**PM SHRI KENDRIYA VIDYALAYA INS SHIVAJI LONAVLA**

**VIDYALAYA PLAN SESSION:  2024-25 (w.e.f 01/04/2024)**

**VIDYALAYA PLAN SESSION:  2024-25**

Vidyalaya academic & Institutional Plan for session 2024-25 has been set up and presented before all staff members for further course of action. The following committees, departments and clubs are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2024-25.  Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for both **online and offline** platform accordingly. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

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| **SR.NO** | **NAME OF COMMITTEE** | **NAME OF STAFF MEMBERS** | **SCOPE OF THE WORK** | **SIGN** |
| 1. | FLAG HOISTING | MR AMAN(I/C)  MR MANTHAN (Co I/C)  MS SWATI B  MS LAVANYA | * To ensure raising of National Flag every morning and it’s lowering before sunset in our KV. * To position the flag post at prominent place. * To follow DO’s and Don’ts to honor our National Flag. * To ensure compliance of the Flag Code. |  |
| 2 | ACADEMIC COUNCIL | MS. MINTA (I/C)  MS MAMTA (Co I/C)  MS AMBIKA [MATHS]  MS SEEMA [HINDI]  MR ARUN  [ENGLISH}  MR SIDDHARTH [Comp sci and AI]  MR GAJANAN (HM) (PRIMARY) | * Planning for academic program setting activities * Arranging projects& guiding for Innovation and experimentation * Conducting monthly meetings including primary teachers of respective subjects on the allotted days. * Course Completion * Eligibility tests * Plan various academic activities for the improvement of teaching learning process * To plan and monitor remedial teaching and CALP. * Implementation of Diksha / Nistha , CCT , CLP circulars |  |
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| 3 | FURNITURE & FIXTURE | MR. SUDHIR ( I/C)  MR. VED PRIYA  MS KRATI | * Procuring of suitable furniture as per requirement * To maintain the record of the Vidyalaya furniture. * To get the furniture numbered serially. * To plan for annual purchase and repair. * To maintain the stock register of furniture and get the physical verification done annually. * To take up the repair work. |  |
| 4 | MAINTENANCE & REPAIRS  (SCHOOL BUILDING) | MR. MANTHAN (I/C)  MR SUDHIR (CO I/C)  MR. VEDPRIYA  MS LAVANYA | * To take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya * To look after the operational condition of the water supply, taps, Building maintenance etc. * To look after all electrical fittings and upkeep of electricals. |  |
| 5 | A) REPAIR & MAINTENANCE  (STAFF QUARTER) | MR SUDHIR (I/C)  MR. VISHAL (CO I/C)  MR. TARUN  MS AMBIKA | * To look after the operational conditions of the water supply, electricity supply lines, Building maintenance etc. of KV Staff Colony by proper utilization of Annual Maintenance Fund. * Allotment of quarter as per KVS rules. * To prepare rooster for allotment of staff qtrs. * To monitor the Deposit work undertaken by MES * To do market survey for spot quotation |  |
| B) CLEANLINESS AND UP KEEPING OF STAFF QUARTERS | MS.MAMTA (I/C)  MS SEEMA (CO I/C)  MS.LAVANYA  MR. JAIBIR  MR. ASHISH | * To look after the cleanliness in staff residential area. * Pruning of Trees / Shrubs as and when required. |  |
| 7 | SCHOOL TIME TABLE (SECONDORY)& ARRANGEMENT | MS AMBIKA (I/C)  MR JAIBIR (CO I/C)  MR VED PRIYA | * Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers. * To prepare special time-table as per need and also to prepare time-table for supervisory work to be done by the principal. The new time table will come into effect from 1stApril 2023. * To prepare remedial timetable/zero period time table. * To Put arrangement every day. |  |
| SCHOOL TIME TABLE(PRIMARY) | MR. GALORY (I/C)  MS BHAVYA (CO I/C) |
| 8 | EXAMINATION (INTERNAL) PRIMARY | MS KRATI (I/C)  MR MAZHAR (CO I/C)  MS DEEPTI | * All online / offline examination work pertaining to Vidyalaya. * Planning execution of examination Schedule including periodic test/cumulative tests etc. * Maintenance of examination record and keeping them under safe custody confidentially. * Handing over date sheet to website I/C for uploading on website. * Conduction of PISA and CCT related assessments and related work. |  |
