

केन्द्रीय विद्यालय क़बेलगावी ,मच्छे ,३ . 590014
KENDRIYA VIDYALAYA NO.3, MACHHE, BELAGAVI 590014

Distribution of Departments (2021-22)

Sl.No.	DEPARTMENT	DUTY ASSIGNED
1.	TIME TABLE	
	1. Ms. Mira Kumari, (PRT) (I/C) 2. Mr. Suraj Uniyal, (TGT – Skt) 3. Ms. Tripti Gupta (PRT)	To prepare the time table as per KVS norms and stream line Vidyalaya academic task/target
2.	ADMISSION	
	1. Mr. Sunil Adsule, (TGT - PH&E) (I/C) 2. Mrs. Shalini Ponia, (PRT) 3. Mr. Ricky (PRT) 4. Mrs. Kavita Shetty (Comp. Instr.)	Duty assigned to complete the admission process as per KVS guide lines and update the website with the day to day admission.
3.	FURNITURE	
	1. Mr. Sunil Adsule, (TGT - PH&E) (I/C) 2. Mr. Kajod Koli (TGT –SST) 3. Mr. Gurunath Kulam (PRT)	To purchase and maintain Vidyalaya furniture
4.	LIBRARY	
	1. Ms. Mira Kumari, (PRT) (I/C) 2. Mr. Ricky (PRT) 3. Mrs. Divya Upadhyay (TGT - Hindi) 4. Mrs. Meenakshi Choudhary (TGT-English) 5. Mr. Sarvan Kumar (TGT – Maths) 6. Mr. Kajod Koli (TGT - SST)	To plan and decide about the purchase of the book and maintain the same systematically
5.	CLEANLINESS COMMITTEE	
	1. Mr. Sunil Adsule, (TGT - PH&E) (I/C) 2. Mrs. Kavita Yadav (TGT-AE) 3. Ms. Jaishila (PRT- Music) 4. Mr. Gurunath Kulam (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.	VIDYALAYA BEAUTIFICATION / GARDENING	
	1. Mrs. Kavita Yadav, (TGT -AE) (I/C) 2. Ms. Jaishila (PRT-Music) 3. Ms. Neha (TGT – Science) 4. Mrs. Jyoti Patil (PRT)	Look after the beautification of the Vidyalaya and the surrounding and go ahead with 'Go Green Programme'

7.	GAMES & SPORTS	
	1. Mr. Sunil Adsule, (TGT - PH&E) (I/C) 2. Mrs. Kavita Yadav, (TGT -AE) 3. Mrs. Shalini Ponia, (PRT) 4. Ms. Netravati (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.	CBSE OLYMPIAD AND OTHER OUTSIDE COMPETITIONS	
	1. Ms. Kavita Yadav, (TGT -AE) (I/C) 2. Ms. Meenakshi Choudhary, (TGT-English) 3. Mrs. Shalini Ponia,(PRT)	To plan and organize the test encourage the students regarding the competition and test and maintain records.
9.	MATH LAB / MATHS OLYMPIAD:	
	1. Mr. Sarvan Kumar, TGT (Maths) (I/C) 2. Ms. Netravati (PRT) 3. Ms. Tripti Gupta (PRT)	To plan and organize the test encourage the students regarding the competition and test and maintain records.
10.	CCA COMMITTEE	
	1. Mrs. Divya Upadhyay, TGT (Hindi) (I/C) 2. Ms. Tripti, PRT (Co-ordinator) 3. Mr. Suraj Uniyal (TGT SKT.) (Co-ordinator) <p><u>1. House- Shivaji (Red)</u></p> 1.Mr. Sarvan (TGT Maths) I/C sec. 2. Ms. Asha Bades (PRT) 3. Ms. Tripti(PRT) I/C primary 4. Ms. Jaishila (PRT music) <p><u>2.House- Raman (Blue)</u></p> 1.Mr. Kajod Koli (TGT -SST) I/C sec. 2.Ms. Veena Naganur (TGT - Maths) 3. Mrs. Shalini (PRT) I/C primary 4. Mrs. Kavita Shetty (Comp.Inst.) 5. Ms. Netravati (PRT) <p><u>3.House- Ashoka (yellow)</u></p> 1.Mrs. Kavita Yadav (TGT -AE) I/C sec. 2.Mr. Sunil (TGT- P&HE) 3.Ms. Mira (PRT) I/C primary 4. Mr. Gurunath (PRT) <p><u>4. House- Tagore (Green)</u></p> 1. Ms. Neha (TGT - Science) I/C sec. 2.Mr. Suraj Uniyal (TGT Skt.) 3.Mr. Ricky (PRT) I/C primary 4. Mrs. Jyoti Patil (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. <p>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</p>

