

# केन्द्रीय विद्यालय क्र. ३, मच्छे, बेलगावी 590014

KENDRIYA VIDYALAYA NO.3, MACHHE, BELAGAVI 590014

## **Distribution of Departments (2019-20)**

Sl.No.	DEPARTMENT	DUTY ASSIGNED
1.	<b>TIME TABLE</b>	
	1. Ms. Bhawna, PRT (I/C) 2. Mr. Diana, PRT	To prepare the time table as per KVS norms and stream line Vidyalaya academic task/target
2.	<b>ADMISSION</b>	
	1. Mr. Rajesh Wale, TGT(WE) (I/C) 2. Mr. Sunil Adsule, TGT(PH&E) 3. Ms. Shalini Ponia, PRT	Duty assigned to complete the admission process as per KVS guide lines and update the website with the day to day admission.
3.	<b>FURNITURE</b>	
	1. Mr. Sunil Adsule, TGT(PH&E) (I/C) 2. Mr. Subir Mukhopadhyay, Librarian 3. Mr. Rahul, PRT	To purchase and maintain Vidyalaya furniture
4.	<b>LIBRARY</b>	
	1. Mr. Subir Mukhopadhyay, Librarian I/C) 2. Ms. Mira Kumari, PRT 3. Ms. Shobha, TGT(Hindi) 4. Mr. Jinendra, TGT (Eng) 5. Ms. Sony, TGT (Maths) 6. Ms. Vasundhara, TGT (SST)	To plan and decide about the purchase of the book and maintain the same systematically
5.	<b>CLEANLINESS COMMITTEE</b>	
	1. Mr. Sunil Adsule, TGT (PH&E) (I/C) 2. Ms. Kavita Yadav, TGT (AE) 3. Ms. Jaishila, PRT (Music) 4. Mr. Gurunath, PRT	To monitor the cleanliness of the Vidyalaya campus including toilets. To maintain the service rendered by the conservancy agency and to maintain the record. Tiles, Cemented work labour, Glass fitting, Wash Basin should be fixed in the toilets
6.	<b>VIDYALAYA BEAUTIFICATION / GARDENING</b>	
	1. Ms. Kavita Yadav, TGT (AE) (I/C) 2. Ms. Jaishila PRT (Music) 3. Ms. Mira kumari , PRT 4. Ms. Dhanushree, TGT (Science) 5. Mr. Gurunath ,PRT	Look after the beautification of the Vidyalaya and the surrounding and go ahead with 'Go Green Programme'

7.	<b>GAMES &amp; SPORTS</b>	
	1. Mr. Sunil Adsule, TGT(PH&E) (I/C) 2. Ms. Shobha, TGT (Hindi) 3. Mr. Rahul, PRT 4. Ms. Shalini Ponia, , PRT	To plan different activities related to games & sports though out the year. Select the student for cluster, regional and national competition. Impart health education mass PT for physical fitness.
8.	<b>MATHEMATICS (KVS), CBSE OLYMPIAD AND OTHER OUTSIDE COMPETITIONS/MATHLAB.</b>	
	1. Ms. Kavita Yadav, TGT (AE) (I/C) 2. Ms. Sony, TGT (Maths) 3. Ms. Diana, , PRT	To plan and organize the test encourage the students regarding the competition and test and maintain records.
9.	<b>CCA COMMITTEE</b>	
	1. Mr. Subir Mukhopadhyay, Librarian(I/C) 2. Ms. Bhawna, PRT <b>House Masters-</b> <u><b>SHIVAJI HOUSE</b></u> 1. Ms. Sony TGT ( Maths) House Master( Sec) 2. Mr. Rahul PRT House Master (Pri.) <b>Associate House Masters :-</b> 1. Mrs. Vasundhara TGT( Soc.Sc) 2. Ms. Jaishila PRT (Music) 3. Ms. Shalini PRT <u><b>TAGORE HOUSE</b></u> 1. Aditya TGT ( Skt), House Master (Sec.) 2. Ricky PRT, House Master (Pri.) <b>Associate House Masters :-</b> 1. Mr. Rajesh Wale TGT (W.E) 2. Ms. Dhanashree TGT (SCI) 3. Ms. Mira PRT <u><b>ASHOKA HOUSE</b></u> 1. Mrs. Kavita Yadav TGT (A.E) House Master (Sec.) 2. MR. Prakash PRT House Master ( Pri.) <b>Associate House Masters :-</b> 1. Mr. Dattu PRT 2. Mr. Sunil TGT (PHE) 3. Ms. Neha PRT <u><b>RAMAN HOUSE</b></u> 1. Ms. Shobha TGT (Hin) House Master( Sec) 2. Mr. Gurunath PRT, House Master ( Pri.) <b>Associate House Masters :-</b> 1. Mrs. Kavita Shetty Comp. Ins 2. Mr. Jinendra TGT (Eng) 3. Mrs. Diana PRT 4. Mrs. Latha Joshi PRT	To divide the students into 4 houses to plan different CCA Activities for the Year and conduct those during CCA period every week and maintain necessary record related to CCA activities.  To plan & organized morning assembly in proper way & up to the mark, house activities should be cleared. House duty should be given to the students on Friday for next week. To plan and decide the date for CCA activities as per decided date of competition and prize purchasing. To prepare the students for the outside literary and cultural activities