| EXAMINATION (INTERNAL) SECONDARY&  PISA/CCT ASSESSMENT | MRS. PRIYANKA (I/C)  MRS. SUSHMA (CO I/C)  MR VISHAL  MR JAIBIR  MS SUGANDHA |
| 9 | CBSE | MS MINTAI/C)  MS PALLAVI (CO I/C)  MS. AMRITA  MR SIDDHARTH | * Coordination for registration. * All CBSE work pertaining to Vidyalaya for board students. * Maintenance of examination record and keeping them under safe custody confidentially. * Maintenance of CBSE result and other board. * Uploading the date sheet of CBSE examinations and result analysis on Vidyalaya website. |  |
| 10 | PURCHASE COMMITTEE ( FOR GEM AND OTHERS REQUISITION) | MR. NARINDER (I/C)  MR GAJANAN (Co I/C)  MS MINTA  MR SIDDHARTH  MR MANTHAN  MS LAVANYA  MS GALORY | * To do market survey for spot quotation. * To plan for the tentative purchase from the VVN. * To prepare for the required provision to be made in the VVN budget. * To settle the accounts per purchase procedure. * To monitor and control the utilization of material purchased. * To plan for the Purchase from GEM portal * To prepare comparatives of all quotations. * To draft letter for approval of chairman, VMC. |  |
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| 11 | EXCURSION /FIELD TRIP/EXPOSURE VISIT | MR. ARUN (I/C)  MS LAVANYA ( Co I/C)  MR. AMAN  MS MINTA  MR GAJANAN  MS HIMANSHU | * Planning for excursion. * Making necessary arrangement * Enrolment of student for the adventure the camp. * Planning and making arrangements |  |
| 12 | CONDEMNATION COMMITTEE | MR NARINDER (I/C)  MS SEEMA (Co I/C)  MR. AMAN  MS KRATI  ALL DEPT. HOLDERS | * To start the process from starting of the session. * Preparing of list of items to be condemned in coordination with all stock holders after due verification. * Condemn the items as per KVS Guidelines. * Planning auction. * Disposing off/destroying old, audited bills and documents as per KVS Guidelines. |  |
| 13 | CCA (SECONDARY)  CCA(PRIMARY ) | MR ARUN THAKRE (I/C)  MS. SEEMA (CO I/C)  MS. PALLAVI  MR VED PRIYA  MS MANITA (I/C)  MS. SWATI B  MR TARUN | * Chalk out Annual PROGRAM to be uploaded on school website. * Implementation of various instructions by higher authorities and conducting the various activities with some innovative ideas and monitoring the results of various competition, purchases and distribution of prizes. * To celebrate all the important days. * To observe all important events as and when specified by higher authorities. * To chalk out an annual program of all the important days etc. and to keep a day to day track of it. * To collect all the information about the achievements and get the entries countersigned by the chief coordinator on every last working day and submit them to the Principal for perusal. * To collect the photographs of the outstanding performance for record. * To write periodic report about the achievements. * To write the certificates and honor the achievements time to time. * Monitoring the day to day house activities and guiding them on suitable scale. * To organize the inter school, inter-region and other competitions time to time. * Correspondence with various agencies pertaining to CCA PROGRAM. * To monitor the morning assembly PROGRAM through the house master. * Timely conduct of the assembly with a preplanned schedule. * To coordinate prize purchase and distribution also other activities that come up from time to time. * To co- ordinate the house master of the day activities involving school band with suitable commands. * Any other job pertaining to morning assembly. * Playing of marching tunes etc. involving school band with suitable commands. Hosting of flag ceremony. * To coordinate for Spic Macey and Routs to Routs programme |  |
| 14 | CMP, NIPUN, FLN | MS. GALORY (I/C)  MS KRATI (FLN I/C) | * To plan CMP Activities for the year and prepare calendar for 2023-24. * To coordinate CMP activities. * To prepare reports of the activities under CMP. * To prepare Newsletter for each term. * To click photographs of the activities and display them from time to time. |  |
