

KENDRIYA VIDYAKAYA KAMPTEE- 2021-2022

ALLOTMENT OF DUTIES, COMMITTEES AND SUB - COMMITTEES

ACADEMICS

1	Mr. P.S. KOMBADE (Principal)	To plan and implement the whole academic programme for the year achieving "O" failure in classes, prepare and implement social programme for the academically backward and gifted children. Ensure that the split-up syllabus is strictly followed, and correction work is done regularly. Hold subject committee meetings at regular intervals. Encourage implementation of new methodologies. Hold academic discussion and guide teachers in making teaching learning –interesting.
2	Mr. Rahul Nitnaware, (VP)	
3	Mr. Ajay Pandya, PGT (Maths)	
4	Mrs. Chetna Gupta, TGT (Maths)	
5	Mrs. Nanda Ingole, HM	
6	Mrs. Sadhana Kulkarni, PRT	

ADMISSION

1	Mr. Kamlesh Dharne, PGT(Phy)	Make registration of the students on time. Conduct entrance test/Interviews and admit students as per eligibility criteria.
2	Mr. S.G. Bhagat, PRT	
3	Mr. Shishupal Tayade, PRT	

TIME TABLE & CLASS ARRANGEMENTS

SECONDARY

1	Mr. S.S. Satpute, PGT (Maths)	Prepare the time table for the vidyalaya as per kvs norms. Ensure the proper implementation smooth running of classes. Arrange for substitution work for teachers on leaves or on duties and see the effective implementation of the same.
2	Mr. P.K.Meshram, PGT (Chem)	
3	Mrs. Chetna Gupta, TGT (Maths)	
4	Mrs.Bhawana Wahane, TGT(Maths)	
5	Mrs.Nutan Dhanvij, TGT(Maths)	
PRIMARY		
1	Ms. Anita Agutale, PRT	
2	Mrs. Pallavi Gajbhiye, PRT	
3	Mrs. Sarika Lohe, PRT	

EXAMINATION

Secondary		To plan the unit tests-examination schedule well in advance, intimate student about the dates of tests exams. Set question paper well in time and after moderation, announce results. Arrange and after moderation, announce results. Arrange and supply necessary materials for smooth conduct of the exam. To send completed nominal list of students of class X and XII to the CBSE. Collect and remit exam fee in time. Deal with correspondence related to exam and academic matters.
1	Mr.Ajay Pandya, PGT(Maths)	
2	Mr. Kundan Khakse,PGT (Chem)	
3	Mrs. Chetna Gupta, TGT (Maths)	
4	Mr.Gopal Chaudhari, TGT(SST)	
Primary		
1	Mr. Sishupal Tayade,PRT	
2	Ms. Anita Agutale, PRT	
3	Mr. Sachin Hinge, PRT	
CBSE		
1	Mrs. Chetna Gupta, TGT (Maths)	
2	Mr. Ajay Pandya, PGT (Maths)	

3	Mr. Kundan Khakse, PGT (Chem)	
MORNING ASSEMBLY PROGRAMME		
1	Mr.Mangesh Gawai, PGT(Eng)	Monitoring of the assembly programme of required standard. Celebration of special days.
2	Ms.Priti Wankhede, TGT(Eng)	
3	Ms.Kalpana Katre, TGT(Hin)	
4	Mr. J.S. Chouhan,PET	
5	Mrs. Nanda Patil, PRT (Music)	
6	Mr.Nikhil Lande, PRT	
7	Mr.Dinesh Malode, PRT	

