**Kendriya Vidyalaya Pulgaon**

**Staff Committee and Allotment of duties**

**Session 2023-24**

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| **S.No** | **Committees** | **Duties** |
| 1 | **Academic Monitoring Committee** |  |
|  | * **Sh Atul Thakare (I/C)**   **Primary Section**   * **Sh Rahul Durge(I/C)** | Monitoring the academic, remedial & other strategies for overall development of the school. |
| 2 | **Discipline Committee** |  |
|  | * **Sh. Vijay Padole(I/C)** * Ms Sunita * Sh R K Ojha * Sh Amol B   **Primary Section:**   * **Sh. Laxman Kawale(I/C)** * Sh Vinay Kumar * Smt Dipali Patil | Monitor and maintain the discipline check the activities of the students within the school campus during offline classes.  To deal with cases of indiscipline by the students and their counseling during online /offline classes. |
| 3 | **Examination Committee** |  |
|  | **Internal Examination**   * **Sh Nitin Dongre (I/C)** * Sh H P Tiwari * Sh Sunita   **External Examination(CBSE)**   * **Sh Atul Thakare (I/C)**   **Primary Section**   * **Sh Vinay Kumar(I/C)** * Smt Smitha Sthul * Sh Chetan Rajgure | To plan & conduct home examination as per KVS norms. CBSE & other (Olympiad, etc.) examinations.  To prepare and disseminate the time table well in advance.  To conduct the PTM in coordination of class teachers and Subject teachers.  To get the question paper setting, result analysis timely. |
| 4 | **Admission Committee** |  |
|  | * **Sh G G Bathe (I/C)**   **Primary Section**   * Sh.Rahul Durge * Smt Sangeeta * Sh Chetan Rajgure | To manage registration and admission process as per KVS guidelines. |
| 5 | **Time Table Committee** |  |
|  | * **Sh. R S Ghatole(I/C)** * Sh Amol B   **Primary Section:**   * **Smt Dipali Patil(I/C)** * **Smt Vidya Bhojne** * Sh Naushad | To prepare time table and make arrangement against leave. |
| 6 | **CCA Committee** |  |
|  | **Sh Madan Lal Bairwa(I/C)**   * All House Masters   **Primary Section:**   * **Smt Vidya Bhojne (I/C)** * **Smt V D Nagdeve** * All House Masters | To plan and organize house activities.Maintainance of the record of the same.  Arrange evaluation and Prize distribuition |
| 7 | **Assembly Committee** |  |
|  | * **Sh R K Ojha(I/C)** * Smt V D Nagdeve * Sh.Vijay Padole   **Primary Section:**   * **Sh.Vinay Kumar (I/C)** * Smt V D Nagdive(Co I/C) | To plan & ensure presentation of assembly with the help of students, class teachers & house masters weekly.  **And Celebration of Days** |
| 8 | **Social Science Exhibition** |  |
|  | * **Ms Sunita (I/C)** * Sh Sachin Dharpure * Sh R S Ghatole * Sh G G Bathe * Sh Madan Lal * Sh Amol B * Smt Nagdive | To Motivate students to prepare exhibits and prepare for Cultural Programme ,Debate ,Quiz etc |
| 9 | **Cultural Programme Committee** |  |
|  | * **Smt V D Nagdeve(I/C)** * **Smt Sunita** * **Ms Swati** * **Smt Seema Tiwari** * **Ms Chitralekha**   **Primary Section:**   * Smt Dipali Patil * Smt Sangeeta * Smt Smita * Smt Vidya Bhojne * All Class Teachers | Planning, Preparation & organizing  Cultural activities inside and outside the vidyalaya. |
| 10 | **Rajbhasha Committee** |  |
|  | * Sh Madan Lal **(I/C)** * **Sh Dinesh Mundepi** * Sh Laxman Kawale * Smt Samta Borkar | To Promote work in Hindi |
| 11 | **Games & Sports Committee** |  |
|  | * **Sh V K Padole (I/C)**   **Primary Section:**   * Sh Naushad Sha * Sh Chetan rajgure | To coach and train students in different sports & games according to their potential.  To plan the vidyalaya and cluster level activities  Ensure availability of sports material for the students. |
| 12 | **Readers Club /Library Committee** |  |
