

S.N.	Name of the Committee
A	STEERING COMMITTEE
	NOTE: Vice Principal is requested to si cleanliness. Duties be allocated to Tea date wise.

B	ACADEMIC CO-ORDINATOR
C	MORNING ASSEMBLY
	MORNING ASSEMBLY (PRIMARY)
D	ADMISSION SECONDARY PRIMARY
E	TIME-TABLE COMMITTEE SECONDARY PRIMARY
F	EXAMINATION CBSE SECONDARY INTERNAL  PRIMARY

G	FEE CONCESSIONS
H	CCA/ HOUSE ACTIVITIES & CELEBRATIONS
	House Masters (HM) SECONDARY
H	PRIMARY CCA
	House Masters (HM) Hou
I	SUBJECT COMMITTEE CONVENORS
	a) SECONDARY
	b) PRIMARY TEACHERS
	c) CO-SCHOLASTIC TEACHER
J	DISCIPLINE COMMITTEE SECONDAR Y & PRIMARY

K	GAMES , SPORTS & YOGA SECONDARY PRIMARY
L	PUBLICATION OF SCHOOL MAGAZINE,SCHOOL DIARY & NEWS LETTERS SECONDARY PRIMARY
M	EXCURSION /ADVENTURE/ FIELD SECONDARY PRIMARY
N	FURNITURE SECONDARY PRIMARY
O	SCOUTING AND GUIDING SECONDARY-SCOUTS SECONDARY-GUIDES PRIMARY - CUBS & BULBUL

P	M & R AND SCHOOL BUILDING  STAFF QUARTERS
Q	TEACHING AIDS - SECONDARY PRIMARY
R	A) AUDIO- VISUAL AIDS - SECONDARY
S	B) COMPUTER LAB SECONDARY PRIMARY
T	WEBSITE UPDATING AND THINKQUEST -SECONDARY
U	UPDATING OF FEES & FINES, ATTENDANCE REGISTER
V	RESOURCE ROOM & CMP
W	LOST & FOUND - SECONDARY

	PRIMARY
X	MEDICAL CHECK-UP ( I TO XII)
	PRIMARY
Y	CLUB ACTIVITES
	SECONDAY
	PRIMARY
Z	SOCIAL SCIENCE EXHIBITION & YOUTH PARLIAMENT / UNESCO
AA	AEP
AB	CLEANLISS AND HYGIENE
	GROUND FLOOR
	FIRST FLOOR SECONDARY WING
	FIRST FLOOR PRIMARY WING
	GROUND FLOOR SECONDARY WING
	FIRST FLOOR PRIMARY WING
	<b>NOTE: HM to allot duties to PRTs for</b>
AC	DECORATION, DRAWING AND PAINTING
AD	GARDENING AND BEAUTIFICATION
AE	PUBLIC RELATIONS OFFICERS VP
AF	HOSPITALITY

AG	LIBRARY BOOK BANK
AH	SCHOLARSHIP COMPETITIVE EXAMS OLYMPIAD
AI	RAJBHASHA
AJ	COUNSELLING AND CAREER GUIDANCE
AK	PURCHASE COMMITTEE
AL	PHOTOGRAPHY
AM	SOUND AND LIGHT SYSTEM
AN	School Grievances Officer
AO	STUDENTS TRANSPORT COMMITTEE
	SECURITY VIDYALAYA CAMPUS

AP	
AQ	SEXUAL HARASSMENT COMMITTEE
AR	DUTY I/C FOR LATE COMERS COMERS SCHOOL SECURITY AND VEHICLE TRANSPORT



**COMMITTEES FOR THE YEAR 20****Name of the Incharge / Member**

(1) MR. SOJAN P JOHN

(2) MR. PRABIR NAG

submit detailed planning / allocation of duties with respect to (e); physical upkeep & teachers as per KVS-HQ letter. The records of supervision of cleanliness etc be maintained

(3) MR. PRABIR NAG

**NOTE: HM is requested to submit planning w.r.t. (C) giving dates and details of workshop with specific objectives. The names of senior PRTs also be given against dates who would be responsible for conducting & evaluating.**

(4) MR. F.D. DEORE (DISCIPLINE I/C) SECONDARY  
MR. PRABIR NAG-PRIMARY

(5) MS. SHRADDHA CHAUHAN (CCAI/C)  
MR.