<b>10.</b>	<b>SCOUT &amp; GUIDE</b>	
	<b>Secondary :</b> 1. Mr. Subir Mukhopadhyay, Librarian I/C) 2. Ms. Neha, PRT <b>Primary:</b> 3. Mr. Ricky, PRT (I/C) 4. Ms. Jaishila, PRT (Music) 5. Ms. Mira Kumari, PRT	Troop Leader  To plan different activities related to scout and guide . Preparing the students for different levels like dwitiya sopan, tritya sopan,Rajya Purskar, Rastrapati Award and testing camps.
<b>11.</b>	<b>EXAMINATION I/C</b>	
	<b>Secondary :</b> 1. Ms. Vasundhara, TGT (SST) I/C 2. Ms. Shobha, TGT (Hindi) <b>Primary:</b> 3. Ms. Neha, PRT I/C 4. Mr. Ricky , PRT	Conduction of formative & summative assessment, time wise without along with proper maintained records.  To help to conduct different exam and test like unit test, half yearly and session ending exams. To prepare results analysis and performance index. To maintain necessary records related to exams.
<b>12.</b>	<b>SCIENCE COMMITTEE</b>	
	1. Ms. Dhanushree, TGT(Science) I/C 2. Ms. Bhawna , PRT	To conduct Olympiad and other competitions related to science. To prepare and guide the students for making exhibits and models in Science at Vidyalaya level, cluster level, regional level and national level exhibitions.
<b>13.</b>	<b>SOCIAL SCIENCE COMMITTEE</b>	
	1. Ms. Vasundhara, TGT(SST) (I/C) 2. Ms. Shobha TGT(Hindi) 3. Mr. Aditya, TGT (Skt) 4. Mr. Latha Joshi PRT 5.Mr. Ricky , PRT	To conduct social science competitions and other competitions related to social science. To prepare and guide the students for making models exhibits for social science exhibitions at Vidyalaya cluster, regional and national level exhibitions.
<b>14.</b>	<b>MAGAZINE SAMITI</b>	
	1. Ms. Mira Kumari , PRT (I/C) 2. Ms. Kavita Yadav, TGT (AE) 3. Mr. Subir Mukhopadhyay, Librarian 3. Ms. Shobha TGT(Hindi) 4. Mr. Aditya, TGT (Skt) 5. Mr. Jinendra, TGT (Eng) 6. Mr. Gurunath , PRT	To design the Vidyalaya patrika, to motivate the students, to write articles, poem and to compile to make it ready for printing publication and distribution.
<b>15.</b>	<b>DISCIPLINE COMMITTEE</b>	
	1. Mr. Sunil Adsule, TGT (P&HE) (I/C) 2. Mr. Rajesh Wale, TGT(WE) 3. Ms. Vasundhara, TGT(SST) 4. Ms. Kavita Yadav, TGT (AE) 5. Mr. Rahul , PRT 6. Ms. Neha , PRT	To look after the discipline and work including human values.