| 15 | ADMISSION | MS.NARINDER (I/C)  MS AMRITA (CO I/C)  MR VED PRIYA  MR GAJANAN  MS GALORY  MR. HIMANSHU  CLASS TEACHERS OF CLASS I | * To check out the admission schedule as   per KVS directions. * To monitor registration and checking of the entries and documents attached with the registration forms. * Grouping of students according to merit etc. * Allotment of admission number and Co-ordination work with the office and class teachers. Checking of concerned documents. * Submitting consolidated record of admissions done on last day of every month . * Prepare reply regarding details of admission as and when asked by higher authorities. |  |
| 16 | AEP/DISHA CLUB. | MS. SUSHMA (I/C)  MS PRIYANKA (Co I/C)  MS AMRITA  MS SEEMA  MS MINAKSHI  MS PALLAVI  NURSE | * Organize program and co-ordinate activities of the club. * Ensuring 23 hours in a year for AEP activities. |  |
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| 17 | SCIENCE CLUB & SCIENCE OLYMPIAD/OTHER EXAMS/ VISIT TO LABS/JIGYASA / NTSE / SCIENCE EXHIBITION / JNSMEE / NCSE | MS MINTA (I/C)  MS. SUSHMA (Co I/C)  MS PRIYANKA  MR. AMRITA  TGT SCI- 2  MS DEEPTI  MS MANITA  ALL TEACHERS TEACHING SCIENCE , MATHS | * Plan. Monitor &co-ordinate activities of the club * Conducting various lectures, program & selecting the members for club etc. * Inculcating scientific temperament by practicing science activities. * Preparation of junior science Exhibition. * Notifying the dates to student * Registration and coordination of examinations. * Preparation of students for examinations. * Making models and exhibits. * Notifying dates. * Escorting students. * Developing and motivating students. * Maintaining proper records. |  |
| 18 | SOCIAL SCIENCE EXHIBITION  AND  EBSB | MR NARINDER (I/C) (NODAL TEACHER FOR EBSB )  MR VISHAL ( CO - I/C)  MS PRIYANKA YADAV  MS SEEMA  COMP INST  MS SWATI B | * Registration and coordination for exhibition at school level as well as higher levels. * Preparation of students for exhibition and other events related to EBSB * Planning activities as per calendar provided by KVS * Notifying the dates and events to students. * Maintaining all the records of activities * All IT support |  |
| 19 | SPORT CLUB , FIT/ KHELO INDIA | MR. AMAN M (I/C)  MS LAVANYA (Co I/C)  MR SUDHIR  MR HIMANSHU  COACH | * Preparing demand for the year in advance for sports department * Getting the approval as per the available budget. * Procuring quotations, Making comparative statements through GEM PORTAL * Condemnation of damaged items. * Smooth conduction and compilation of all activities under FIT INDIA MOVEMENT * Uploading of FIT INDIA DATA * Planning activities under FIT INDIA celebrations. * To keep the record of activities performed by student. * To motivate children to participate in school sports and Yoga activities. * To guide and motivate children to participate in outside competitions held from time to time * To coordinate for data compilation of students participation at cluster, regional, national and SGFI level. |  |
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| 20 | BEAUTIFICATION/ART and CRAFT | MS. LAVANYA (I/C)  MS. SUSHMA (CO I/C)  MS. PRIYANKA Y  MS KRATI | * To Organize Vanmahotsav Week, flower arrangement competition, Rangoli etc. on inter house level. * To maintain the school garden and to plan for further extension and expansion. * To add some flowering plants in the garden. * Submitting monthly review of garden and beautification of vidyalaya. * All types of decoration. * To organize activities to develop the awareness among students for inculcating creativity. * Arrange talks from experts. |  |
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| 21 | LIBRARY COMMITTEE (SECONDARY) | MS. NEHA TYAGI (LIB) (I/C)  MR ARUN T  MS SEEMA  MS. PALLAVI  MR VED PRIYA | * To chalk out the program for maximum utilization of library facilities. * To train the students in keeping a proper record of books read by the students. To undertake a project in all classes to improve the reading habits of the children. * To purchase new books. * To organize Book fair. |  |
