

PM SHRI KENDRIYA VIDYALAYA INS SHIVAJI LONAVLA

VIDYALAYA PLAN SESSION: 2023-24 (w.e.f 04/01/2024)

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Vidyalaya academic & Institutional Plan for session 2023-24 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 2023-24. 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.

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	<ul style="list-style-type: none">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 MAMTA R I/C MS. MINTA (Co-I/C) MS AMBIKA [MATHS] MS SEEMA [HINDI] and [Sanskrit] MR ARUN [ENGLISH] MR SIDDHARTH [Comp sci and AI] MR GAJANAN (HM) (PRIMARY)	<ul style="list-style-type: none">Planning for academic program setting activitiesArranging projects& guiding for Innovation and experimentationConducting monthly meetings including primary teachers of respective subjects on the allotted days.Course CompletionEligibility testsPlan various academic activities for the improvement of teaching learning processTo plan and monitor remedial teaching and CALP.Implementation of Diksha / Nistha , CCT , CLP circularsImplementation of Project inclusion and Prashast.	
3	FURNITURE & FIXTURE	MR. SUDHIR (I/C) MR. VED PRIYA MS KRATI	<ul style="list-style-type: none">Procuring of suitable furniture as per requirementTo 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) MS PREETI (CO I/C) MR. JAIBIR	<ul style="list-style-type: none">To take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the VidyalayaTo 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. JAIBIR MS AMBIKA	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. To prepare remedial timetable/zero period time table. To Put arrangement every day. 	
	SCHOOL TIME TABLE(PRIMARY)	MS. GALORY ((I/C) MR. TARUN MS PRINCY		
8	EXAMINATION (INTERNAL) PRIMARY	MS KRATI (I/C) MR MAZHAR (CO I/C) MS DEEPTI	<ul style="list-style-type: none"> 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. AKASH MS SUGANDHA		
9	CBSE	MS MINTAI/C) MS AMBIKA SOOD (CO I/C) MS. PALLAVI	<ul style="list-style-type: none"> 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) MS MINTA (Co I/C) MR SIDDHARTH MR VISHAL MR GAJANAN MS LAVANYA MS GALORY	<ul style="list-style-type: none"> 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. 	
11	EXCURSION	MS MINTA M(I/C)	<ul style="list-style-type: none"> Planning for excursion. 	

14	CMP, NIPUN, FLN	MS.GALORY (I/C) MS. MANITA YADAV MR. HIMANSHU	<ul style="list-style-type: none"> 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 MS. TANYA M CLASS TEACHERS OF CLASS I	<ul style="list-style-type: none"> 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) MR AMRITA (Co I/C) MS MINTA TGT SCI-2 MS PALLAVI NURSE	<ul style="list-style-type: none"> Organize program and co-ordinate activities of the club. Ensuring 23 hours in a year for AEP activities. 	
17	SCIENCE CLUB & SCIENCE OLYMPIAD/OTHER EXAMS/ VISIT TO LABS/JIGYASA / NTSE / SCIENCE EXHIBITION / JNSMEE / NCSE/GREEN SCHOOL AUDIT	MS. SUSHMA (I/C) MS AMRITA (I/C) MS PRIYANKA TGT SCI- 2 MS DEEPTI MS MANITA ALL TEACHERS TEACHING SCIENCE , MATHS	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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	MS MAMTA RANI (I/C) (NODAL TEACHER FOR EBSB) MR NARINDER (CO I/C) MR VISHAL MS PRIYANKA YADAV COMP INST MS SWATI B	<ul style="list-style-type: none"> 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 MAZHAR COACH	<ul style="list-style-type: none"> • 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. 	
20	BEAUTIFICATION/ ART and CRAFT	MS. LAVANYA (I/C) MS. SUSHMA (CO I/C) MS. PRIYANKA MS KRATI MS. PRINCY	<ul style="list-style-type: none"> • 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. 	
21	LIBRARY COMMITTEE (SECONDARY)	MS. NEHA TYAGI (LIB) (I/C) MR ARUN T MS SEEMA MS. PALLAVI MR VED PRIYA	<ul style="list-style-type: none"> • 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. PRINCY C MS POOJA B MR. HIMANSHU		
22	DISCIPLINE COMMITTEE	MR AMAN (I/C) MS MINTA (CO I/C) MR. MANTHAN MS PALLAVI MR GAJANAN (HM) MS KRATI MR. MAZHAR ALL CLASS TEACHERS	<ul style="list-style-type: none"> • 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.SUSHMA (I/C) MS MAMTA (CO I/C) MS.LAVANYA MS SEEMA MR SUDHIR MS MANITA MR TARUN STAFF NURSE ALL CLASS TEACHERS AND DEPARTMENT INCHARGES	<ul style="list-style-type: none"> 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	ICT, WEBSITE UPLOADING , SHAALA DARPAN, CYBER SECURITY, E-CLASS ROOMS , DIGITAL BOARD	MR. SIDDARTH (I/C) MR. MANTHAN (Co I/C) MR. TARUN COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> 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 Darpan 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. 	
25	NATURE CLUB, ECO CLUB AND KITCHEN GARDEN	MS. SUSHMA (I/C) MS LAVANYA (Co I/C) MS AMRITA MS TANYA M	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	

