

Distribution of Departments (2018-19)

Sl.No.	DEPARTMENT	DUTY ASSIGNED
1.	TIME TABLE	
	1. Ms. Vasundhara (SST-TGT) (I/C) 2. Mr. Subir Mukhopadhyay (TGT -LIB)	To prepare the time table as per KVS norms and stream line Vidyalaya academic task/target
2.	ADMISSION	
	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.	FURNITURE	
	1. Mr. Sunil Adsule, TGT(PH&E) (I/C) 2. Mr. Subir Mukhopadhyay (TGT -LIB) 3. Mr. Rahul (PRT)	To purchase and maintain Vidyalaya furniture
4.	LIBRARY	
	1. Mr. Subir Mukhopadhyay (TGT -LIB) (I/C) 2. Ms. Mira Kumari, (PRT)	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. Ms. Latha Joshi (PRT) 3. Ms. Dipika (TGT-Eng.)	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. Ms. Jaishila (PRT-Music) (I/C) 2. Ms. Mira kumari (PRT) 3. Ms. Deepa Vichare (TGT-Science) 4. Ms. Kavita (Comp. Inst.)	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. Ms. Shobha (TGT- Hindi) 3. Mr. Rahul (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.	MATHEMATICS (KVS), CBSE OLYMPIAD AND OTHER OUTSIDE COMPETITIONS/MATH LAB.	

	<p>1. Ms. Sony (TGT-Maths) (I/C) 2. Ms. Dipika (TGT-Eng.) 3. Ms. Diana, (PRT)</p>	To plan and organize the test encourage the students regarding the competition and test and maintain records.
9.	CCA COMMITTEE	
	<p>1. Ms. Latha Joshi, PRT (I/C) 2. Ms. Dipika (TGT-Eng.) House Masters- 1. Shivaji (Red) 1. Ms. Shobha 2. Mr. Ricky 2. Tagore (Green) 1. Ms. Dipika S. 2. Ms. Neha 3. Ashoka (Yellow) 1. Mr. Subir M. 2. Ms. Mira Kumari 4. Raman (Blue) 1. Ms. Deepa V. 2. Ms. Bhawna</p>	<p>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> <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>
10.	SCOUT & GUIDE	
	<p>1. Mr. Sunil Adsule, TGT (PH&E) (I/C) (Secondary) 2. Ms. Jaishila (PRT-Music) 3. Ms. Latha Joshi. (Cub) 4. Ms. Mira Kumari, PRT (Bulbul)</p>	<p>Troop Leader</p> <p>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.</p>
11.	EXAMINATION I/C	
	<p>1. Ms. Vasundhara, TGT (SST), I/c (Secondary) 2. Ms. Shobha (TGT- Hindi) 3. Ms. Neha, I/c (Primary) 4. Mr. Ricky (PRT)</p>	<p>Conduction of formative & summative assessment, time wise without along with proper maintained records.</p> <p>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.</p>
12.	SCIENCE COMMITTEE	
	<p>1. Ms. Deepa Vichare (TGT-Science) I/c 2. Ms. Bhawna (PRT)</p>	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.
13.	SOCIAL SCIENCE COMMITTEE	
	<p>1. Ms. Vasundhara, TGT(SST) (I/C) 2. Ms. Shobha TGT(Hindi) 3. Ms. Suvarna (TGT-Sank.) 4. Mr. Ricky (PRT)</p>	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.

14.	MAGZINE SAMITI	
	1. Ms. Latha Joshi (PRT) I/c 2. Mr. Subir Mukhopadhyay (TGT -LIB) 3. Ms. Shobha TGT(Hindi) 4. Ms. Suvarna, TGT (Skt) 5. Ms. Dipika TGT (Eng) 6. Mr. Uday Patil (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.
15.	DISCIPLINE COMMITTEE	
	1. Mr. Sunil Adsule, TGT (P&HE) (I/C) 2. Ms. Latha Joshi (PRT) 3. Mr. Rahul (PRT) 4. Ms. Neha (PRT) 5. Mr. Rajesh Wale, TGT(WE) (I/C) 6. Ms. Vasundhara, TGT(SST)	To look after the discipline and work including human values.
16.	PURCHASE COMMITTEE	
	1. Mr. Rajesh Wale (I/C) 2. Ms. Vasundhara, TGT(SST) 3. Ms. Bhawna (PRT) 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.
17.	MAINTENANCE AND REPAIR WORK	
	1. Mr. Rajesh Wale (I/C) 2. Mr. Sunil Adsule TGT(P&HE) 3. Ms. Nitesh Kumar (PRT)	To look after repairs and maintenance work in the Vidyalaya as per annual plan/ white wash of the buildings.
18.	TEACHING AIDS	
	1. Ms. Shalini Poina (PRT) (I/C) 2. Ms. Deepa (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.
19.	FIRST AIDS AND HEALTH CHECK-UP	
	1. Mr. Sunil Adsule, TGT(P&HE) 2. Ms. Suvarna TGT (Sans.) 3. Mr. Uday Patil (PRT)	To provide first aid facilities to the students, and provide help to conduct to health check up in the Vidyalaya.
20.	RAJ BASHA SAMITTEE	
	1. Ms. Shobha TGT (Hindi) (I/C) 2. Mr. Nitesh Kumar (PRT) 3. Mr. Ricky (PRT)	As per KVS norms implement the task, target of Raj Bhasha HINDI and work for national language.