| LIBRARY COMMITTEE (PRIMARY) | MR GAJANAN (HM)  MS. TANYA  MS POOJA B |
| 22 | DISCIPLINE COMMITTEE | MR AMAN (I/C)  MS MINTA (CO I/C)  MR. MANTHAN  MS PALLAVI  Mr SUDHIR  MR GAJANAN (HM)  MS KRATI  MR. MAZHAR  ALL CLASS TEACHERS | * Checking of student movement in the class room corridors etc. during assembly time, recess break and after the school hours. * Preparation of duty chart for morning, lunchtime and afternoon time. * Monitoring the movement of students in line from outside and inside school gate and to ensure safe passage of students. * Checking of uniform and personal hygiene. * To handle all the discipline cases effectively. * Any others job pertaining to discipline. |  |
| 23 | CLEANLINESS COMMITTEE | MS.MAMTA (I/C)  MS SEEMA (CO I/C)  MS.LAVANYA  MR SUDHIR  MS MANITA  MR TARUN  STAFF NURSE  ALL CLASS TEACHERS AND DEPARTMENT INCHARGES | * To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc. * To get done the cleanliness job by the conservancy staff. * To chalk out appropriate PROGRAM of cleanliness group wise. * To get the work evaluated fortnightly to honour classes with running shields. * To consolidate result and display the achievements periodically and graphically. * To carry out some innovations for further improvement of the project. * To write a report on the project * Procurement of potable drinking water certificate from concerned authorities. * To prepare sanitization plan and monitor its implementation. * To fix posters regarding precautions against COVID – 19. |  |
| 24 | (A)  ICT, WEBSITE UPLOADING , SHAALA DARPAN, CYBER SECURITY,  E-CLASS ROOMS,  (B) SOCIAL MEDIA HANDLE- | MR. SIDDARTH (I/C)  MR. ANUJMR MR. MANTHAN (Co I/C)  MR. TARUN  MR VEDPRIYA  COMPUTER INSTRUCTORS  MS LAVANYA  MS BHAVYA | * Maintenance of computers in all labs. * Making AMC with Service agencies. * Regular updation of the website of the Vidyalaya. (at least once in a week) * Competition related to IT/Techno Thelon. * Display board outside the Computer-Lab * Updation of shaala Darpanpims * Organizing Awareness programme regarding cyber security. * Uploading of TC issued every week. * Uploading all the notification / Banners as per instruction given. * Uploading all admission related information on website.   Handling of Twitter/Facebook accounts |  |
| 25 | NATURE CLUB, ECO CLUB AND KITCHEN GARDEN | MS. SUSHMA (I/C)  MS LAVANYA (Co I/C)  MS AMRITA  MS TANYA M | * Motivating students for activities related to conservation of environment. * Conducting activities related to club. |  |
| 26 | Art and Craft club | MS LAVANYA (I/C)  MR MANTHAN  MS PALLAVI  MS KRATI (I/C Primary)  MR. PRINCY | * To keep the record of activities performed by student. * To motivate children for participating in art and craft activities * To guide and motivate children for decoration of school building and campus |  |
| 27 | Music and Dance club | MS SWATI B (I/C)  MS PREETI (Co I/C)  MS TANYA M  Ms PRINCY | * To keep the record of activities performed by student. * To motivate children to participate in school cultural activities as well as outside competitions held from time to time * To ensure proper practice of singing of all community songs, prayer and National Anthem for |  |
| 29 | MATHS CLUB &MATHS OLYMPIAD  PRMO , ALL THE EXAMS DIRECTED BY KVS , CBSE etc. | MS AMBIKA (I/C)  MR JAIBIR ( CO I/C)  TGT MATHS  ALL TEACHERS TEACHING MATHS IN SECONDORY & PRIMARY SECTIONS | * To keep the record of activities performed by student. * To prepare the student for Mathematics Olympiad. * To coordinate with KVS for organization and examination. |  |
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| 30 | (A)  INTEGRITY CLUB + AWAKENED CITIZEN AND PROJECT INCLUSION PROGRAMME SRI AUROBINDO | MS. PREETI (I/C)  MR VISHAL (Co I/C)  MR GARIMA  MS GALORY  MS KRATI  MR SIDDHARTH (I/C)  MS BHAVYA | * To teach the students regarding the values by  conducting lectures for ACP. * Planning for module/completion of all modules. * Making necessary arrangement for class both online and offline. * Co-ordination with R.K.M. |  |