		MS. MANITA YADAV	<ul style="list-style-type: none"> 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) MR AKASH ALL TEACHERS TEACHING MATHS IN SECONDORY & PRIMARY SECTIONS	<ul style="list-style-type: none"> To keep the record of activities performed by student. To prepare the student for Mathematics Olympiad. To coordinate with KVS for organization and examination. 	
30	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	<ul style="list-style-type: none"> 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. 	
31	STAFF MEETING (MINUTES)	MR ARUN (I/C) MS SEEMA (CO I/C) MS PALLAVI	<ul style="list-style-type: none"> 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. 	
32	MONTHLY AWARD FOR BEST CLASS	MR. ARUN (I/C) MS MAMTA MS JAIBIR (Co I/C) MR GAJANAN (HM)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To chalk out the program for maximum utilization of library facilities for reading and literary skills 	

34	PHOTOGRAPHY CLUB	MR VISHAL (I/C) MS LAVANYA (Co I/C) MR SIDDHARTH MR HIMANSHU MS DIPTY	<ul style="list-style-type: none"> • 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. 	
36	SCOUTS & GUIDES	MS LAVANYA (SCOUT I/C) MR VISHAL (Co I/C)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 SIDDHARTH MR GAJANAN MS MANITA COUNSELLOR	<ul style="list-style-type: none"> • 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 & PARLIAMENTARY QUESTIONS REPLY	1. MR SUMEDH (APIO) 2. MR SIDHIR	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 MAMTA (I/C) 2. MS.MINTA (CO I/C) 3. MR LAVANYA 4. MR VISHAL 5. MS GALORY	<ul style="list-style-type: none"> • 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	<p>VIP</p> <ol style="list-style-type: none"> 1. MS. AMBIKA (I/C) 2. MS. LAVANYA (Co I/C) 3. MS. MANITA 4. MR VISHAL 5. MS GARIMA <p>STUDENTS</p> <ol style="list-style-type: none"> 1. MR ARUN T (I/C) 2. MS MAMTA K (CO I/C) 3. MR VED PRIYA 4. MS KRATI 	<ul style="list-style-type: none"> • 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	<p>VIDYALAYA MAGAZINE</p> <p>AND QUATERLY NEWS LETTER FROM PRIMARY</p>	<p>MR ARUN (I/C)</p> <p>MS PREETI (Co I/C)</p> <p>MS SEEMA</p> <p>MS PALLAVI</p> <p>MR VED PRIYA</p> <p>MR GAJANAN (HM)</p> <p>MS DEEPTI</p> <p>MR TARUN</p> <p>MS. KRATI</p>	<ul style="list-style-type: none"> • 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	<p>PARENT TEACHER MEETING</p> <p>PRIMARY</p>	<p>MS PRIYANKA (I/C)</p> <p>MS SUSHMA (CO I/C)</p> <p>MS PRIYANKA</p> <p>MR GAJANAN (HM) (I/C)</p> <p>MS TANYA M</p> <p>MS. KRATI</p>	<ul style="list-style-type: none"> • 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. 	