(6) MRS. RUBY ALI (ADMISSION I/C)  
MRS. MERCY SOJAN  
SH. S.A. TANTAK

(7) MRS. PRATIBHA TOMAR (TIME-TABLE IC)SECONDARY  
MR S.A. TANTAK (TIME-TABLE)

(8) MR. RAJ KUMAR (EXAM I/C) INTERNAL  
MR. ARUN KUMAR CHOUDHARY (EXAM I/C) CBSC  
MR. NILESH KUMAR  
MR. AJAY KUMAR  
MR.PRABIR NAG (I/C) PRIMARY  
SH. S. A. TANTAK (OLYMPIAD)

(9) SCHOOL CAPTAIN (i) BOYS

10) SCHOOL CAPTAIN (ii) GIRLS

PRINCIPAL/MR. RAJKUMAR -SECONDARY  
MRS PRABIR NAG  
PRIMARY  
ALL SUBJECT CONVENORS-MEMBERS

MS.SHRADDHA CHAUHAN (I/C)  
MR PARSHURAM W.  
MRS JAYANTI MISRA  
MR KURVEY  
MR F D DEORE

MRS SANGEETHA NAIR,HM (OVERALL SUPERVISION)  
MR. NAVNATH KEKAN  
MRS SUNITA DUBEY

1) MRS. RUBY ALI (I/C)

2) MR. AJAYKUMAR

3) MRS. MERCY SOJAN (I to III)

4) SH. S. A. TANTAK

1) MRS. PRATHIBHA TOMAR (I/C)

2) MR. AJAYKUMAR

3) MR TANTAK

4) MRS. DEEPIKA PATEL

1) MR. NILESH THANGAN (I/C) CBSE

2) MR ROHIDAS

3) RAJ KUMAR I/C ( INTERNAL EXAM )

4) MR U D JOSHI

5) MR GAIKWAD AND MR MADHE

6) MR. SAINATH AWARE (I/C)

7) MR. DEEPAK

8) R.D. MORE

1) NILESH THANGAN

2) ULHAS JOSHI

1) MS. SHRADDHA CHAUHAN C - CCA COORDINATOR (I/C)

2) MR.PARSHURAM -CO-COORDINATOR

3) ASSIT- COORDINATOR

1) RUBY ALI

2) RASHMI VERMA

3) SANGEETA C

4)

1) MRS. RUKSANA KHAN

2) MR.

3) MRS. RAJNI GADROO

4) MRS.

5) MRS. MERCY B. THOMAS

6) MRS. SUNITA KUMARI DUBEY

PRINCIPAL OVERALL I/C

2) MR. RAJKUMAR

3) Mrs RANJULA

4) MRS. PRATIBHA TOMAR

5) MR. NILESH

6) MRS SANGEETA C

7) MR PRABIR NAG OVERALL I/C

PRINCIPAL

1) MRS JAYANTI MISTRA .

2) MR S L KURVEY,

3) MR F D DEORE

4) MR AJAYKUMAR

1)PRINCIPAL (I/C)

1) MR DEORE F.D.

2) MR. S L KURVEY

3) MR NILESH THANGAN

4) MS SHRADDHA CHAUHAN

5) MRS RASHMI VERMA

6) MR. AJAYKUMAR

7)MR PRABIR NAG

8) MRS MERCY SOJAN

9) RAJNI GADROO

ALL CLASS TEACHERS , CO CLASS TEACHERS

1) MR DEORE F.D (I/C)

2) MR PARSHURAM

3) MR ULHAS JOSHI

4) SPORTS / YOGA COACH

1) ASHWAJEET

2) MR

4) SPORTS COACH

1) MRS SANGEETA I/C

2) MRS RANJULA

3) MS RUBY ALI

4) MR PARSHURAM

5) MR AJAYKUMAR

6) MR. RAM ADHAR

1) MRS RUKHSANA KHAN (NEWS LETTER)- (I/C)

2) MR. DIPAK SAPAKAL ( NEWS LETTER)

1) RAJKUMAR PGT GEO/PGT ECONOMICS(I/C)