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| (B) VIDYANJALI |
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| 31 | STAFF MEETING (MINUTES) | MS SEEMA ( I/C)  MS PALLAVI  MR GAJANAN | * To write the minutes of the meeting * To take attendance of staff attending the meeting. * To email the minutes to all staff members. * To take sign of all staff members after receiving of email. * To arrange meetings |  |
| 32 | MONTHLY AWARD FOR BEST CLASS | MR. ARUN (I/C)  MS MAMTA  MR GAJANAN (HM) | * Judgment of class according to criteria given every month. * Announcement of best class in assembly in every month. |  |
| 33 | LITERARY CLUB + READING CLUB | MR. ARUN (I/C)  MS. SEEMA (CO I/C)  MS. PREETI  MS NEHA TYAGI  MS PALLAVI  MR SUDHIR  MR VED PRIYA  MR GAJANAN  MS DEEPTI | * To chalk out the program for maximum utilization of library facilities for reading and literary skills |  |
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| 34 | PHOTOGRAPHY CLUB | MR VISHAL (I/C)  MS LAVANYA (Co I/C) | * Taking Photographs of all activities in the Vidyalaya. * Displaying of Photographs * Distribution of photograph required by students * Collection and compilation of photos and Reports * Maintain * Maintaining the records of all photographs for magazine. * Mr Siddharth to upload the photos on the website immediately for any event. |  |
| MR SIDDHARTH  MR HIMANSHU |
| 36 | SCOUTS & GUIDES | MS LAVANYA (SCOUT I/C)  MR VISHAL (Co I/C) | * To co-ordinate all the scouting and guiding activities. * To participate in various scout and guide camps. * To plan and o-ordinate all the activities related to scout and guide. * To Handle all communication pertaining to District Commissioner (Guides) |  |
| 37 | CUBS &BULBULS | MS SWATI (I/C) CUBS AND  (I/C) BULBULS  MR MAZHAR  MS GALORY | * To co-ordinate all the scouting and guiding activities. * To participate in various scout and guide camps. * To plan and Co-ordinate all the activities related to scout and guide. * To handle all communication pertaining to District Commissioner. |  |
| 38 | CHILD RIGHTS PROTECTION CELL / POCSO ACT | MS MINTA (I/C)  MS PRIYANKA (Co I/C)  MR SUDHIR  MR GAJANAN  MS MANITA  COUNSELLOR | * Make the student aware of their Rights * Time to Time arrange meeting with student council to get feedback. * Fixing suggestion box at prominent places, and compilation of suggestion on monthly basis. |  |
| 39 | RIGHT TO INFORMATION  & PARLIAMENTRY QUESTIONS REPLY | 1. MR SUMEDH (APIO) 2. MR SUDHIR | * Preparing reply of RTI asked. * Preparing answer to parliamentary questions. |  |
| 40 | GUIDANCE AND COUNSELLING | 1. MS MINTA (I/C) 2. MR. ARUN 3. MS. AMRITA | * Arranging seminars for students * To plan for tarunotsav * Inviting speakers and professionals from time time. * Coordinating with various testing agencies. * To counsel children in need from time to time. |  |
| 41 | RECEPTION | 1. MS MINTA (I/C) 2. MS.MAMTA (CO I/C) 3. MS LAVANYA 4. MR VISHAL 5. MS GALORY | * Arrangement of sapling and badges. * To plan formal welcome of all dignitaries. * To escort the dignitaries during official visits from main gate to the place of function. |  |
| 42 | REFRESHMENT | **VIP**   1. MS. AMBIKA (I/C) 2. MS. LAVANYA (Co I/C) 3. MS. MANITA 4. MR VISHAL 5. MS GARIMA   **STUDENTS**   1. MR ARUN T (I/C) 2. MS MAMTA (CO I/C) 3. MR VED PRIYA 4. MS KRATI | * The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. * Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. * Fixing and arranging for refreshment of Guests and teachers and volunteers during important events. * **The entire infrastructure required** (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. |  |
| 43 | VIDYALAYA MAGAZINE  AND QUATERLY NEWS LETTER FROM PRIMARY | MR ARUN (I/C)  MS PREETI (Co I/C)  MS SEEMA  MS PALLAVI  MR VED PRIYA  MR GAJANAN (HM)  MS DEEPTI  MR TARUN  MS GALORY | * Overall Planning of the magazine collection as per fixed schedule. * Collect the materials and keep updating them periodically. * Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. * The magazine collection and compilation work shall be completed before November 2021.  Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. * **Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing** |  |