			<ul style="list-style-type: none"> • COLLOECTION 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)	<ul style="list-style-type: none"> • 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 AMBIKA (I/C) MS MAMATA MR AKASH	<ul style="list-style-type: none"> • 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 MAMTA (I/C) MR GAJANAN	<ul style="list-style-type: none"> • 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	MS AMBIKA (I/C) MR. VED PRIYA (Co I/C) MS PRINCY ALL CLASS TEACHERS FROM CLASS I TO VIII	<ul style="list-style-type: none"> • 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. 	
49	RESOURCE ROOM/ACTIVITY ROOM	MS GALORY (I/C) MR TARUN	<ul style="list-style-type: none"> • To arrange TLMs every month. • To ensure maximum use of TLMs. • Maintaining Stock Register. 	
50	INCOME TAX	MS MINTA (I/C) MR SUMEDH (Co I/C) MR JAIBIR	<ul style="list-style-type: none"> •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	<ul style="list-style-type: none"> 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 AKASH MR GAJANAN	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To plan and execute activities for the promotion of Sanskrit language among students. 	
62	VIDYAPRAVESH	MS. GALORY (I/C) MS. MANITA YADAV	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Supervising daily diary of teachers everyday, 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	<ul style="list-style-type: none"> 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 MS PRINCY	<ul style="list-style-type: none"> To coordinate with photographer To collect data required for preparing id cards from class teachers 	
66	TLM/TEACHING AID	MR. NARINDER (I/C) MS KRATI	<ul style="list-style-type: none"> Ensure maximum use of teaching aids. To recommend purchase of relevant teaching aids. 	
67	EQUIP	MS PREETI (I/C) MR. VED PRIYA	<ul style="list-style-type: none"> To plan and conduct program for EQUIP 	
68	SMS/Mails to parents	MR SIDDHARTH (I/C) MR ASHISH	<ul style="list-style-type: none"> To collect emails of all parents of school all classes. To send bulk sms and email to parents as and when required. 	
70	VMC	MR ARUN T(I/C) MS MAMTA MR SIDDHARTH	<ul style="list-style-type: none"> 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 	
71	AWARENESS GENERATION AND WARNING AND INFORMATION DISSEMINATION TEAM	MS MINTA M (I/C) MR AMAN MR MANTHAN	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	

		MR MAZHAR		
73	SEARCH & RESCUE TEAM	MS LAVANYA (I/C) MR. MANTHAN (CO I/C) MS. NEHA T MS MANITA	<ul style="list-style-type: none"> 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 (I/C) MR MANTHAN (CO I/C)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 TEACHERS ON DUTY (DURING MORNING, LUNCH AND AFTERNOON)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Safety of students in transport Proper planning parking of vehicles WRITING LETTER TO TALEGAON BUS DEPOT FOR CONSESSION 	
78	TEAM FOR STUDENTS WITH SPECIAL NEEDS(DIVYANG)	MS. AMRUTA (I/C) MS GALORY SPECIAL EDUCATOR	<ul style="list-style-type: none"> 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 MAMTA (I/C) MS MINTA MS PALLAVI MR TARUN	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To liaison with neighboring school and plan activities To plan activities under community participation. 	
81	GLIS	MR SIDDHARTH (I/C) MR MANTHAN	<ul style="list-style-type: none"> To upload and update school (building and land details) on GLIS Portal 	
82	PIMS	MR SIDDHARTH (I/C) COMP INST	<ul style="list-style-type: none"> To upload and update the portal in terms of all details of Vidyalaya 	

83	UDISE	MR ARUN (I/C) MR GAJANAN (CO I/C) MS PALLAVI MR. TARUN KUMAR COMPUTER INSTRUCTOR	<ul style="list-style-type: none"> • To upload and update the portal. 	
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NOTES:-

1. Above committee will be valid till 31st March 2024 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 07/01/2024.**

HM

PRINCIPAL