2) MRS MADHU BHANDARI

3) MRS. PRATIBHA TOMAR

4) MR VISHNU MUNDE

1) MS RAJNI GADROO

2) MR. SUSHIL JATAV

1) MR.S.L KURVEY

2) Mr. PARSURAM

3) Mr V U PATIL

4) MR G.D MORE

5) MS ANSHU GUPTA

1) MR. RAM ADHAR (I/C)

2)

3) MR. PARSURAM

4) MR VISHNU MUNDE

1) MS. SHRADHA CHAUHAN (I/C)

2) MRS SANGEETA C

3) MRS MADHU BHANDARI

1) MRS RUKHSANA K I/C

- 2) MR S.A.TANTAK
- 3) MR. DATTATRAY G. TELE
- 4) MR. SUSHEL JATAV

- 1) RAJKUMAR
- 2) MR
- 3) MR. S.L. KURVE
- 4) MR AJAYKUMAR

- 6) MR DILIP INGOLE
- 7) MR ROHIDAS BIBVE
- 1) S L KURVEY I/C
- 2) MR. DEEPAK
- 3) MR AJAY KUMAR
- 4) MR. S.A. TANTAK

- 1) MR RAJKUMAR

- 1) MRS SNGEETA C

- 3) MR. S.L. KURVEY

- 1) MRS RASHMI VERMA I/C COMPUTER
- 2) MR NILESH THANGAN

- 4)
- 5)COMPUTER INSTRUCTOR

- 1) MR. RASHMI VERMA I/C
- 2) COMPUTER INSTRUCTOR (SECONDARY)
- 3) MRS SANGEETA C
- 4) MRS. RANJULA

- 1) MR. V U PATIL I/C
- 2) MR. S.L. KURVEY

- 1) MR PRABIR NAG I/C
- 2) MRS

- 1) MR. F.D.DEORE

2) MR DIPAK SAPAKAL

1) MRS. MADHU BHANDARI I/C

2) MR. F.D.DEORE

1) SUNITA KUMARI DUBEY (I/C)

2) MR S.A. TANTAK

1) MS SHRADHA CHAUHAN I/C

2) MRS BINDU ANIL KUMAR

3) MR. ASHOK KUMAR

1) MS SHRADHA CHAUHAN I/C

2) MR.RAJKUMAR

1) MR. RAJKUMAR

2) MRS. MADHU BHANDARI

3) DOCTER/MEDICAL ATTENDANT

1) MRS RUBY ALI I/C MRS MBVS LAXMI

2) MR F D DEORE

3) MR D.G SAWANT

4) MR AJAYKUMAR

5) MR RAM ADHAR

6) MR DILIP JANKAR

**checking of cleanliness of classrooms/ corridors/ departments/ toilet. Keep records**

MR AJAYKUMAR I/C

MRS RUBY ALI

MRS PRATIBHA TOMER

MR RUKHASANA

MRS RINKI

1) MRS MADHU BHANDARI I/C

2) MRS MBVS LAXMI

4) MR. S.L.KURVEY

5) ALL SUB-STAFF

1) MS SHRADHA CHAUHAN I/C

2) MR PRABIR NAG

3) MRS RANJULA

1) MS SHRADHA CHAUHAN

2) MRS MERCY SOJAN

3) MRS RINKI

4)MRS RAJNI

1) MR PRABIR NAG

2) MR DILIP INGOLE

3) MR D G SAWANT

ALL SUBJECT CONVENERS

1) MRS. RUBY ALI I/C

2) MS SANGEETA C

3) MR S L KURVEY

4) MR AJAYKUMAR

1) MRS RANJULA I/C

2) MS. SHRADHA CHAUHAN

2) ALL MEMBERS OF HINDI DEPT.