| 44 | PARENT TEACHER MEETING  PRIMARY | MS PRIYANKA (I/C)  MS SUSHMA (CO I/C)  MS PRIYANKA Y  MR GAJANAN (HM) (I/C)  MS TANYA M | * To decide class parent representative, and plan meeting at least thrice a year. * To plan for periodical meetings with the parents. * To invite the parents well in time and to ensure their presence on both online and offline mode. * To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. * To plan for personal discussion with the parents of slow-learners for improvement. * To invite parents for their presence during important celebrations in the KV. * Month-wise report on meetings conducted shall be submitted to Principal. * WRITING LETTER TO INS SHIVAJI FOR PTM MEETING WELL IN ADVANCE. * COLLECTION OF DATA BASE OF ALL PARENTS FORTR SUBMISSION TO INS SHIVAJI DURING PTMs. |  |
| 45 | ALUMNI ASSOCIATION/CSR,GIFT,DONATIONS FROM PARENTS | MS MINTA (I/C)  MR NARINDER (Co I/C) | * To maintain proper records of alumni of the Vidyalaya. * To arrange alumni meet in the Vidyalaya by discussing with the undersigned. * To upload alumni details on website * To coordinate with various agencies/interested parents for donation and CSR activities. * To ensure entry of gifted items in respective STOCK Registers. |  |
| 46 | STAFF ROOM DISPLAY | MS PRIYANKA YADAV (I/C)  MS MAMTA  MR KRATI | * To maintain staff room neat and clean. * To look after the proper management of Staff room and its requirements. |  |
| 47 | ESCORT DUTY CHART PREPARATION | MS MINTA (I/C)  MR GAJANAN | * The committee will function under the supervision of Academic co-ordinator. * The role of this committee is to maintain utmost transparency in allocating the escort duties to teachers for various programs such as Exhibitions, sports events etc. * As and when a programme is conducted, and then this committee shall plan for escort duty. * Allotment of duties and allocation of responsibilities shall have humane touch and committee shall give a ear to the genuine problems of all the teachers |  |
| 48 | UBI FEE SUBMISSION DETAILS AND FEE CONCESSION AND RTE | MR SIDDHARTH (I/C)  MR. VED PRIYA (Co I/C)  MS PRINCY  ALL CLASS TEACHERS FROM  CLASS I TO VIII | * The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data has to be prepared **in a register and submit every month for a review of Principal** * To liason with UBI officials in case of any fees issues. * To verify fee details in consultation with principal. * To update class teachers regarding fee defaulters. * To help teachers regarding any fee issues. * To complete second fee verification in presence of Principal. * To Promote/Demote the students during session ending time |  |
| 49 | RESOURCE ROOM | MS BHAVYA (I/C)  MS PRINCY | * To arrange TLMs every month. * To ensure maximum use of TLMs. * Maintaining Stock Register. |  |
| 50 | PAYBILLS-  (REGULAR AND CONTRACTUALS)  INCOME TAX | MS MINTA  MR SUMEDH  MR ASHISH  MS MINTA (I/C)  MR SUMEDH (Co I/C)  MR NARINDER | * To prepare paybill * To verify and upload * Record maintenance * To assist office staff in finalizing income tax of staff members. * To assist office in preparing Form 16 of all the staff members |  |
| 51 | MAINTENANCE OF DISPLAY BOARDS IN PRINCIPAL,VP, OFFICE AND OTHER IMPORTANT AREAS | MS LAVANYA (I/C)  MS PRIYANKA Y  MS KRATI  MS PRINCY | * To decorate and update all the boards in principal office, VP room and other important notice boards. |  |
| 52 | COLLECTION AND DISTRIBUTION OF COMMON ITEMS( TEACHERS DIARY/ DAILY DIARY/STUDENTDIARY/APAR/STUDY MATERIAL STATIONARY ITEMS, ETC.) | MS MAMTA (I/C)  MS SEEMA (Co I/C)  MR GAJANAN | * To prepare data for ordering various items required from time to time. * To distribute the items among students /teachers * To maintain proper record of distribution |  |