11.	SCOUT & GUIDE	
	1. Mr. Ricky, (PRT) (I/C) 2. Ms. Jaishila, (PRT -Music) 3. Ms. Mira Kumari, (PRT) 4. Mrs. Divya Upadhyay, (TGT - Hindi) 5. Mr. Suraj Uniyal (TGT SKT.)	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.
12.	EXAMINATION I/C	
	Secondary : 1. Mr. Sarvan Kumar, (TGT -Maths) I/C 2. Mr. Kajod Koli, (TGT-SST) Primary: 3. Mr. Ricky , (PRT) I/C 4. Mrs. Shalini Ponia, (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.
13.	SCIENCE COMMITTEE	
	1. Ms. Neha, (TGT - Science) I/C 2. Mr. Sarvan Kumar, (TGT -Maths) 3. Mrs. Shalini Ponia, (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.
14.	SOCIAL SCIENCE COMMITTEE	
	1. Mr. Kajod Koli, (TGT -SST) (I/C) 2. Mr. Suraj Uniyal, (TGT - SKT) 3. Ms. Jaishila, (PRT - Music) 4. Mrs. Kavita Yadav, (TGT -AE)	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.
15.	MAGAZINE SAMITI	
	1. Ms. Mira Kumari , PRT (I/C) 2. Mrs. Kavita Yadav, (TGT - AE) 3. Mrs. Divya Upadhyay, (TGT - Hindi) 4. Mrs. Meenakshi Choudhary (TGT-English) 5. Mr. Suraj Uniyal, (TGT-SKT)	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.
16.	DISCIPLINE COMMITTEE	
	1. Mr. Sunil Adsule, (TGT - P&HE) (I/C) 2. Mr. Suraj Uniyal, (TGT - SKT) 3. Mrs. Kavita Yadav, (TGT - AE) 4. Mr. Sarvan Kumar, (TGT -Maths) 5. Mrs. Shalini Ponia, PRT	To look after the discipline and work including human values.

17.	PURCHASE COMMITTEE	
	1. Mr. Sunil Adsule, (TGT - P&HE) (I/C) 2. Mrs. Kavita Yadav, (TGT - AE) 3. Mr. Ricky, (PRT) 4. Ms. Mira Kumari, (PRT)	To plan and take up purchase procedure for Procurement of material for the Vidyalaya as per KVS Norms.
18.	MAINTENANCE AND REPAIR WORK	
	1. Mr. Sunil Adsule, (TGT - P&HE) (I/C) 2. Mr. Ricky, PRT 3. Mr. Sarvan Kumar, (TGT -Maths)	To look after repairs and maintenance work in the Vidyalaya as per annual plan/ white wash of the buildings.
19.	TEACHING AIDS	
	1.Mrs. Shalini Ponia , PRT (I/C) 2. Ms. Neha, (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.
20.	FIRST AIDS AND HEALTH CHECK-UP	
	1. Mr. Sunil Adsule, (TGT- P&HE) (I/C) 2. Mrs. Kavita Yadav, (TGT - AE) 3. Mrs. Jyoti Patil (PRT)	To provide first aid facilities to the students, and provide help to conduct to health check up in the Vidyalaya.
21.	RAJ BASHA SAMITTEE	
	1. Mrs. Divya (TGT -Hindi) (I/C) 2. Mr. Ricky (PRT) 3. Mr. Suraj Uniyal, (TGT-SKT) 4. Mr. Gurunath Kulam (PRT) 5. Ms. Mira Kumari (PRT)	As per KVS norms implement the task, target of Raj Bhasha HINDI and work for national language.
22.	VIDYALAYA WEBSITE COMMITTEE	
	1. Mrs. Kavita Shetty (Comp. Inst.) (I/C) 2. Mr. Ricky (PRT) 3. Mr. Surya Bhilware (JSA)	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.
23.	A.E.P	
	1. Mrs. Kavita Yadav, (TGT -AE) (I/C) 2. Mr. Sunil Adsule, (TGT - P&HE)	To encourage the maximum participation. Guest lecture should be invited time to time. To plan different activities relate AEP.
24.	COUNSELLING AND GUIDANCE	
	1. Ms. Jaishila, (PRT - Music) (I/C) 2. Mrs. Kavita Yadav, (TGT - AE)	counselling & guidance to the students
25.	PRESS AND PUBLICATION	
	1. Mr. Sunil Adsule, (TGT- PH&E) (I/C) 2. Mrs. Meenakshi (TGT -English)	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.