3) MRS RUKSANA KHAN

4) MS RAJNI GADROO

1) MS SHRADDHA C

VICE PRINCIPAL

MR. RAJKUMAR

MR.KURVEY

HM

MR AJAY

MR VISHNU MUNDE I/C

MR. NAVNATH KEKAN

MR. DIPAK SAPAKAL

MR KURVEY I/C

MR ROHIDAS BIBVE

MS SHRADDHA CHAUHAN (PGT HISTORY)

MR PRABIR NAG

MRS RUBY ALI

MR F.D.DEORE I/C

MR PARSURAM

MR DILIP INGOLE

MRS SUNITA DUBEY

MR F.D DEORE I/C

MR S L KURVEY

MR AJAY

MR. RAJ KUMAR

MR RAM ADHAR

MR DEEPAK

MR U V PATIL

ALL CLASS TEACHER

MRS RUBY ALI

MR PRABIR NAG

MRS. SUSHEELA NARWAL

ALL CLASS TEACHER

MR F.D.DEORE I/C

MR. PARSHURAM

MR. S.L.KURVEY

MR. INGOLE

MRS. SANGETA DUBEY

MRS RANJULA



A O.F. DEHU ROAD, PUNE

2017-2018

**Designation**

PRINCIPAL

PRT

PRT

TGT

(PH&E)

HEADM

ISTRESS

PGT

(HISTORY)

PRT

PGT(CHEMISTRY)

PRT

PRT

PGT(BIO)

PRT

PGT(GEO)

PGT(COMPUTER)

PGT(PHYSICS)

TGT(AE)

PRT

PRT

CLASS XII

CLASS XII

PGT (GEOGRAPHY

) PRT

PGT (HISTORY)

TGT ENG)

MUSIC TEACHER

TGT (WE)

TGT (PHE)

PRT

PRT

PRT

PGT (CHEMISTRY)

TGT (ARTS)

PRT

PRT

PGT (MATHS)

TGT (ARTS)

PRT

PRT

PGT(PHY)

LAB ATTENDANT

PGT (BIO)

TGT (MATHS)

LAB ATTENDANT

PRT

PRT

PGT (PHYSICS)

TGT (MATHS)

PGT (HISTORY)

TGT (ENGLISH)

TGT (HINDI)

PRT

PRT

PRT

PRT

PRT

PRT

PRINCIPAL

PGT (GEOGRAPHY)

CONVENOR (HIN)

PGT (MATHS)

CONVENOR(SCIENCE)

CONVENOR (ENGLISH)

PRT

CONVENOR

MUSIC TEACHER

CONVENOR

TGT(PHE)

TGT (ART)

PRINCIPAL

TGT(PHE)

TGT (WE)

PGT(PHY)

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TGT (SCIENCE)
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UDC
SUB-STAFF
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TGT(SANSKRIT)

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SUB STAFF
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TGT (ART)
TGT(HINDI)
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TGTs
PRT
PRT
PGT (HIS)
VICE PRINCIPAL /PGT(HISTORY)
PGT (GEO)
TGT (WET)
HM
TGT (ART)
TGT (ENG)
PRT                                  PRT
TGT (WET)
LAB ASSISTANT
PGT(HIS)
HEADMASTER
PGT (CHEM)
TGT (P & ED)
TGT (ENG)
PRT
PRT
TGT (PHE)
TGT(WE)
TGT(ART)

PGT (GEO)
TGT (SANSKRIT)
PRT
UDC
PGT(CHEM)
HM
NGO MEMBER
TGT (PHE)
TGT (ENG)
TGT (WET)
PRT
PRT
TGT(HINDI)



**Scope of work**

Duties as per Article 24 of Education code

( Art 26 of Education Code) The Vice Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to her by the Principal, some of which could be as follows:

a) To assist the Principal in matters of academic co-ordination,preparation of school time table,co-ordination of subject Committee meetings,scrutiny of pupils' written work and home assignments,co-ordination of the school examination and timely despatch of progress cards of students to parents,etc.

b)To organise various co-curricular activities of the school including games and physical education.

c)To develop and organise resources of the institution such as the school library,laboratories,teaching aids,etc.

d)To assist the Principal in the purchase of books and journals for library and suitable equipment for laboratories.

e)To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock.Assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.

f)To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.

(1) The Headmaster will be responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties:

a) To function as a Supervisor of the Primary Department.

b) To help and guide the Primary Teachers.

c) To organize workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional programmes suitable to them.

d) To ensure that the teachers' diaries are maintained properly.

e) To ensure that lesson plans/unit plans are prepared regularly.