| 54 | CHECKING OF BILLS AND PASSING OF VARIOUS CLAIMS BY STAFF. (SF) AND VERIFICATION OF STAFF DETAILS FROM SB/PF | MR SUMEDH (I/C)  MR NARINDER | * To check all types of bills thoroughly related to SF accounts. * To maintain separate register for the bills. * To provide serial no to all the bills. |  |
| 55 | TC / BONAFIDE | MS ASHISH (I/C) | * To prepare error free TC/ Bonafide certificate for students |  |
| 56 | INSPECTION TOOL FOLLOW UP | MS MINTA (I/C)  MR ARUN (Co I/C)  MR GAJANAN  MS KRATI | * To prepare inspection tool. * To prepare all files required during inspection as per the list asked by RO. * To calculate arrears. * To prepare Vidyalaya Plan and Assessment tool. |  |
| 57 | STAFF FIXATION | MS MAMTA (I/C)  MR SUMEDH | * To prepare staff fixation list as per guidelines issued by KVS. |  |
| 58 | INDUCTION OF NEW CONTRACTUAL TEACHERS AND FRESH APPOINTEES  AND CONTINOUS  PROFESSIONAL DEVELOPMENT (CPD) OF THE STAFF AS PER SCHEDULE PROVIDED BY KVS | MS MINTA (I/C)  MR ARUN (Co I/C)  MR GAJANAN (HM)  SUBJECT CONVENORS | * To guide new recruited teachers regarding any problems faced by them. * To arrange sessions for teachers for their professional development. |  |
| 59 | HEALTH CHECK UP | MS SUSHMA (I/C)  MS AMRITA  MR MAZHAR  NURSE | * To plan health checkup off all the students twice in the session. * Coordination with all Class Teachers |  |
| 60 | LIAISON WITH STATE GOVERNMENT/UDISE | MR ARUN (I/C)  MS PALLAVI (Co I/C)  MR GAJANAN  MR TARUN | * To translate letters received from State Govt. and prepare a reply accordingly. * To coordinate with state Govt. dept./local dept for UDISE. |  |
| 61 | PROMOTION OF SANSKRIT | MR VED PRIYA | * To plan and execute activities for the promotion of Sanskrit language among students. |  |
| 62 | VIDYAPRAVESH | MS BHAVYA(I/C)  MS KRATI  MS. DEEPTI | * To organize Welcome programme for class 1 children. * To prepare activity booklet for School Readiness programme |  |
| 63 | VERIFICATION OF MONTHLY/DAILY DIARIES, ATTENDANCE REGISTERS | MS MAMTA (I/C)  MR GAJANAN (HM) | * Supervising daily diary of teachers every day, * Supervision of teachers diary fortnightly. * Checking and verification of attendance register in month end. |  |
| 64 | BACK TO BASICS IMPLEMENTATION / CBE / CBL / FLN | MS MAMTA (I/C)  MR GAJANAN | * To supervise proper implementation of Back to basics from classes I to VIII. * To monitor class room teaching as per guidelines. |  |
| 65 | ID CARDS /STUDENTS DATA/ BUS PASS | MR VISHAL (I/C)  MS PRIYANKA Y  MS PRINCY | * To coordinate with photographer * To collect data required for preparing id cards from class teachers |  |
| 66 | TLM/TEACHING AID | MR. VISHAL (I/C)  MS MANITA | * Ensure maximum use of teaching aids. * To recommend purchase of relevant teaching aids. |  |
| 67 | EQIUP | MS PREETI (I/C)  MR. VED PRIYA | * To plan and conduct program for EQIUP |  |
| 68 | SMS/Mails to parents | MR SIDDHARTH (I/C)  MR ASHISH | * To collect emails of all parents of school all classes. * To send bulk sms and email to parents as and when required. |  |
| 70 | VMC and VEC | MS MINTA ( I/C)  MS MAMTA  MR SIDDHARTH  MR GAJANAN | * To make proper sitting arrangements for VMC meeting * To arrange refreshment * To keep record of minutes of the meeting and get it signed by Chairman * To prepare PPT for presentation * To coordinate |  |
| 71 | AWARENESS GENERATION AND WARNING AND INFORMATION DISSEMINATION TEAM | MS MINTA M (I/C)  MR VISHAL  MR AMAN  MR MANTHAN  MS BHAVYA | * Create awareness among students . * Coordinating with NDRF team. * Planning evacuation plan * Planning of Mock Drill. |  |
| 72 | EVACUATION TEAM | MS MINTA (I/C)  MR. MANTHAN (CO I/C)  MR. AMAN  MS. LAVANYA  MS MANITA  MR MAZHAR  MS BHAVYA  NURSE | * Evacuation of students during any disaster/panicky situation from various exits. * Display of evacuation planning and direction in all the required areas * Display of evaluation planning |  |
| 73 | SEARCH & RESCUE TEAM | MS LAVANYA (I/C)  MR AMAN (CO I/C)  MS. NEHA T  MS MANITA  NURSE | * To keep a watch on all desolate areas and keep a check on the students. * Ensuring no child is stuck anywhere in building or any danger zone during emergency/calamity |  |
