

## SCHOOL COMMITTEE

2018-19

SNO	NAME OF COMMITTEE	MEMBERS OF COMMITTEE
1	ACADEMIC PLANNING AND CARRYING OUT DIRECTIVES FROM KVS FOR ACADEMIC PROGRESS	VICE-PRINCIPAL /SENIOR MOST PGT/HM
2	ADMISSION	<b>SECONDARY :</b> <b>MRS. JYOTI PATIL PGT(PHY) I/C</b> MRS. VAISHALI D T , PGT (CS) MRS. RAMA NAIR <b>PRIMARY :</b> <b>MRS. APARNA MEDHI, H.M I/C</b> MRS. KARUNA TORANE
3	INSPECTION TOOL & FOLLOW-UP	<b>MRS. APARNA MEDHI, H.M I/C</b> MRS. JYOTI PATIL MR. BALAJI MR. MOHAN BISHT
4	TIME TABLE	<b>SECONDARY:</b> <b>MRS. RUBINA PASHA (I/C)</b> MRS. VARSHA INDURKAR MRS. RAMA NAIR <b>PRIMARY:</b> <b>MRS. KARUNA T. (I/C)</b> MRS.SUREKHA BANSOD
5	INDUCTION OF NEW CONTRACTUAL AND PART TIME TEACHERS AND MENTORING THEM	<b>MRS. APARNA MEDHI HM (I/C) - ALL PRIMARY TEACHER</b> MRS. JYOTI PATIL TGT SCIENCE - 2 & COUNCELOR MRS. RUBINA PASHA TGT SCIENCE 3 PGT CHEM PGT ECO MR. NEERAJ KUMAR PGT GEO & TGT SST 2 & 3 MR. BHARDWAJ COACHES & YOGA MRS. VANDANA
6	STAFF FIXATION	<b>MRS. RUBINA PASHA, PGT (BIO) I/C</b> MRS. KARUNA TORANE, PRT
7	CLASS ROOM MANAGEMENT	CLASS TEACHER'S LIST AS PER 2017- 18
8	SUBJECT COMMITTEE MEETING	SUBJECT COMMITTEE CONVENERS: MRS. APARNA MEDHI HM - PRIMARY PGT (HINDI & SANSKRIT) MRS.JYOTI PATIL, PGT(PHY)( SCIENCE) MRS M LATHA, PGT(MATHS) MR. BHARDWAJ , PGT (HIST)(S.ST. & COMMERCE) MR. SONKAR - SPL TEACHERS **COMPUTER SCIENCE WILL BE WITH MATHS ACEDAMIC COMITEE CONVENOR VP/HM/SR.MOST PGT
9	TEACHING LEARNING	SUBJECT TEACHERS AS PER TIME TABLE ALLOTTED - SUBJECT TEACHERS
10	CONDUCT OF STAFF MEETING, MINUTES OF STAFF MEETING AND STAFF WELFARE ACTIVITIES.	STAFF COMMITTEE : <b>MRS. HEMLATA PATIL - I/C</b> MRS. SUREKHA B MISS PREETI MR. PAWAR DP
11	CS 54 (FEE COLLECTION) & LAISONING WITH UBI	<b>MR PRAMOD T. (I/C)</b> TGT(MATHS) <b>MRS.GEETA SONI (I/C) - PRIMARY</b>
12	EXAMS CBSE	<b>MRS.M LATHA, PGT(MATHS)I/C</b> MRS.VAISHALI D T, PGT(CS) MR. PRAMOD T (TGT MATHS) MR. SANJAY MORE
13	INTERNAL EXAMINATION	<b>SECONDARY:</b> <b>MR. NEERAJ KUMAR, PGT(COMM.)I/C</b> MR. JAYESH N, TGT(ENG.) - (EXAMINATION ROOM I/C) MR. RAVINDRA RAJPUT MR. ANAND DHIKA MISS SUMAN, TGT SCI <b>PRIMARY:</b> <b>MRS. PARMINDER KOUR, PRT (I/C)</b>

		MRS. SUREKHA BANSOD MRS.REKHA JAIN MR. D.P.PAWAR (SUB STAFF)
14	MODERATION OF RESULTS AND THE CONDONATION OF ATTENDANCE	<b>VICE PRINCIPAL I/C</b> H.M. MR. NEERAJ KUMAR MRS. M.LATHA
15	RESEARCH RELATED ACTIVITIES	MRS. RUBINA PASHA MRS.VAISHALI D T, PGT CS