CCA ACTIVITIES & CELEBRATIONS		
1	Mr.Mangesh Gawai, PGT(Eng.)	To see the arrangement of assembly programme and proper implementation of the same plan all activities under CCA in consultation with house masters and implement the same in a benefited manner. Arrange for evaluation and prize distribution. Conduct elections for student council through student council prepare the list of festivals accordingly. Form sub-committees of different festivals and allot duties to teachers whenever necessary.
2	Ms.Priti Wankhede, TGT(Eng)	
3	Mrs. P. Chandrikapure, TGT(Hindi)	
4	Mrs. Sangita Thule, TGT (AE)	
5	Mrs. Nanda Patil, PRT (Music)	
6	Mr.Nikhil Lande, PRT	
7	Mr.Dinesh Malode, PRT	
HOUSE DISTRIBUTION		
1	SHIVAJI HOUSE	ASSOCIATE HOUSE MEMBERS
	Mr.Sanjay Chandan, PGT(Phy) (House Master)	Mr. Rahul Dhanvij, TGT (Eng.) Mrs. M. S. Kolhatkar, (Yoga)
2	TAGORE HOUSE	ASSOCIATE HOUSE MEMBERS
	Mrs. Ashelesha Gajbhiye, PGT (Bio) (House Master)	Mr. Amit Bagde, TGT (Eng) Mr. Chetna Gupta, TGT (Maths)
3	AMBEDKAR HOUSE	ASSOCIATE HOUSE MEMBERS
	Mr. P.K. Meshram, PGT (Chem) (House Master)	Mr. Gopal Chaudhari, TGT(SST) Mrs. Kirti Pantawane, TGT (Sci.)
4	RAMAN HOUSE	ASSOCIATE HOUSE MEMBERS
	Mrs. Shikha Shambharkar, PGT (Comp) (House Master)	Mrs. Shipra Mishra, TGT(Sci) Mrs. Nutan Dhanvij
PUBLICATION		
1	Mr.Mangesh Gawai, PGT(Eng)	To publish Vidyalaya Patrika, School diary and ensure the correctness and credibility of the article/statements.
2	Ms.Priti Wankhede, TGT(Eng)	
3	Mr. Rahul Dhanvij, TGT (Eng.)	
4	Mrs. Pallvai Gajbhiye, PRT	
5	Mr. Shishupal Tayade, PRT	
LOCAL PURCHASE COMMITTEE		
1	Mr. P.K.Meshram, PGT (Chem)	To visit to local shop to collect quotations for the provisions as and when such a need arises.
2	Mr. Ajay Pandya, PGT (Maths)	
3	Mr. S.S. Satpute, PGT Maths	

4	Mr. Premchand Barve, (WE)	
5	Mr.Gopal Chaudhari, TGT(SST)	
6	All Dept. In charges	
SOCIAL SCIENCE EXHIBITION COMMITTEE		
1	Mr.Gopal Chaudhari, TGT(SST)	To conduct and monitor various activities under 'Social Science Exhibition'.
2	Mrs.Jyoti Rani, TGT(SST)	
3	PGT(COMM)	
4	PGT (ECO)	
5	Mrs. Nanda Patil, PRT (Music)	
FURNITURE		
1	Mr.Dinesh Malode, PRT	To maintain the stock of all furniture in the vidyalaya. Prepare condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per availability of funds.
2	Mr. Premchand Barve, (WE)	
3	Mr.Nikhil Lande, PRT	