<b>16.</b>	<b>PURCHASE COMMITTEE</b>	
	1. Mr. Rajesh Wale, TGT (WE) (I/C) 2. Ms. Kavita Yadav, TGT (AE) 3. Ms. Jaishila, PRT (Music) 4. Mr. Sunil Adsule, TGT(P&HE)	To plan and take up purchase procedure for Procurement of material for the Vidyalaya as per KVS Norms.
<b>17.</b>	<b>MAINTENANCE AND REPAIR WORK</b>	
	1. Mr. Rajesh Wale, TGT (WE) (I/C) 2. Mr. Sunil Adsule, TGT(P&HE) 3. Ms. Ricky, PRT	To look after repairs and maintenance work in the Vidyalaya as per annual plan/ white wash of the buildings.
<b>18.</b>	<b>TEACHING AIDS</b>	
	1. Ms. Shalini Ponia, PRT (I/C) 2. Ms. Dhanushree, TGT(Science)	To prepare and maintain teaching aids require for each and every subjects and make available the same to the teacher for the classroom teaching.
<b>19.</b>	<b>FIRST AIDS AND HEALTH CHECK-UP</b>	
	1. Mr. Sunil Adsule, TGT(P&HE) (I/C) 2. Ms. Kavita Yadav, TGT (AE) 3. Mr. Dattu, PRT	To provide first aid facilities to the students, and provide help to conduct to health check up in the Vidyalaya.
<b>20.</b>	<b>RAJ BASHA SAMITTEE</b>	
	1. Ms. Shobha TGT (Hindi) (I/C) 2. Mr. Neha, PRT 3. Mr. Ricky, PRT	As per KVS norms implement the task, target of Raj Bhasha HINDI and work for national language.
<b>21.</b>	<b>VIDYALAYA WEBSITE COMMITTEE</b>	
	1. Ms. Kavita Shetty (Comp. Inst.) (I/C) 2. Ms. Bhawna, PRT	Maintain up to date should be ensured time to time each monthly report should be submit to the regional office on last day of the month or 1st day of the month without any further instructions.
<b>22.</b>	<b>ADOLESCENCE COMMITTEE</b>	
	1. Ms. Vasundhara, TGT (SST) (I/C) 2. Mr. Sunil Adsule, TGT(P&HE) 3. Ms. Sony, TGT(Maths) 4. Ms. Mira Kumari, PRT	To encourage the maximum participation. Guest lecture should be invited time to time. To plan different activities relate AEP.
<b>23.</b>	<b>COUNSELLING AND GUIDANCE</b>	
	1. Ms. Jaishila, PRT (Music) (I/C) 2. Ms. Kavita Yadav, TGT (AE)	counselling & guidance to the students
<b>24.</b>	<b>PRESS AND PUBLICATION</b>	
	1. Mr. Subir Mukhopadhyay, TGT (Lib) (I/C) 2. Mr. Sunil Adsule, TGT(P&HE) 3. Ms. Rahul, PRT 4. Ms. Kavita Shetty, (Comp Inst.)	To publish the important matters of the Vidyalaya well within the stipulated time. News should be forwarded after the function for coverage image of each Vidyalaya function.

<b>25.</b>	<b>PRIMARY NEWS LETTERS EDITORIAL BOARD</b>	
	1. Ms. Bhawna , PRT (I/C) 2. Ms Diana , PRT 3. Ms. Dattu , PRT 4. Mr. Prakash , PRT 5. Mr. Gurunath , PRT	News letters should be published in time. To plan & design the newsletter head quarterly to motivate the studies to write articles.
<b>26.</b>	<b>EXCURSION / TOUR</b>	
	1. Mr. Rajesh Wale, TGT(WE) (I/C) 2. Mr. Sunil Adsule, TGT(P&HE) 3. Ms. Vasundhara (TGT-SST) 4. Mr. Prakash, PRT 5. Ms. Shalini Ponia , PRT	To plan different activities for excursion/ tour & date should be fixed for excursion.
<b>27.</b>	<b>CMP</b>	
	1. Ms. Neha , PRT (I/C) 2. Mr. Ricky, PRT	To plan programme for qualitative improvement to primary education.
<b>28.</b>	<b>INCOME- TAX / TDC, PAYBILL</b>	
	1. Mr. Rajesh Wale, TGT(WE) (I/C) 2. Mr. Subir Mukhopadhyay, TGT (Lib) 3. Mr. Mallappa, JSA	To plan & complete the income tax details in time & return should be submit in time
<b>29.</b>	<b>GRIEVANCE REDRESSAL COMMITTEE</b>	
	1. Mr. Rajesh Wale, TGT(WE) (I/C) 2 Mr. Sunil Adsule, TGT (PH&E) 3. Ms. Vasundhara, TGT(SST)	Ensure no corporal punishment is given to any child inside school.
<b>30.</b>	<b>SHALA DARPAN</b>	
	1. Ms. Kavita Shetty (Comp.Inst.) 2. Ms. Mira Kumari , PRT	Plan, implement & complete Shaladarpan related work/ Instruction
<b>31.</b>	<b>UBI FEE COLLECTION</b>	
	1. Ms. Kavita Shetty (Comp.Inst.) 2. Ms. Diana , PRT 3. All Class Teachers	Maintain record of Fee Collection, Prepare & Submit report to RO.
<b>32.</b>	<b>OFFICE COMMITTEE</b>	
	1. Mr. Rajesh Wale, TGT(WE) (I/C) 2. Mr. Mallappa (JSA) 3. Ms. Kavita Shetty (Comp Inst.)	Maintain record of inward, outward letters, Sending Report to RO of GPF, NPS, EWS, Enrolment, Vacancy Position, infrastructure & all other office work.
<b>33.</b>	<b>SEXUAL HARASSMENT</b>	
	1. Ms. Vasundhara, TGT (SST) (I/C) 2. Ms. Kavita Yadav, TGT (AE) 3. Mr. Rajesh Wale (TGT-WE)	