16	LIBRARY	VP I/C / SR. MOST PGT MRS. RAMA NAIR, LIBRARIAN MRS. PRIYA G.,TGT(MATHS) <b>MRS. SUJATA A, I/C</b> <b>PRIMARY</b> (2-3 STUDENT MEMBERS NOMINATED BY VICE-PRINCIPAL)
17	COMPUTER LITERACY	<b>SECONDARY :</b> <b>MRS. VAISHALI D T PGT(CS) - I/C</b> COMPUTER INSTRUCTOR (SECONDARY) <b>PRIMARY :</b> <b>MRS. VARSHA K - I/C</b> MRS. MALATHI B COMPUTER INSTRUCTOR(PRIMARY)
18	AUDIO VISUAL (SECONDARY)	<b>SECONDARY :</b> <b>MRS. VAISHALI D T PGT(CS) - I/C</b>
	RESOURCE ROOM(PRIMARY)	<b>PRIMARY :</b> <b>MR. B.J.BERAD I/C</b>  MRS. REKHA JAIN MRS. PRAMILA GUPTA
19	DISCIPLINE & CLEANLINESS & HOUSEKEEPING	APEX BODY <b>1. VP I/C / SR. MOST PGT</b> 2. HM
20	DISCIPLINE OF STUDENTS MAINTENANCE OF RECORDS OF AVAILABILITY OF TEACHERS AND FOLLOW UP OF ARRANGEMENTS.	<b>SECONADRY -</b> <b>V.P. I/C</b> <b>MRS. VANDANA PARANJAPE I/C</b> MRS. JYOTI PATIL - (SCIENCE WING) MR. MANOJ PARDESHI - (PLAY GROUNDS) MR. NEERAJ KUMAR - (EXAMINATION WING) MR. BHARADWAJ - (CLASS 9TH & 10TH WING)  MR. BALAJI M - (PRIMARY ASSEMBLY GROUND) MRS. KAVITA SRIVASTAV - (SCHOOL LOBBY) MISS PREETI - (CLASS 6TH & 7TH WING) <b>PRIMARY-</b> <b>MRS. SUJATA APTE I/C</b> MR. B.J.BERAD MRS. NUTAN D
21	CCA	<b>SECONDARY:</b> <b>MR. BALAJI MI, PGT ENG I/C</b> MRS. CHANDRAKANTAI, TGT ENG MRS. HEMLATHA PATIL, TGT MATHS <b>PRIMARY:</b> <b>MRS. NUTAN D. I/C</b> MRS. SUJATA APTE MRS. MALATHI B.
22	SCHOOL CLUB ACTIVITIES	CO ORDINATORS CLUB IN-CHARGES DISHA CLUB - PGT HINDI ECO CLUB - MRS. RUBINA PASHA HEALTH CLUB - MRS. KAVITA SRIVASTAVA READERS CLUB - LANGUAGE CLUB - MRS. CHANDRAKANTA INTEGRITY CLUB - MR. PRAMOD T MATHS CLUB - MRS. HEMLATA PATIL
23	ASSEMBLY	<b>SECONDARY :</b> <b>MR BALAJI I/C</b> <b>PRIMARY:</b> <b>MRS. NUTAN D, PRT I/C</b>
24	GUIDANCE AND COUNSELING , ADOLESENCE EDUCATION (NAEP)	STUDENT COUNSELLORES REPOTING AND ORGANISING PROGRAMME <b>1. MRS. HEMLATHA PATIL I/C</b> 2. MRS. RUBINA PASHA 4. MRS. KAVITA SRIVASTAVA 5. MR. MANOJ PARDESHI <b>6. SMT. APARNA MEDHI HM.</b>

		7. STUDENT COUNCELLOR						
25	SCOUTS AND GUIDES	MR. MANOJ PARDESHI MR. RAVINDRA RAJPUT						
	PRIMARY CUBS AND BULBULS	MRS NUTA D., PRT MR. BJ BERAD PRT MRS. PRAMILA GUPTA PRT						
26	CONDUCT OF OLYMPIADS	SECONDARY: <b>MRS. RUBINA PASHA, PGT(BIO), I/C</b> MR. PRAMOD T. PGT CHEM SECONDARY MATHS I/C CAN OPT OTHER MEMBERS AS AND WHEN NEED. CYBER OLYMPIAD <b>MRS. VAISHALI D T, PGT (CS) I/C</b> PRIMARY: <b>MRS.PARMINDER KAUR I/C</b>						