CMP IMPLEMENTATION & TLM		
1		Plan and implement programmes to ensure minimum levels of learning. To devise new and interesting teaching strategies for the purpose.
2	Mrs. Shalini Kotangale, PRT	
BHARAT SCOUT & GUIDE WING		
1	Mr. M.S. Kolhatkar, Yoga	To plan and implement scouting/guiding activities in the Vidyalaya. To train the scouts and guides for special occasions. To get the National flag ready for National Festival.
2	Mrs. Kirti Pantawane, TGT (Sci)	
3	Mr.Gopal Chaudhari, TGT(SST)	
4	Mrs.Nutan Dhanvij, TGT(Maths)	
5	Mrs. Nanda Ingole (HM)	
6	Mrs. Nanda Patil, PRT (Music)	
7	Ms. Anita Agutale, PRT	
8	Mrs. Aparna Kotangale, PRT	
9	Mrs. Pallavi Manwatkar, PRT	
10	Mr. S.G. Bhagat, PRT	
GRIEVANCE CELL		
1	Mr. Rahul Nitnaware, (VP)	To look after the complaints of the staff members and to find a suitable solution to their problems.
2	Mr. Ajay Pandya, PGT (Maths)	
3	Mrs. Ashelesha Gajbhiye, PGT (Bio)	
4	Mrs. Chetna Gupta, TGT (Maths)	
5	Mrs. Nanda Ingole, HM	
SEXUAL HARASSMENT REDRESSAL COMMITTEE		
1	Mr. Ajay Pandya, PGT (Maths)	To look after the matters pertaining to physical as well as mental harassment sexually at work place, to ascertain that their interests are not overlooked in the vidyalaya.
2	Mrs. Ashelesha Gajbhiye, PGT (Bio)	
3	Mr.Gopal Chaudhari, TGT(SST)	
4	Ms. Anita Agutale, PRT	

RAJBHASHA COMMITTEE		
1	Mrs. P. Chandirkapure, TGT (Hindi)	To implement the Rajbhasha and sent periodical reports.
2	Ms.Kalpna Katre, TGT(Hin)	
COMPUTER LABS.		
1	Mrs. Shikha Shambharkar, PGT (CS)	To see the effective use and proper maintenance of computer labs.
2	Mr. Rahul Dhanvij, TGT (Eng.)	
3	Mrs.Sarika Lohe, PRT	
4	Computer Instructor – Mr. Abhishek	
WEBSITE MAINTENANCE & UPDATATION COMMITTEE		
1	Mrs. Shikha Shambharkar, PGT (CS)	To manage the Vidyalaya website. Upload the current events. Upload the photographs of different events. To make available the different facilities and help to the staff pertaining to computers.
2	Mr. Rahul Dhanvij, TGT (Eng.)	
3	Computer Instructor – Mr. Abhishek	
SHALA DARPAN & UID		
1	Mrs. Shikha Shambharkar, PGT (CS)	To implement the project with the help of Data Entry Operator
2	Mr. Rahul Dhanvij, TGT (Eng.)	
3	Computer Instructor – Mr. Abhishek	

UBI FEES VERIFICATION & COORDINATION		
1	Mr. Rahul Dhanvij, TGT (Eng.)	To verify the class wise fees and help the parents & teachers in cases of genuine problems.
2	Mrs. Nutan Dhanvij, TGT (Maths)	
3	Mrs. Sarika Lohe, PRT	
MAINTENANCE OF STAFF & STUDENT INFORMATION		
1	Mrs. Shikha Shambharkar, PGT (CS)	Responsible for maintaining softcopies and hardcopies of data being called for kvs like Pics, Student enrolment, Admission data, T.C. & upload T.C. Monthly Report, Staff correspondence etc.
2	Mr. Rahul Dhanvij, TGT (Eng.)	
3	Mr. W.B.Bhasarkar, Sub-staff	
4	Computer Instructor – Mr. Abhishek	
5		
EXTERNAL EXAM/NTSE		
1	Mr. Kundan Khakse	To conduct various exams allotted to the centre in fair way.
2	Mr. Ajay Pandya, PGT (Maths)	
3	Mrs. Chetna Gupta, TGT (Maths)	
MAINTENANCE & REPAIR		
1	Mr. P.K. Meshram, PGT (Chem)	To look after Maintenance and Repair of whole school. To look after power supply and electrical maintenance of whole school. To check the maintenance of Aqua guard water coolers in order to provide safe and pure water. To get the overhead tank clean periodically.
2	Mr. Premchand Barve, TGT (WE)	
3	Mr.Dinesh Malode, PRT	
4	Mr.Nikhil Lande, PRT	
HEALTH & HYGIENE		
1	Mr. Ashlesha Gajbhiye, PGT (Bio.)	In charge of Medical Room. To look maintenance of medical room. To attend to sick children.
2	Mrs.Kirti Pantawane, TGT(Bio)	
3	Mrs.Shipra Mishra, TGT(Sci)	
4	Mr. J.S. Chouhan, PET	
5	Mr. M.S.Kolhatkar, Yoga	