21.	VIDYALAYA WEBSITE COMMITTEE	
	1. Ms. Kavita (Comp. Inst.) (I/C) 2. Mr. Subir Mukhopadhyay (TGT- Lib)	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.
22.	ADOLESCENCE COMMITTEE	
	1. Mr. Sunil Adsule, TGT(P&HE) 2. Ms. Dipika TGT(Eng.) 3. Ms. Vasundhara, TGT (SST)	To encourage the maximum participation. Guest lecture should be invited time to time. To plan different activities relate AEP.
23.	COUNSELLING AND GUIDANCE	
	1.Ms. Latha Joshi PRT (I/C) 2.Ms. Deepa Vichare, TGT (Science)	counselling & guidance to the students
24.	PRESS AND PUBLICATION	
	1. Mr. Subir Mukhopadhyay (TGT-Lib) (I/C) 2. Mr. Sunil Adsule, TGT(P&HE) 3. Ms. Neha (PRT) 4. Ms. Kavita, (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.
25.	PRIMARY NEWS LETTERS EDITORIAL BOARD	
	1. Ms. Latha Joshi (PRT) 2. Ms Diana (PRT) 3. Ms. Bhawna (PRT) 4. Mr. Rahul (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.
26.	EXCURSION / TOUR	
	1. Mr. Rajesh Wale, TGT(WE) (I/C) 2. Mr. Sunil Adsule, TGT(P&HE) 3. Ms. Vasundhara (TGT-SST) 4. Mr. Nitesh Kumar (PRT) 5. Ms. Shalini Poina (PRT)	To plan different activities for excursion/ tour & date should be fixed for excursion.
27.	CMP	
	1. Ms. Latha Joshi, PRT (I/C) 2.Ms. Neha, (PRT)	To plan programme for qualitative improvement to primary education.
28.	INCOME- TAX / TDC, PAY BILL	

	1.Mr. Rajesh Wale, TGT(WE) (I/C) 2. Mr. Subir Mukhopadhyay (TGT-Lib 3.Ms. Deepa K. S. (DEO)	To plan & complete the income tax details in time & return should be submit in time
29.	GRIEVANCE REDRESSAL COMMITTEE	
	1. Mr. Rajesh Wale, TGT(WE) 2 Mr. Sunil Adsule, TGT (PH&E) 3. Ms. Vasundhara, TGT(SST)	Ensure no corporal punishment is given to any child inside school.
30.	SHALA DARPAN	
	1. Ms. Kavita (Comp.Inst.) 2. Mr. Subir Mukhopadhyay (TGT-Lib) 3. Ms. Deepa K. S. (DEO)	Plan, implement & complete Shaladarpan related work/ Instruction
31.	UBI FEE COLLECTION	
	1. Ms. Kavita (Comp.Inst.) 2. 2. Ms. Diana (PRT) 3. Ms. Deepa K. S. (DEO) 4. All Class Teachers	Maintain record of Fee Collection, Prepare & Submit report to RO.
32.	OFFICE COMMITTEE	
	1.Mr. Rajesh Wale, TGT(WE) 2. Ms. Deepa K. S. (DEO) 3. Ms. Kavita (Comp Inst.)	Maintain record of inward, outward letters, Sending Report to RO of GPF, NPS, EWS, Enrolment, Vacancy Position, infrastructure & all other office work.
33.	SEXUAL HARASSMENT	
	1. Ms. Vasundhara (TGT-SST) 2. Ms. Lath Joshi (PRT) 3. Mr. Rajesh Wale (TGT-WE)	
34.	FILM SHOW	
	1. Ms. Mira kumari (PRT) 2. Mr. Gurunath (PRT)	
35.	AWAKENED CITIZEN PROGRAMME	
	1. Ms. Vasundhara (TGT-SST) 2. Mr. Sunil Adsule, TGT (PH&E) 3. Mr. Rajesh Wale, TGT(WE)	

36.	AEP	
	1. Ms. Vasundhara (TGT-SST)	
37.	BACK TO BASICS	
	1. Ms. Vasundhara (TGT-SST) 2. Ms. Deepa Vichare (TGT-Science)	
38.	ICT AND COMPUTER	
	1. Ms. Neha (PRT) 2. Ms. Mira Kumari (PRT) 3. Ms. Kavita (Comp Inst.)	
39.	INTEGRITY CLUB	
	1. Ms. Vasundhara, TGT(SST) 2. Ms. Shobha (TGT-Hindi) 3. Mr. Ricky (PRT) 4. Mr. Nitesh Kumar (PRT)	To plan different activities related to integrity awareness and execute programs related to integrity of the children record.
40.	LITERATURE CLUB	
	1. Ms. Suvarna (TGT-Sanskrit) 2. Mr. Gurunath (PRT) 3. Mr. Ricky (PRT)	
41.	NATURE CLUB / SC.CLUB / ECO CLUB	
	1.Ms. Deepa Vichare (TGT-Science) 2.Ms. Shalini Ponia (PRT) 3. Ms. Sony (Maths) 4. Mr. Uday Patil (PRT)	To plan different activities related to environment awareness and execute program for environmental protection and to maintain separate record.
42.	MATHS CLUB	
	1. Ms. Sony (TGT-Mat.) 2. Ms. Bhawna (PRT) 3. Ms. Neah (PRT)	
43.	QUIZ CLUB	
	1. Ms. Dipika (TGT- Eng,) 2. Mr. Subir Mukhopadhyay (TGT-Lib) 3. Ms. Bhawna (PRT)	