<b>34.</b>	<b>FILM SHOW</b>	
	1. Ms. Mira kumari , PRT (I/C) 2. Mr. Gurunath , PRT	
<b>35.</b>	<b>AWAKENED CITIZEN PROGRAMME</b>	
	1. Mr. Rajesh Wale, TGT(WE) 2. Mr. Subir Mukhopadhyay, Librarian 3. Ms. Kavita Yadav, TGT (AE)	
<b>36.</b>	<b>AEP</b>	
	1. Ms. Vasundhara, TGT (SST) (I/C) 2. Mrs. Kavita Yadav TGT (A.E)	
<b>37.</b>	<b>BACKTO BASICS</b>	
	1. Ms. Vasundhara, TGT (SST) (I/C) 2. Ms. Neha, PRT	
<b>38.</b>	<b>ICT AND COMPUTER</b>	
	1. Ms. Neha , PRT (I/C) 2. Ms. Mira Kumari , PRT 3. Ms. Kavita Shetty (Comp Inst.)	
<b>39.</b>	<b>INTEGRITY CLUB</b>	
	1. Ms. Vasundhara, TGT(SST) (I/C) 2. Ms. Shobha, TGT (Hindi) 3. Mr. Bhawna, PRT 4. Mr. Gurunath, PRT	To plan different activities related to integrity awareness and execute programs related to integrity of the children record.
<b>40.</b>	<b>LITERATURE CLUB</b>	
	1.Mr. Aditya, TGT (Skt) 2. Mr. Jinendra, TGT (Eng) 3. Mr. Prakash PRT 4. Ms. Diana, PRT 5. Ms. Lata Joshi, PRT	
<b>41.</b>	<b>NATURE CLUB / SC.CLUB / ECO CLUB</b>	
	1. Ms. Dhanushree TGT (Science) 2. Mr. Dattu PRT 3. Ms. Kavita Yadav, TGT (AE) 4. Ms. Shalini Ponia , PRT 5. Ms. Kavita Shetty (Comp Inst.)	To plan different activities related to environment awareness and execute program for environmental protection and to maintain separate record.

<b>42.</b>	<b>MATHS CLUB</b>	
	1. Ms. Sony, TGT (Maths) 2. Mr. Rajesh Wale, TGT(WE) 3. Mr. Sunil TGT (PHE) 4. . Mr. Rahul, PRT	
<b>43</b>	<b>SUBJECT COMMITTEE CONVENORS</b>	
	1. English - Mr. Jinendra TGT ( Eng) 2. Soc. Science – Mrs. Vasundhara TGT (Soc. Sci) 3. Maths- Ms. Sony TGT (Maths) 4. Science – Ms. Dhanashree TGT (Sci)	
<b>44.</b>	<b>ACADEMIC COMMITTEE</b>	
	1. Ms. Vasundhara, TGT(SST) (I/C) 2. Mr. Jinendra, TGT (Eng) 3. Ms. Dhanushree TGT (Science) 4. Ms. Shobha, TGT (Hindi) 5. Ms. Sony, TGT(Maths) 6. Ms. Neha , PRT	
<b>45.</b>	<b>ASSEMBLY AND CELEBRATION COMMITTEE</b>	
	1.Mr. Subir Mukhopadhyay, Librarian 2.Ms. Bhawana PRT 3. Ms. Diana PRT	