SANITARY ARRANGEMENTS & CLEANLINESS MONITONG COMMITTEE		
1	Mr. M. S. Kolhatkar, Yoga	To look after cleanliness of the whole school campus. Classrooms, verandas etc. To see that toilets are cleaned regularly and properly. To do alternate arrangement when the sub staff employees in charge of cleanliness are on leave. Evaluation of classes and award best class prizes.
2	Mr. J.S. Chouhan, PET	
3	Mrs. Sangita Thule, TGT (AE)	
4	Mr. Premchand Barve, TGT (WE)	
5	Mrs. Jyoti Rani, TGT (Hindi)	
6	Mrs. Sadhna Kulkarni, PRT	
7	Mrs. Neena Chandekar	
8	Mrs. Jyoti Rani, TGT (Hindi)	
GUIDANCE & COUNSELLING		
1	Mr. Kundan Khakse, PGT (Chem)	To identify the special cases and report. Try to solve the problems either at the school level or by professionals. To organize programmes to inculcate the feeling of oneness among students by inviting eminent personalities.
2	Mrs. Chentna Gupta, TGT (Maths)	
3	Mrs.Kirti Pantawane, TGT(Bio)	
4	Mrs.Shipra Mishra, TGT(Sci)	
5	Counsellor	
ACCADEMIC COUNSELLING & PTA		
1	Mr. Ajay Pandya, PGT (Maths)	To conduct periodical Parent Teacher Meets and to exchange feedback on the progress of the wards with their parents.
2	Mr.Sanjay Chandan, PGT(Phy)	
3	Mr. Kundan Khakse, PGT (Chem)	
4	Mr.Gopal Chaudhari, TGT(SST)	
PROJECTS & INNOVATIONS		
1	Mr. Kundan Khakse, PGT (Chem)	To co-ordinates various innovative practices being undertaken by teachers. To advise and guide teachers to plan and organize reports for giving publicity to their efforts for the benefit to teaching fraternity at large.
2	Mr.Sanjay Chandan, PGT(Phy)	
3	Mr. Ajay Pandya, PGT (Maths)	
4	Ms.Priti Wankhede, TGT(Eng)	
5	Mrs. Pallavi Gajbhiye, PRT	

TECHNOLOGY AIDED TEACHING		
1	Mr. Kamlesh Dharne, PGT(PHY)	To make available opportunities to all teachers to use adequate technology in their teaching. To ensure optimum use of available resources. To plan purchase of additional equipments to update the audio-visual aids in the Vidyalaya.
2	Mrs. Shikha Shambharkar, PGT (CS)	
3	Mr.Sanjay Chandan, PGT(Phy)	
4	Mrs.Sarika Lohe, PRT	
AUDIO VISUAL AIDS		
1	Mr. Kamlesh Dharne, PGT(PHY)	Proper arrangement and maintenance of teaching aid. To see that necessary aids are purchased and maintenance of the stock.
2	Mrs. Shikha Shambharkar, PGT (CS)	
3	Mrs. Sarika Lohe, PRT	
4	Computer Instructor – Mr. Abhishek	
TEACHING AIDS		
1	Mr.Gopal Chaudhari, TGT(SST)	Proper arrangement and maintenance of teaching aid. To see that necessary teaching
2	Mrs.Bhawana Wahane, TGT(Maths)	