		27	PROMOTION OF RAJ BHASHA	PGT HINDI I/C MRS. KAVITA S, TGT(HINDI)  MRS REKHA LOKHANDET, TGT (HINDI) MRS. KALPANA KHATRI (TGT HINDI)				
				28	SPORTS IN CHARGE CONTROL OVER COACHES & DISTRIBUTION OF MATERIALS SPORTS PRIMARY	<b>MRS VANDANA PARNJAPE, TGT(PET), I/C</b> SPORTS COACH 1 <b>MRS. INDU JAISAL PRT I/C</b> MRS. NUTAN D, PRT		
		29	FURNITURE			<b>MR. BHARADWAJ I/C</b> MR. KALADHAR <b>MR. BJ BERAD, PRT I/C</b> MRS. INDU J MRS. SUNNY S		
				30	PREPARATION AND PUBLICATION OF  SCHOOL MAGAZINE , SCHOOL BROCHURE AND STUDENT DAIRY, TEACHERS DAIRY ETC.	MR. BALAJI, <b>SECONADRY - I/C</b> MR. KALADHAR PGT HINDI  MRS. KARUNA T MRS. SUJATA APTE		
						31	PREPARATION AND PUBLICATION OF NEWS LETTER	PRIMARY NEWS LETTER <b>SMT. APARNA MEDHI HM I/C</b> MRS. INDU J
32	PHOTOGRAPHY			SECONDARY: <b>MRS. VAISHALI D T , PGT (CS) I/C</b> MR. PRAMOD T MR. RAVINDRA RAJPUT PRIMARY: <b>MRS.SUNNY S. - I/C</b> MRS. NUTAN D.				
		33	UPDATE AND MAINTAIN WEBSITE	<b>MRS VAISHALI D T, PGT(CS) I/C</b> MR. MOHAN BISHT,LDC MRS. CHANDRAKANTHA TWO PARENT MEMBERS FOUR STUDENT VOLUNTEERS				
				34	OPEN DAY	SMT. APARNA MEDHI H.M. <b>MRS. LATHA I/C</b> MRS. MANOJ PARDESHI MR.NEERAJ KUMATR MRS.KAVITA SHRIVATSAVA MR.JAYESH N <b>MRS. PARMINDER KAUR I/C</b> MRS.SUREKHA B		
						35	ELECTRICAL & CIVIL MAINTENANCE OF THE SCHOOL BUILDING AND EQUIPMENTS	<b>MR. SONKAR I/C</b> MR. MANOJ PARDESHI MR. JAYESH N MR. RAJPUT MRS. VARSHA K MR. DAVID
36	ELECTRICAL & CIVIL MAINTENANCE OF STAFF QUARTER BUILDING AND EQUIPMENTS	<b>MR. SONKAR I/C</b> MR. MANOJ PARDESHI MR. JAYESH N. MRS. M.LATHA MRS. KAVITA S. MR. RAMESH DHOLE						
		37	WATER COOLERS, AQUA GUARD, SCHOOL BELL AND CLOCK PHOTOCOPIER MACHINE					<b>MRS M SONKAR, TGT(WET) I/C</b> MR. DAVID F.S., SUBSTAFF MR. PRAKASH TANDALE, SUB STAFF
								38

	SAFETY	MR. MANOJ PARDESHI MR. JAYESH N MR. ANAND DIKKA, (SUB STAFF)
39	SECURITY	MR. MANOJ PARDESHI I/C MR. JAYESH N UDC
40	BEAUTIFICATION OF CAMPUS AND GARDENING	<b>MRS. CHANDRAKANTA S.,TGT(ENG.) I/C</b>  MR. RAVINDRA ,ART MRS. REKHA JAIN, PRT MRS. VARSHA K, PRT MRS. PARWINDER K., PRT MRS. MALATI B. PRT
41	INCOME TAX	UDC - I/C MR. PRAMOD T.
42	<del>PUBLICITY AND LIAISON WITH OFFICIALS/ ALUMNI/ MEDIA/ WEB SITE/ INTERESTED PARTIES</del> PROFESSIONAL DEVELOPMENT OF STAFF AND STAFF WELFARE	MRS. CHANDRAKANTA S.,TGT(ENG.) I/C ACADEMIC COUNCIL MEMBERS