26.	PRIMARY NEWS LETTERS EDITORIAL BOARD	
	1. Ms. Mira Kumari, (PRT) (I/C) 2. Ms. Tripti, (PRT) 3. Mr. Ricky (PRT) 4. Mrs. Shalini Ponia (PRT)	News letters should be published in time. To plan & design the newsletter head quarterly to motivate the studies to write articles.
27.	EXCURSION / TOUR	
	1. Mr. Sunil Adsule, (TGT - P&HE) (I/C) 2. Mr. Kajod Koli (TGT-SST) 3. Mr. Ricky (PRT) 5. Ms. Mira Kumari (PRT)	To plan different activities for excursion/ tour & date should be fixed for excursion.
28.	CMP	
	1. Ms. Mira Kumari, PRT (I/C) 2. Mr. Ricky, PRT	To plan programme for qualitative improvement to primary education.
29.	INCOME- TAX / TDC, PAY BILL	
	1. Mr. Sunil Adsule, (TGT -P&HE) (I/C) 2. Mr. Surya, JSA	To plan & complete the income tax details in time & return should be submit in time
30.	GRIEVANCE REDRESSAL COMMITTEE	
	1. Mr. Sunil Adsule, (TGT- P&HE) (I/C) 2. Mrs. Kavita Yadav, (TGT - AE) 3. Mrs. Divya Upadhyay, (TGT – Hindi)	Ensure no corporal punishment is given to any child inside school.
31.	SHALA DARPAN / SATS	
	1. Ms. Kavita Shetty (Comp. Inst.) 2. Ms. Tripti, PRT 3. Mr. Suraj Uniyal (TGT – SKT)	Plan, implement & complete Shaladarpan / SATS related work with help of class teachers.
32.	UBI FEE COLLECTION	
	1. Ms. Kavita Shetty (Comp.Inst.) 2. Mr. Sarvan Kumar, (TGT - Maths)	Maintain record of Fee Collection, Prepare & Submit report to RO.
33.	OFFICE COMMITTEE	
	1. Mr. Kajod Koli, (TGT – SST) (I/C) 2. Mr. Surya (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.
34.	SEXUAL HARASSMENT	
	1. Ms. Kavita Yadav, (TGT - AE) (I/C) 2. Mr. Sarvan Kumar (TGT - Maths) 3. Mrs. Divya U, (TGT - Hindi)	

35.	FILM SHOW	
	1. Mrs. Shalini Ponia, PRT (I/C) 2. Ms. Tripti Gupta (PRT)	
36.	AWAKENED CITIZEN PROGRAMME	
	1. Mr. Kajod Koli, (TGT – SST) 2. Mrs. Kavita Yadav, (TGT - AE) 3. Mr. Suraj Uniyal (TGT - Sanskrit) 4. Mrs. Meenakshi C, (TGT - English)	
37.	PISA	
	1. Mrs. Meenakshi C, (TGT -English) (I/C) 2. Mr. Sarvan Kumar, (TGT - Maths) 3. Ms. Neha, (TGT -Science)	
38.	ICT AND COMPUTER	
	1. Ms. Tripti , PRT (I/C) 2. Mrs. Kavita Shetty (Comp Inst.)	
40.	INTEGRITY CLUB	
	1. Ms. Kajod Koli, (TGT -SST) (I/C) 2. Mrs. Kavita Yadav, TGT (AE) 3. Mrs. Jyoti Patil, (PRT)	To plan different activities related to integrity awareness and execute programs related to integrity of the children record.
41.	LITERATURE CLUB	
	1.Mr. Suraj Uniyal, (TGT - Skt) 2. Mrs. Meenakshi, (TGT - Eng) 3. Mrs. Divya U, (TGT - Hindi)	
42.	NATURE CLUB / SC.CLUB / ECO CLUB	
	1. Ms. Neha, (TGT – Science) 2. Mr. Sunil Adsule, (TGT - P&HE) 3. Ms. Netravati (PRT)	To plan different activities related to environment awareness and execute program for environmental protection and to maintain separate record.
43.	MATHS CLUB	
	1. Mr. Sarvan, TGT (Maths) 2. Ms. Tripti Gupta (PRT)	

44.	SUBJECT COMMITTEE CONVENORS	
	<ol style="list-style-type: none"> 1. English - Mrs. Meenakshi, (TGT -English) 2. Soc. Science / Science – Mr. Kajod Koli, (TGT- SST) 3. Maths- Mr. Sarvan, (TGT - Maths) 4. Hindi & Sanskrit – Mrs. Divya, (TGT - Hindi) 	
45.	ACADEMIC COMMITTEE	
	<ol style="list-style-type: none"> 1. Mrs. Meenakshi, (TGT -English) 2. Mrs. Divya Upadhyay, (TGT -Hindi) 3. Mr. Sarvan, (TGT- Maths) 4. Ms. Neha (TGT- Science) 5. Mr. Kajod Koli, (TGT - SST) 6. Ms. Ricky , (PRT) 	
46.	ASSEMBLY AND CELEBRATION COMMITTEE	
	<ol style="list-style-type: none"> 1. Mrs. Meenakshi, (TGT - English) (I/C) 2. Ms. Tripti, (PRT) 3. Mr. Suraj (TGT -Sanskrit) 	