

KENDRIYA VIDYAKAYA, S.M. LINES, KAMPTEE-2019-2020

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 Nitinware, (VP)	
3	Mr. Ajay Pandya, PGT (Maths)	
4	Mr. C. R. Ramteke, PGT (Phy.)	
5	Mrs. Chetna Gupta, TGT (Maths)	
6	Mrs. Nanda Ingole, HM	

ADMISSION

1	Mr. C. R. Ramteke, 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	Mrs. Aparna Kotangle, PRT	
4	Mr. Shishupal Tayade, PRT	
5	Ms. Pallavi Manwatkar, PRT	

TIME TABLE

SECONDARY

1	Mr. S.S. Satpute, PGT (Maths)	Prepare the timetable 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	Mrs. Chetna Gupta, TGT (Maths)	
3	Mr. S.R. Gaikwad, TGT (Maths)	
4	Mrs. Prachi Gupta, TGT (Hindi)	

PRIMARY

1	Ms. Anita Agutale, PRT
2	Mrs. Pallavi Gajbhiye, PRT
3	Mrs. Sarika Lohe, PRT

EXAMINATION

Secondary

1	Mr. D.R. Zodape, TGT (SST)	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.
2	Mrs. Chetna Gupta, TGT (Maths)	
3	Mr. Ajay Pandya, PGT (Maths)	
Primary		
1	Mr. SishupalTayade,PRT	
2	Mrs. Hema Datey, PRT	
3	Mrs. Swati Bhawane, PRT	
4	Mrs. Rohini Vaze, PRT	
CBSE		
1	Mrs. Chetna Gupta, TGT (Maths)	
2	Mr. Ajay Pandya, PGT (Maths)	

MORNING ASSEMBLY PROGRAMME		
1	Mr. Mahesh Puri Goswami, PGT (Hindi)	Monitoring of the assembly programme of required standard. Celebration of special days.
2	Mrs. Sunita Bhardwaj, TGT (Eng.)	
3	Mr. J.S. Chouhan, PET	
4	Mrs. Nanda Patil, PRT (Music)	
5	Mrs. Neena Chandekar, PRT	
CCA ACTIVITIES & CELEBRATIONS		
1	Mr. Mahesh Puri Goswami, PGT (Hindi)	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	Mrs. Sunita Bhardwaj, TGT (Eng.)	
3	Mrs. P. Chandrikapure	
4	Mrs. Sangita Thule, TGT (AE)	
5	Mrs. Nanda Patil, PRT (Music)	
HOUSE DISTRIBUTION		
1	SHIVAJI HOUSE	ASSOCIATE HOUSE MEMBERS
	Mr. Kundan Khakse (House Master)	Mr. Rahul Dhanvij, TGT (Eng.)
	Mr. S.S. Satpute, PGT Maths	Mrs. M. S. Kolhatkar, (Yoga)
		Ms. Sarla Pantawane, TGT (Hindi)
2	TAGORE HOUSE	ASSOCIATE HOUSE MEMBERS
	Mrs. Ashelesha Gajbhiye, PGT (Bio) House Master	Mr. Amit Bagde, TGT (Eng)
	Mr. P.K. Meshram, PGT (Chem)	Mr. Chetna Gupta, TGT (Maths)
		Mr. P.S. Barve, TGT (WE)
		Mr. Jaideep, TGT (SKT)
3	AMBEDKAR HOUSE	ASSOCIATE HOUSE MEMBERS
	Mr. Kamlesh Routela House Master	Mr. D.M. Zodape, TGT (SST)
		Mrs. Kirti Pantawane, TGT (Sci.)
		Mrs. P. Chandrikapure,
		Mrs. Nutan Dhanvij
4	RAMAN HOUSE	ASSOCIATE HOUSE MEMBERS
	Mr. Nikhil Kumar, PGT (Eco.) House Master	Mr. S.R. Gaikwad, TGT (Maths)
	Mrs. Shikha Shambharkar, PGT (Comp)	Mr. B.M. Chaware, TGT (Sci.)
		Mrs. Manda Wahane, TGT (Libr.)
		Mrs. Prachi Gupta, TGT (Hindi)
PUBLICATION		
1	Mr. Mahesh Puri Goswami, PGT (Hindi)	To publish vidyalaya Patrika, School diary and ensure the correctness and credibility of the article/statements.
2	Mrs. Sunita Bhardwaj, TGT (Eng.)	
3	Mr. Rahul Dhanvij, TGT (Eng.)	
4	Mrs. Pallvai Gajbhiye, PRT	
5	Mr. Shishupal Tayade, PRT	