3	Mrs. Jyoti Rani, TGT (Hindi)	aids are purchased and made available to the subject teachers and maintenance of the stock.
HOISTING & LOWERING OF NATIONAL FLAG		
1	Mr. J.S. Chouhan, PET	To hoist the national flag as per the flag code and de-hoist it as per the flag code. The house masters and associate house masters on duty will be responsible for it duly in consultation with other members.
2	Mr. M.S. Kolhatkar, YOGA	
3	Mr. Premchand Barve, TGT (WE)	
4	Sports Coach	
	All house masters & Associates on Duty.	
SCHOLARSHIP & CASTE VALIDATION		
1	Mr. P.K. Meshram, PGT (Chem.)	To look after such cases and forward their names to the concerned departments.
2	Mr.Sanjay Chandan, PGT(Phy)	
3	Mr.W.B. Bhasarkar, Sub-staff	
INCOME TAX CALCULATION & MONITORING COMMITTEE		
1	Mr.Gopal Chaudhari, TGT(SST)	To prepare consolidated report of income tax of the employees and to generate form 16
2	Mr.Amit Bagde, TGT(Eng)	
DISCIPLINE		
1	Mr. J.S. Chouhan, PET	To effectively deal with all cases of indiscipline, late coming etc. To maintain discipline during all functions and programmes.
2	Mr.Sanjay Chandan, PGT(Phy)	
3	Mrs. Ashlesha Gajbhiye, PGT (Bio)	
4	Ms.Priti Wankhede, TGT(Eng)	
5	Mr. M.S. Kolhatkar, Yoga	
6	Mr.Amit Bagde, TGT(Eng)	
7	Mrs. Sadhana Kulkarni, PRT	
8	Mr. S.G. Bhagat, PRT	
9	Sports Coach and all Class Teachers	
GARDENING& BEAUTIFICATION		
1	Mr. M.S. Kolhatkar, Yoga	To look after the proper maintenance of the school garden, pruning of trees maintenance of school compound and all other steps needed to beautify the buildings and campus.
2	Mrs. Ashlesha Gajbhiye, PGT (Bio)	
3	Mrs. Sangita Thule, TGT (AE)	
4	Mr. Premchand Barve, TGT (WE)	
5	Mrs. Nanda Patil, PRT	
NAEP/DISHA CLUB		
1	Mr. Rahul Dhanvij, TGT (Eng.)	To look after the problems of the adolescents and to guide them in a proper way. To carry out various activities in collaboration with CCA I/C for sensitizing students about adolescent needs and problems.
2	Mrs. Ashlesha Gajbhiye, PGT (Bio)	
3	Mr.Gopal Chaudhari, TGT(SST)	
4	Mrs. Kirti Pantawane, PRT	
5	Mr.Shiopal Wsanik, PRT	
6	Mr. S.G. Bhagat, PRT	
LANGUAGE AND LITERARY CLUB		
1	Mr.Mangesh Gawai, PGT(Eng)	To plan and implement programmes to raise the level of spoken English in the Vidyalaya. To take up the spoken English Project. To implement the directions contained in the letter issued by the Jt. Commissioner in the matter of Spoken English.
2	Ms.Priti Wankhede, TGT(Eng)	
3	Mr. Rahul Dhanvij, TGT (Eng.)	
4	Mr. Amit Bagde, TGT (Eng.)	
5	Mrs. Pallavi Gajbhiye, PRT	