Implementation of the programme for the improvement of the overall discipline,sports and monitoring of activities

Overall coordination,CCA and ECA (Extra curricular Activities)

Admission work

Time-table and arrangement for teachers on leave.

INTERNAL Examination work

As per KVS expectations

To ensure the overall academic excellence and implement ways and means to improve. ( Art 26 of Education Code)

To coordinate the assembly and its activities.

To coordinate the assembly and its activities.

To follow admission schedule and admission works as per KVS instructions

To frame time table and make daily arrangement of teachers

All works pertaining to conduct of internal and CBSE examinations

To keep a record of fee concessions. To Coordinate with class Teachers / Co Class Teachers and Office.

Plan and organise activities

Plan and organise activities

Plan and organise activities

Plan and organise activities

Plan and organise activities

Plan and organise activities.

HOUSE MASTER

HOUSE MASTER

HOUSE MASTER

HOUSE MASTER

- (1) To conduct the subject committee meetings as per latest instructions from . K.V.S(RO)Mumbai & record minutes.
- (2) To plan and execute programmes to strengthen the subject.
- (3) To decide agenda points as given by undersigned and keep records.
- (4) To permit teachers to write important suggestions / achievements in their own handwriting in the subject committee register.

- 1) To ensure discipline, safety and security.
  - 2) To take up cases of indisciplined students under Art.60
  - 3) Other works assigned
- pertaining to discipline, safety & security.

To plan and organise sports activities as per Art 125 to Art 132 of education code and instructions of KVS.

To take articles etc from students & teachers . Selection of articles etc. Proof reading, printing, Distribution etc.(MOST URGENT) Please start & submit ten articles( by each teacher ) before 21 April 2012.

To plan & organise Education tours/ excursions for all classes

To assess requirement & hire as per requirement of the occasions and as per KVS hire procedure.

To plans & organise activities as per Art 133 of Education code & KVS instructions.

To plan & organise activities as per Art 133 of Education code & KVS

instructions.

To assess and conduct M&R of school building and staff quarter as per KVS instructions .

To assess the requirement well in advance & initiate procurement process.

To assess the requirement well in advance & initiate procurement process.

To ensure proper utilisation of resources and labs to maintain infrastructure & provide support to students.

To ensure updation daily OR as per requirement. Achievements of School to be updated regularly. Coordinator & VPPL to be contacted.

To ensure realisation of fees & fine & Tallying.

To ensure procurement TLM & utilization  
To implement CMP effectively.

To take prompt action as & when matter is reported.

To ensure two medical checkup as per ART 1.34 & communication to parents.

- a) To plan & organize activities
- b) To develop adventure corner in school

To plan & organize activities

To plan & organize activities under AEP as per KVS instructions

- 1) To supervise & monitor cleanliness of classrooms/ corridors/
- 2) To ensure cleanliness of toilets thrice a day.
- 3) To ensure availability of clean drinking water
- 4) To keep record in register.
- 5) Other duties.

To take steps to beautify school as a whole & as well as per occasions.

- 1) To allot areas to classes for developing class gardens.
- 2) To guide and provide expertise and material
- 3) To ensure development and maintenance of gardens.
- 4) Supervise gardener's work

To act as PROs & Liaison between school & public

To extend hospitality to guest, parents as per need and requirement

To run book bank for benefit of students

To provide guidance, support to students and organize activities.

To promote & implement all activities related to "Rajbhasha – Hindi"

To provide guidance & counselling, Career talks etc.

To ensure purchase as per procedure, need & requirement

To take photos on all important Occasions, Meets, Talks, Days etc.  
To ensure updation on web

To procure/ hire of such material as & when needed

. To act as Grievances Officer for redressal of grievances.

To keep check and collect information of Van/Auto drivers and record of students coming by private transportation, maintain register of vehicles with details of drivers , van and students etc.

To supervise security of the Vidyalaya and its inventories, duties of gaurds and overall supervision of the Vidyalaya campus

To supervise security of the Vidyalaya and its inventories, duties of gaurds and overall supervision of the Vidyalaya campus

To supervise security of the Vidyalaya and its inventories, duties of gaurds and overall supervision of the Vidyalaya campus