LOCAL PURCHASE COMMITTEE		
1	Mr. C.R. Ramteke, PGT (Phy)	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	Mrs. Chetna Gupta, TGT (Maths)	
5	Ms. Anita Agutale, PRT	
SOCIAL SCIENCE EXHIBITION COMMITTEE		
1	Mr. D.R. Zodape, TGT (SST)	To conduct and monitor various activities under 'Social Science Exhibition'.
2	Mr. Hariom singh TGT (SST)	
3	Mr. C. Singh, PGT (Comm.)	
4	Mr. Nikhil kumar, PGT (Eco.)	
5	Mrs. Nanda Patil, PRT (Music)	
FURNITURE		
1	Mr. S.R. Gaikwad, TGT (Maths)	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	Mrs. Nutan Dhanvij, TGT (Maths)	
4	Mrs. Hema Datey, PRT	

CMP IMPLEMENTATION & TLM		
1	Mrs. Rashika Bahadure, PRT	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	Mrs. Nanda Ingole (HM)	
4	Mrs. Nanda Patil, PRT (Music)	
5	Ms. Anita Agutale, PRT	
6	Mrs. Aparna Kotangale, PRT	
7	Mrs. Hema Datey, PRT	
8	Mrs. Pallavi Manwatkar, PRT	
9	Mrs. Akanksha Gupta, PRT	
10	Mrs. Pallavi Gajvhiye, PRT	
11	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. Chetna Gupta, TGT (Maths)	
4	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. Sunita Bhardwaj, TGT (Eng.)	
3	Mr. D.R. Zodape, TGT (SST)	
4	Ms. Anita Agutale, PRT	

RAJBHASHA COMMITTEE		
1	Mr. Mahesh Puri Goswami, PGT (Hindi)	To implement the Rajbhasa and sent periodical reports.
2	Mrs. P. Chandirkapure, TGT (Hindi)	
3	Mrs. Prachi Gupta, TGT (Hindi)	
4	Mrs. Sarla Pantawne, TGT (Hindi)	
5	Mr. Jaideep kumar, TGT (Sanskrit)	
COMPUTER LABS.		
1	Mrs. Shikha Shambharkar, PGT (CS)	To see the effective use and maintenance of computer labs.
2	Mrs. Vishakha Meshram	
3	Mr. Jignesh Patel	
4	Mrs. Sarika Lohe, PRT	
5	Mr. Rahul	
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	Mrs. Sarika Lohe, PRT	
3	Mr. Rahul Dhanvij, TGT (Eng.)	
4	Mrs. Rasika Patil, PRT	
5	Mr. Jignesh Patel	
SHALA DARPAN & UID		
1	Mrs. Shikha Shambharkar, PGT (CS)	To implement the project with the help of Data Entry Operator
2	Mr. Jignesh Patel	
3	Mr. Rahul	
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. Pallavi Gajvhiye, 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. Aman Kumar Maurya, JSA	
3	Mr. W.B.Bhasarkar, Sub-staff	
4	Mr. Jignesh Patel	
5	Mr. Rahul	
EXTERNAL EXAM/NTSE		
1	Mr. Kundan Khakse	To conduct various exams allotted to the centre in fair way.
2	Mr. P.K. Meshram, PGT (Chem)	
3	Mr.C.R. Ramteke, PGT (Phy)	
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	Mrs. Kirti Pantawane, TGT (Bio.)	
3	Mr. Premchand Barve, TGT (WE)	
4	Mr. S.G.Bhagat, 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	Mr. B.M.Chaware, TGT (Sci.)	
3	Mr. J.S. Chouhan, PET	
4	Mr. M.S.Kolhatkar, Yoga	
5	Mrs. Farzana	

