENG <i>Blare</i> 2. Ms. Mayuri Fuke TGT Maths <i>MF</i>	1. To conduct CCT exam as per schedule. 2. To fill required information. 3. To conduct CCT classes and discuss with students.
44.	NISHTHA	1. Mr. Pravin Khandare TGT ENG <i>Blare</i> 2. Mr. Sanjay B PRT <i>SB</i>	1. To facilitate teachers in providing link. 2. To fill Google sheet in time.

All the committee I/Cs 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. All have to play positive and active role.

Blare
 PRINCIPAL
 20/11/2024
 प्रमुख/Principal
 कवि.परमजी/K.V.Parbhani