|  | * **Sh R K Ojha(I/C)** * Sh R S Ghatole * Sh Madan lal Bairwa * Sh Dinesh Mundepi   **Primary Section:**   * **Smt Smita Sthul** * Sh. Vinay Kumar * Sh Laxman Kawale | To develop the Reading Skill among the students |
| 13 | **TLM Purcahse** |  |
|  | **Sh Laxman Kawale(I/C)**  **Sh Chetan Rajgure** | To get the requisition from the teachers consolidate and purchase TLM  Issue of TLM to teachers and maintain record. |
| 14 | **Photography Club** |  |
|  | * **Ms Sachin Dharpure(I/C)** * **Sh Chetan Rajgure** * **Sh Harish** | To motivate and enhance students skill in photography. To capture various school events in camera. |
| 15 | **Press Coverage** |  |
|  | * **Sh. Atul Thakre (I/C)** * **Sh.** Sachin Dharpure * **Sh Harish** | To ensure press coverage of all activities in the vidyalaya  To inform press personnel to cover event well in advance |
| 16 | **Cleanliness Committee** |  |
|  | * **Sh Vijay Padole(I/C)** * **Smt Sunita** * **Sh. Chetan Rajgure** * **Smt Vidya Bhojne** * **And All Class teachers** | To monitor the work of outsourcing agency related to cleaning of the vidyalaya.  To ensure availability of safe drinking water.  Ensure to get the overhead tanks cleaned on regular basis. |
| 17 | **Beautification & Gardening** |  |
|  | * **Smt Sunita (I/C)** * **Sh Amol B** * All House Masters * Smt Dipali Patil   All House Masters Primary Section | To make the vidyalaya beautiful, colorful & attractive. To make KV Green. |
| 18 | **Repair and Maintenance** |  |
|  | * **Sh.H Tiwari (I/C)** * **Sh Atul Thakre** * Sh.Nitin Dongre * Sh.Rahul Durge * Sh Laxman Kawale | To look after the maintenance & repair work of the vidyalaya building and surrounding. |
| 19 | **Purchase Committee** |  |
|  | * **Sh. Nitin Dongre(I/C)** * Sh.Atul Thakre * Sh G G Bathe * Ms Sunita * Sh Rahul Durge | Survey of shops for material,call quotations and acquisition. |
| 20 | **Right to Information** |  |
|  | * Sh Atul Thakare | To provide information under RTI. |
| 21 | **Fun Day** |  |
|  | * **Sh Laxman Kawale(I/C)** * **Sh Vinay Kumar** | To plan and organize Fun day and to maintain Pen Paper record |
| 22 | **SC/ST Grievance Cell** |  |
|  | * **Sh. Nitin Dongre (I/C)** * Smt V D Nagdeve | To handle all the issues related to SC and ST. |
| 23 | **First Aid Committee** |  |
|  | * **Sh Vijay Padole (I/C)** * **Ms Sunita**   **Primary Section:**   * Sh Vinay * Sh Chetan * Smt Dipali | To procure the material required for first aid, maintain first aid kit and to provide first aid facility to students & staff.  To arrange medical Checkup program. |
| 24 | **Web Management Committee** |  |
|  | * **Sh.Atul Thakre(I/C)** * Sh Sachin Dharpure * All Class Teachers | To update information on the school website as per KVS instructions. |
| 25 | **Guidance & Counselling** |  |
|  | **BOYS**   * Sh.Atul Thakare**(I/C)** * Sh Sachin Dharpure   **GIRLS**   * **Ms Sunita(I/C)** * **Smt Smita Sthul** * **Smt V D Nagdeve** | . To provide necessary guidance to students & arrange guest lectures on guidance & counseling |
| 26 | **AEP** |  |
|  | **BOYS**   * **Sh R S Ghatole(I/C)** * **Sh Atul Thakare** * **Sh G G Bathe**   **GIRLS**   * **Ms Sunita(I/C)** | To provide necessary guidance to students & arrange guest lectures AEP. |
| 27 | **Language Club** |  |
|  | * **Sh Madan lal Bairwa (I/C Hindi)** * **Sh R S Ghatole(I/C English)** * Sh G G Bathe   **Primary Section:**   * **Sh Laxman** * **Sh Vinay Kumar** | These are designed to develop vocabulary, fluency in the language, familiarize learners with linguistic expressions, to develop linguistic competence, sharpen creativity and trigger logical thinking. |
| 28 | **Furniture** |  |