43	SCHOOL HELP LINE	<b>MRS. JYOTI PATIL I/C</b> <b>MRS. RUBINA PASHA I/C</b> MR. NEERAJ KUMAR MR. PRAMOD T.  COUNSELOR
44	MORNING ASSEMBLY EVALUATION COMMITTEE.	FIXED BY CO – ORDINATOR.
45	STAFF NOTICE BOARD	SUB STAFF
46	MAINTAINING STAFF PROFILE	<b>MR. MOHAN BISHT, LDC I/C</b> SUB STAFF
47	CONDEMNATION PROCEDURES/CONDEMNATION LIST	MRS. VAISHALI D T, PGT CS UDC MR. MOHAN BISHT LDC
48	CHECKING OF BILLS SUBMITTED BY STAFF	<b>UDC I/C</b>
49	PREPARATION OF TC& BONAFIDE CERTIFICATE	<b>MR. MOHAN BISHT I/C</b>
50	MAINTENANCE OF THE DISPLAY BOARDS IN PRINCIPAL OFFICE MAINTENANCE OF THE DISPLAY BOARDS IN THE VIDYALAYA PREMISES( SECONDARY)	<b>MR. R.G.RAJPUT I/C</b> MRS. JYOTI PATIL
51	COLLECTION AND DISTRIBUTION OF COMMON ITEMS FOR THE FACULTY CONVENORS,STAFF,CLUSTER/REGION, PRINTED MATERIALS, FLUX BANNER,BOOKS ETC	<b>MRS. GEETA SONI, PRT - I/C</b>  MR. RAMESH DHOLE, SUB STAFF
52	EXCURSIONS, STUDY TOURS & ADVENTURE ACTIVITIES	<b>MR. PRAMOD T, TGT MATHS - I/C</b> MR. MANOJ PARDESHI MR. JAYESH N MRS. PRAMILA G
53	UPKEEP OF MAINTENANCE OF PRIMARY PLAY AREA	MRS. INDU JAISAL I/C MRS. SUNNY S MRS. VARSHA K
54	DISTRIBUTION OF STATIONARY. DISTRIBUTION OF SPORTS ITEMS TO PRIMARY CLASSES.	<b>MRS. APARNA MEDHI., PRT I/C</b>
55	SUBMISSION OF DATA TO VARIOUS AUTHORITIES IN TIME.	<b>MRS. JYOTI PATIL, PGT PHY I/C</b> MRS. VAISHALI D T, PGT CS SMT APARNA MEDHI, H.M. MR. MOHAN BISHT, LDC
56	MAINTENANCE OF THE DATA OF THE STUDENT LATE COMERS AND FOLLOW UP ACTION	<b>MRS. VANDANA PARANJAPE I/C</b> MR. KALADHAR
57	MEDICAL CHECK UP & FIRST AID	<b>MRS. KAVITA S. I/C</b> MISS SUSHILA <b>MRS. PRAMILA G, PRT I/C</b>
58	UP KEEP & MAINTENANCE OF CONFERENCE ROOM (ROOM NO 2)	<b>MRS. NUTAN D. I/C</b> MR. S.M. SONKAR, SUPW MR. SANJAY MORE ,
59	E-ROOM & LANGUAGE LAB ASL	<b>MR. BALAJI M - I/C</b> MR. MANOJ PARDESHI
60	SUPERVISION OF THE SECURITY AND THE IMPLEMENTATION OF SOP	<b>MR. PRAMOD .T - I/C</b> MR. MANOJ PARDESHI MR. JAYESH N. MRS. HEMLATHA PATIL MRS. NUTAN D
61	FOLLOWUP AND CERTIFICATION OF CONSERVANCY CLEANNESS OF VIDYAKAYA. MAINTANANCE OF RECORDS, SUGGESTING SUITABLE	<b>1.APARNA MEDHI H.M.I/C</b> 2. PGT HINDI 3. MRS.JYOTI PATIL 4. MR.NEERAJ KUMAR