SANITARY ARRANGEMENTS & CLEANLINESS MONITOING 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	Mrs. Sunita Bhardwaj, TGT (Eng.)	
3	Mrs. Sangita Thule, TGT (AE)	
4	Mrs. Sadhna Kulkarni, PRT	
5	Mrs. Neena Chandekar	
6	Mrs. Akanksha Gupta, PRT	
7	Mrs. Jyoti Rani, TGT (Hindi)	
8	Mrs. Sarla Pantawne	
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	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. C.R. Ramteke, PGT (Phy)	
3	Mr. D.R. Zodape, TGT (SST)	
4	Mr. Kundan Khakse, PGT (Chem)	
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	Mrs. Sunita Bhardwaj, TGT (Eng.)	
3	Mr. Ajay Pandya, PGT (Maths)	
4	Mrs. Hema Datey, PRT	
5	Mrs. Pallavi Gajbhiye, PRT	
TECHNOLOGY AIDED TEACHING		
1	Mr. C.R. Ramteke, 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	Ms. Anita Agutale, PRT	
AUDIO VISUAL AIDS		
1	Mr. C.R. Ramteke, PGT (Phy)	Proper arrangement and maintenance of teaching aid. To see that necessary aids are purchased and maintenance of the stock.
2	Mrs. Pallavi Gajbhiye, PRT	
3	Mr. Jignesh Patel, Comp. Ins.	
4	Mr. Rahul Thawkar, Comp. Ins(Pri)	

TEACHING AIDS		
1	Mr. D.R. Zodape, TGT (SST)	Proper arrangement and maintenance of teaching aid. To see that necessary teaching aids are purchased and made available to the subject teachers and maintenance of the stock.
2	Mr. Hariom Singh, TGT (SST)	
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. Kamlesh Rautela, PGT	
3	Mr. W.B. Bhasarkar, Sub-staff	
INCOME TAX CALCULATION & MONITORING COMMITTEE		
1	Mr. Kamlesh Rautela, PGT	To prepare consolidated report of income tax of the employees and to generate form 16
2	Mr. Nikhil Kumar, PGT (Eco.)	
DISCIPLINE		
1	Mr. J.S. Chouhan, PET	To deal effective with all cases of indiscipline, late coming etc. To maintain discipline during all functions and programmes.
2	Mr. Kamlesh Rautela, PGT	
3	Mrs. Ashlesha Gajbhiye, PGT (Bio)	
4	Mr. Nikhil Kumar, PGT (Eco.)	
5	Mrs. Sunita Bhardwaj, TGT (Eng.)	
6	Mr. M.S. Kolhatkar, Yoga	
7	Mrs. Hema Datey, PRT	
8	Mr. S.G. Bhagat, PRT	
9	Ms. Preeti	
GARDENING& BEAUTIFICATION		
1	Mr. B.M. Chaware, TGT (Sci.)	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. D.R. Zodape, TGT (SST)	
4	Mrs. Kirti Pantawane, PRT	
5	Mrs. Rasika Bahadure, PRT	
6	Mr. S.G. Bhagat, PRT	
LANGUAGE AND LITERARY CLUB		
1	Mrs. Sunita Bhardwaj, TGT (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	Mr. Rahul Dhanvij, TGT (Eng.)	
3	Mr. Amit Bagde, TGT (Eng.)	
4	Mrs. Pallavi Gajbhiye, PRT	

READERS' CLUB		
1	Mrs. Tarana Sheikh, 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. Mahesh Puri Goswami, PGT (Hindi)	
3	Mr. Amit Bagde, TGT (Eng.)	
4	Mrs. Shilpa Ramteke, PRT	
5	Mrs. Rohini Vaze, 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. C.R. Ramteke, PGT (Phy)	
4	Mrs. Ashlesha Gajbhiye, PGT (Bio)	
5	Mr. B.M. Chaware, TGT (Sci.)	
6	Mrs. Kirti Pantawane, TGT (Bio)	
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	Mr. S.R. Gaikwad, TGT (Maths)	
5	TGT MATHS 1	
LIBRARY CLUB		
1	Mrs. Tarana Sheikh, 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. Mahesh Puri Goswami, PGT (Hindi)	
3	Mr. Amit Bagde	
4	Mrs. Shilpa Ramteke, PRT	
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STAFF CLUB		
1	Mrs. Sunita Bhardwaj, TGT (Eng.)	To create cordial relation among the members of the staff and organize various programmes for their welfare. Proper arrangement and maintenance of teaching aid. To see that necessary teaching aid are purchased and made available.
2	Mrs. Hema Datey, PRT	
3	Mrs. Rasika Bahadure, PRT	
ADVENTURE CLUB/EXCURSION		
1	Mr. J.S. Chouhan, PET	To organize programme to create awareness for protecting the environment.
2	Mr. Kamlesh Routela	
3	Mr. Rahul Dhanvij, TGT (Eng.)	
4	Mrs. Akanksha Gupta, PRT	
5	Mrs. Aparna Kotangale, PRT	
6	Mrs. Pallavi Manwatkar, PRT	
7	Mrs. Prachi Gupta TGT (Hindi)	

PRICIPAL