READERS' CLUB		
1	Mrs. Tarana Shaikh, Librarian	To form a Readers' club to encourage students to read by dint of various activities viz. celebration of Writers' birth – death anniversaries etc.
2	Mr.Mangesh Gawai, PGT(Eng)	
3	Mr. Amit Bagde, TGT (Eng.)	
4	Ms.Kalpna Katre, TGT(Hin)	
5	Mrs. Shilpa Ramteke, PRT	
SCIENCE CLUB/NATURE (ECO) CLUB/SCIENCE OLYMPIAD		
1	Mr. P.K. Meshram , PGT (Chem.)	To organize programme to create awareness for protecting the environment. To celebrate important days related to science and nature. To promote students to participate in and conduct Science Olympiads.
2	Mr. Kundan Khakse, PGT (Chem.)	
3	Mr.Sanjay Chandan, PGT(Phy)	
4	Mrs. Ashlesha Gajbhiye, PGT (Bio)	
5	Mrs. Kirti Pantawane, TGT (Bio)	
6	Mrs.Shipra Mishra, TGT(Sci)	
MATHS CLUB/MATHS OLYMPIAD		
1	Mr. S.S. Satpute, PGT (Maths)	To promote students to participate in and conduct maths Olympiads. To ease students' phobia about Maths.
2	Mr. Ajay Pandya, PGT (Maths)	
3	Mrs. Chetna Gupta, TGT (Maths)	
4	Mrs.Bhawana Wahane, TGT(Maths)	
5	Mrs.Nutan Dhanvij, TGT(Maths)	
LIBRARY CLUB		
1	Mrs. Tarana Shaikh, Librarian	To recommend suitable books to updating the Library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy.
2	Mr.Mangesh Gawai, PGT(Eng)	
3	Ms.Priti Wankhede, TGT(Eng)	
4	Ms.Kalpna Katre, TGT(Hin)	
5	Mr. Amit Bagde	
6	Mrs. Shilpa Ramteke, PRT	
ADVENTURE CLUB/EXCURSION		
1	Mr. J.S. Chouhan, PET	To organize programme to create awareness for protecting the environment.
2	Mr. M.S. Kolhatkar, Yoga	
3	Mrs. Sangita Thule, TGT (AE)	
4	Mr. Premchand Barve, TGT (WE)	
5	Mrs. Tarana Shaikh, Librarian	
6	Ms. Anita Agutale, PRT	
7	Mr. S.G. Bhagat, PRT	
OFFICE WORK CHECKING AND MONITORING		
1	Mr. Premchand Barve, TGT (WE)	To check, verify and monitor various office related works. Collect, organise and forward the requisite information, correct data to the higher authorities timely.
2	Mr.Gopal Chaudhari, TGT(SST)	
3	Computer Instructor – Mr. Abhishek	
STUDENT ENROLMENT – REGULAR UPDATE OF DATA		
1	Mr. Rahul Dhanvij, TGT (Eng.)	To compile student enrolment at Vidyalaya level, check, update, verify and to send student enrolments.
2	Mr. S.G. Bhagat, PRT	
3	Mr. Shishupal Tayade, PRT	
CCT IMPLEMENTATION AND PROGRESS ANALYSIS		
1	Mrs.Nutan Dhanvij, TGT(Maths)	To conduct CCT tests, do the progress tracking analysis and plan regularly for the improvement of student performance.
2	Mr. Rahul Dhanvij, TGT (Eng.)	
3	Mrs.Shipra Mishra, TGT(Sci)	
4	All Concerned subject teachers	

ONLINE/DIGITAL TRAININGS, COURSESS, WEBINARS, PROGRAMMES ETC.

1	Mrs. Shikha Shambharkar, PGT (CS)	To facilitate, co-ordinate, conduct, arrange various online programmes, courses, trainings, webinars etc. for the academic growth of teachers as well as students.
2	Mrs. Sarika Lohe, PRT	
3	Computer Instructor – Mr. Abhishek	

MAINTENANCE OF ELECTRICAL EQUIPMENTS

1	Mr. Premchand Barve, TGT (WE)	To look after the maintenance and repair of all the electrical equipment/facilities available in the Vidyalaya as per the requirements.
2	Mr.Nikhil Lande, PRT	
3	Mr.Shiopal Wsanik, PRT	

MAINTENANCE OF VIDYALAYA GROUNDS, CAMPUS AND SURROUNDING

1	Mr. J.S. Chouhan, PET	To look after the maintenance of play grounds, campus and Vidyalaya surrounding areas.
2	Mr. M.S. Kolhatkar, Yoga	
3	Mr.Shiopal Wsanik, PRT	
4	Mr.Nikhil Lande, PRT	
5	Mr. Shishupal Tayade, PRT	

PRINCIPAL