|  | * **Sh Laxman Kawale (I/C)** * **Sh Madan Lal** | To Look after purchase and repair of furniture |
| 29 | **UBI Fee Portal** |  |
|  | * Sh Atul Thakare**(I/C)** * Ms Samata Borkar | To ensure verification by the class teachers |
| 30 | **Cash book/Ledger Verification** |  |
|  | * **Sh Atul Thakre** | To verify the entry made in cash Book and Ledger |
| 31 | **CMP** |  |
|  | * **Sh Vinay Kumar (I/C)** | To reach the desired level of primary education purposefully and to improve school and class room environment |
| 32 | **Income Tax Assistance/ Salary verification** |  |
|  | * **Sh Atul Thakare** * **Smt Samata Patil** | To assist the office staff in preparing salary,income tax calculation etc |
| 33 | **Scouts and Guides/MOP**   * **Sh R K Ojha (I/C)** * Sh G G Bathe * Sh Madan Lal bairwa * Smt Dipali Patil   **Cubs and Bulbuls**   * **Sh Sachin Dharpure** * **Sh Vinay Kumar** * **Smt Smita Sthul**   **All Scout Masters, Guides, Cub Masters and Flock Leaders** | To carry out all the activities od Scouts and Guides  To organise Camp  To prepare students for various camps for different badges, sopan, puraskar |
| 34 | **Internal Complaint Committee** |  |
|  | * **Smt Smita Sthul (I/C)** * **Smt V D Nagdeve** | To enquire into the complaints of Sexual harassment of women in the vidyalaya |
| 35 | **PISA /CCT** |  |
|  | * **Sh R S Ghatole (I/C)** * **Sh G G Bathe** * **Sh Nitin Dongre** | To ensure that the Data on PISA portal to be uploaded by the concerned class teacher.  To conduct PISA Exam.  To ensure uploading of marks and result analysis |
| 36 | **ACP** |  |
|  | * **Sh R S Ghatole (I/C)** * **Sh G G Bathe** * **Sh H P Tiwari** | To ensure conduction of timely all the 16 modules and timely sending the report. |
| 37 | **JIGAYSA/Green School** |  |
|  | * **Sh Nitin Dongre(I/C)** * **Ms Shreya Hiswankar** | To organiseVisits of Scientists to Schools ,Lab specific activities / Onsite experiments and many more. |
| 38 | **Jawaharlal Nehru Science Exhibition/ National Children Science Congress** |  |
|  | * **Sh Nitin Dongre(I/C)** | To guide the students to prepare exhibits and orgainse exhibition at vidyalaya level. |
| 39 | **Shaala shiddhi/ UDISE/PIMS** |  |
|  | **Smt Samata Borkar** | To update all the portal in stipulated time |
| 40 | **Fun Day** |  |
|  | **Smt Dipali Patil**  **Sh Naushad** | To plan and organize Fun Day  To maintain proper record of Fun Day |
| 41 | **Moderation Committee** |  |
|  | **Secondary Section:**  English Sh R S Ghatole  Hindi & Sanskrit Sh Madanlal Bairwa  Science Sh Nitin Dongre  So St Smt Sunita  Maths Sh Hanumat Ajmire  **Primary Section**  English Sh Rahul Durge  Hindi Sh Laxman K  EVS Smt Dipali  Maths Sh Vinay Kumar | To see the question papers for various examinations whether set as per CBSE/KVS norms  Moderate answer scripts checked by the teacher. |
| 42 | **PA System** |  |
|  | **Sh H P Tiwari**  Smt V D Nagdeve  Sh V M Padole  Sh Vinay Kumar | To ensure arrange the PA system for assembly programme and various events taking place in the vidyalaya. |
| 43 | **Students Grievance Cell** |  |
|  | * **Sh Atul Thakare** * **Sh Nitin Dongre** * **Smt Sunita** * **Sh Rahul Durge** * **Smt Smita** * **Sh V M Padole** | To resolve all the grievances timely |
| 44 | **Monitoring of Construction of School Building** |  |
|  | * **Sh Atul Thakare** * **Sh H P Tiwari** * **Sh Laxman Kawale** | To monitor progress of work  To prepare Monthly report with photos to send it to KVS HQ. |

* Minutes of every staff meeting will be noted in the register by Sh Madanlal Bairwa and Sh Chetan Rajgure and circulated among the staff members.

( **Neelam Meshram**)

PRINCIPAL