| 74 | FIRE SAFETY TEAM | MS PRIYANKA (chem) (I/C)  MR MANTHAN (CO I/C)  MS MINAKSHI  MR HIMANSHU  NURSE | * To ensure fire equipments are installed at proper places * Getting fire safety certificate by concerned authorities. * To initiate rescue process at the time of emergency. |  |
| 75 | FIRST AID & TRAUMA MANAGEMENT | MS SUSHMA (I/C)  STAFF NURSE  MS AMRITA  MR AMAN (CO I/C)  TGT SCI | * To maintain the first aid box. * To organize first aid camp at suitable occasions e.g. annual day/sports day. * To put the available material into day to day as through some centrally operation system. * To guide student for health awareness * Arrange talks from experts * To plan and execute health checkup of all  students of Vidyalaya |  |
| 76 | SCHOOL SECURITY AND SAFETY TEAM | MR. MANTHAN (I/C)(safety focal point teacher)  MS AMBIKA  MR GAJANAN  MR ARUN  TEACHERS ON DUTY (DURING MORNING, LUNCH AND AFTERNOON) | * To ensure safety and security of children from safe arrival to safe exit. * Getting building safety certificate from concerned body for structural and non structural audit of building. * Supervision of the security and the implementation of SOP |  |
| 77 | TRANSPORT MANAGEMENT AND SAFETY TEAM | MR. VISHAL ( I/C)  MR. HIMANSHU  MS DIPTI | * Safety of students in transport * Proper planning parking of vehicles * WRITING LETTER TO TALEGAON BUS DEPOT AND MT POOLFOR CONSESSION |  |
| 78 | TEAM FOR STUDENTS  WITH SPECIAL NEEDS(DIVYANG) | MS. AMRITA (I/C)  MS GALORY  SPECIAL EDUCATOR  NURSE | * Reporting grievances of specially abled students. * Solving the grievance to any complaint * Uploading separate records of all divyang students * Coordinating for fee exemptions. |  |
| 79 | GRIEVANCE REDRESSAL COMMITTEE | MRS MINTA (I/C)  MS MAMTA(CO I/C)  MS PALLAVI  MR TARUN | * Note the Grievance of student and staff. Reporting to undersigned. * Take action accordingly |  |
| 80 | PARTNERSHIP WITH NEIGHBORING SCHOOL AND COMMUNITY PARTICIPATION | MR GAJANAN (HM)  MR. ARUN  MS PALLAVI  MS GALORY | * To **liaison** with neighboring school and plan activities * To plan activities under community participation. |  |
| 81 | GLIS | MR SIDDHARTH (I/C)  MR MANTHAN | * To upload and update school (building and land details) on GLIS Portal |  |
| 82 | PIMS | MR SIDDHARTH (I/C)  MS MINTA  COMP INS | * To upload and update the portal in terms of all details of Vidyalaya . * To upload classroom observation data of Principal and HM |  |
| 83 | UDISE | MR ARUN (I/C)  MR GAJANAN (CO I/C)  MS PALLAVI  MR TARUN  COMPUTER INSTRUCTOR | * To upload and update the portal. * To liaison with all class teachers for timely submission of data. |  |
| 84 | PM SHRI | MS LAVNYA(I/C)  MS MINTA ( Co I/C)  MR SIDDHARTH  MS MANTHAN  MR GAJANAN  MS GALORY | * To Plan complete budget for session 2024-25. * To procure items as per budget prepared from GEM/Local Market. * Maintain the stock register. * Ensure maximum utilization of items procured under PM SHRI funds. |  |
| 85 | PMKVY 4.0 | MR SIDDHARTH(I/C)  MR MANTHAN | To ensure smooth running of skill course.  To do all documentation and liasoning with Skill India representatives. |  |

**NOTES:-**

1. Above committee will be valid till 31st March 2025 or till further orders (Whichever is earlier). The same committee will also be responsible for implementation of PM SHRI scheme .

2. All the In-charge and members of the various departments committees will be fully responsible for completion of the assigned duties/ activities and prescribed programme. In case of any difficulty, undersigned must be contacted.

3. All the in – charge and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.

4. All the In-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Co incharge or Senior member of the concerned departments must be available on duty and vice versa.

5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

**7. For all the departments where incharges are changed, the process of handing/taking over of stock register/files/related documents should be completed by 30/03/2024.**

**HM PRINCIPAL**