	METHODS.	5. MRS. RAMA NIAR 6. MISS PREETI 7. MR. PRAMOD T
62	FLAG HOISTING	APARNA MEDHI H.M.I/C MR. BHARDWAJ MRS. VANDANA P MR. RAVINDRA RAJPUT
63	SHAALA DARPAN	MRS. VAISHALI D T I/C
64	TLM	MRS. REKHA JAIN I/C MRS. PRAMILA GUPTA MRS. INDU JAISAL MRS. SUNNY S
65	CONVENOR ACADEMIC COUNCIL	
66	ACCREDITATION	MR. BALAJI MARAKWAR, PGT (ENG)
67	ACTIVITY ORIENTED TEACHING IN SCIENCE, MAINTANACE OF RECORD	MRS. JYOTI PATIL, PGT (PHY)
68	ALLUMINI ASSOCIATION	MRS. CHANDRAKANTA TGT (ENG)
69	ANECDOTAL RECORDS	MR. JAYESH N, TGT(ENG.)
70	CARRER GUIDENCE - CLASS 9TH & 10TH	MRS REKHA LOKHANDE, TGT (HINDI) MR. PRAMOD T TGT (MATHS) MISS PREETI, TGT SST
71	राजभाषा निरिक्षण साधन / पत्र	PGT (HINDI)
72	VIDYALAYA PATRIKA	PGT (HINDI)
73	SOCIAL SCIENCE EXHIBITION	MR. BHARDWAJ, PGT (HIST) (S.ST. & COMM)
74	ORGANISATION OF IMPORTATNT EVENTS AND DAYS	PGT (HINDI) MR. BHARDWAJ, PGT (HIST) MRS REKHA LOKHANDE, TGT (HINDI) MRS. HEMALATHA PATIL TGT (MATHS) MRS. MALATI PRT (MUSIC)
75	CPR MEETING	MRS. HEMALATHA PATIL TGT (MATHS)
76	SCHOOL READINESS PROGRAM	MRS. GEETA SONI I/C MRS. SUJATA APTE
77	ENGLISH COMMUNICATION SKILL DEVELOPMENT	MR. BALAJI MARAKWAR PGT (ENG) I/C
78	FIELD TRIPS & STUDY TOURS	MRS. SUREKHA BANSOD PRT I/C MRS PRAMILA GUPTA MR. B J BERAD
79	CONVENOR LIBRARY COMITEE , DISCIPLINE COMMITTEE , MORNING ASSEMBLE INCLUDING FLAG HOISTING, CCA COMMITTEE, CLEANILINESS AND HOUSE KEEPING	MRS. APARNA MEDHI HM
80	SUPERVISION OF CLASSES MINIMUM TWO PER DAY MAINLY ENGLISH, HINDI, SANSKRIT, SOCIAL SCIENCE INCLUDING HISTOTRY AND GEOGRAPHY AND SPECIAL TEACHRES	
81	VERIIFCATION OF DAILY, MONTHLY DAIRIES OF ABOVE TEACHERS, VERIFICATION OF ATTENDENCE REGISTERS.	- SECONDARY MRS. APARNA MEDHI HM - PRIMARY
82	SUPERVISION OF ALL PRIMARY CLASSES	MRS. APARNA MEDHI HM
83	REMEDIAL TEACHING RECORD IN MATHS.	MRS. M. LATHA, PGT(MATHS)
84	REMEDIAL TEACHING RECORD - CLASS 9TH & 10TH	
85	CLASS X / XII RESULTS	MRS. M. LATHA, PGT(MATHS)
86	CHILDREN SCIENCE CONGRESS	PGT (CHEM)
87	HEALTH CHECK-UP	MRS. KAVITA SRIVASTAVA TGT (HINDI) - SECONDARY MRS. PRAMILA GUPTA PRT - PRIMARY
88	FOLLOWUP AND CERTIFICATION OF GARDENING	MRS. CHANDRAKANTA TGT (ENG)
89	DEVELOPMENT OF E-ROOM	MR. MANOJ PARDESHI ,TGT(ENG)
90	LAISONING WITH STATE GOVT., UCID	MRS. HEMALATHA PATIL, TGT (MATHS)
91	STUDENTS PHYSICAL AND MENTAL HEALTH RELATED PROGRAMMES	
92	PROMOTION OF SANSKRIT LANGUAGE	MR. KALADHAR TGT (HINDI)
93	CELEBRATRION OF IMPORTANT DAYS	MR. R.RAJPUT TGT (AE)
	CELEBRATRION OF IMPORTANT DAYS AND EVENTS	MRS. MALATI PRT (MUSIC)
94	MAJOR WORK PREPARATION OF ESTIMATE BY MES	MR. SRIRAM SONKAR, TGT (W.E)
95	WORKSHEET & ACTIVITY SHEET	MRS. KARUNA TORANE PRT MRS. SUNNY S PRT









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