

KENDRIYA VIDYALAYA ARTILLERY CENTRE NASIK ROAD CAMP  
COMMITTEES FOR THE SMOOTH FUNCTIONING OF THE VADYALAYA-2019-20

S.NO	COMMITTEE	MEMBERS	DESIGNATION	DUTIES
1	PROTECTION OF STUDENTS RIGHTS	MS ANJU KRISHNANI(I/C)	VICE PRINCIPAL	To take immediate action on any complaint received by following a proper procedure, finding out and monitoring continuously on the treatment towards the students and timely report to the Princi[pa]l
		SMT UJJWALA	PGT PHYSICS	
		MS NIMISHA	PGT BIOLOGY	
		SHRI M R BARABDE	TGT W.E.T	
2	INTERNAL COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT	MS ANJU KRISHNANI(I/C)	VICE PRINCIPAL	To report to the Principal immediately , follow the procedure , and take necesary measures as per the need AGAINST sexual harrasment, to enquire into the case on a particular complaint/knowledge of any such activity
		SMT UJJWALA	PGT PHYSICS	
		MS NIMISHA	PGT BIOLOGY	
			MEMBER FROM NGO	
3	DISCIPLINE	SHRI SATISH B(I/C)	PGT ENGLISH	Maintanance of records of Indisciplined students, action taken, follow-up, coordination with the class teacher and timely report to Principal/V.Principal/HM, Monitoring of the activities of the students inside and outise the class
		SHRI USMANI	PET	
		MS NIMISHA	PGT BIOLOGY	
		SHRI RAKESK A	PGT ECONOMICS	
		SMT VEENA	TGT SCIENCE	
		SHRI M R BARABDE	TGT W.E.T	
4	ADMISSION	MS ANJU KRISHNANI	VICE PRINCIPAL	ALL THE DOCUMENTS TO BE CHECKED VIGILANTLY AND FOLLOW KVS ADMISSION GUIDELINES VERY CAREFULLY
		MR DINESH GAUD(I/C)	PGT CHEMISTRY	
		MRS SUBHADRA NAIR	HM	
		MR TUSHAR	TGT ENGLISH	
		SMT RASHMI	PRT	
		SHRI VIJAY PATIL	PRT	
5	TIME TABLE AND SUBSTITUTION	MR SATISH B(I/C)	PGT ENGLISH	PREPARATION OF TIME TABLE , PROVIDING ARRANGEMENT AND SMOOTH FUNCTIONING OF THE CLASSES WITHOUT CHAOS
		SHRI ROHIT G	LIBRARIAN	
6	EXAMINATION(HOME)	SMT UJJWALA(I/C)	PGT PHYSICS	Smooth conduct of examinations timely submission of required data/reports,ensure vigilant evaluation, ensure correction of answer sheets in time and maintainance of examination records
		SHRI RAKESK A	PGT ECONOMICS	
		SMT VEENA	TGT SCIENCE	
		SHRI DARASINGH	TGT ENGLISH	
7	EXAMINATION(CBSE)	MS NIMISHA(I/C)	PGT BIOLOGY	EXAMINATIONS AS PER CBSE RULES, TIMELY COMPLETION OF Registration and all other ONLINE task including OASIS assigned by CBSE of the students and quick correspondence with CBSE whenever needed
	SHRI M R BARABDE	TGT W.E.T		
8	CCA,MORNING ASSEMBLY AND DISPLAY BOARDS	SMT ANINDITA C.	PGT GEO.	PROPER DISCIPLINE IN THE MORNING ASSEMBLY, SMOOTH CONDUCT OF ALL ACTIVITIES under CCA, Other Programme given by RO or HQ. AND PROPER MAINTAINANCE OF RECORDS
		SHRI AJAY KUMAR YADAV	PGT HINDI	
		SHRI TUSHAR	TGT ENGLISH	
9	WEBSITE UPDATION	SMT POOJA AGRAWAL(I/C)	PGT CS	Updating the school website with necessary information,announcement, activities/events undertaken at Vidyalaya level, latest photographs,reports etc
		SHRI ROHIT	LIBRARIAN	
10	<b>OLYMPIADS</b>			Smooth Conduct of all the activities effectively and efficiently encouraging maximum participation, maintainance of records and timely reporting to the Principal on completion of the activities
	TERI & GREEN SCIENCE	MS NIMISHA SINGH	PGT BIOLOGY	
	MATHS	MS SAPKALE	TGT SCIENCE	
		SMT SADHNA	TGT MATHS	
	CYBER	SMT POOJA AGRAWAL	PGT CS	
11	HOSPITALITY	SHRI ROHIT	LIBRARIAN	Hospitality services to be provided whenever needed on various occasions in the Vidyalaya
		SMT SHOBHA P(I/C)	TGT MATHS	
12	GUIDANCE & COUNSELING	SMT SADHNA Y	TGT MATHS	Proper and Kind guidance to the students whenever required , critical cases to be reported to VP/Principal, coordination with the parents,maintance of the records/report
		MS NIMISHA(I/C)	PGT BIOLOGY	
		SHRI MOURYA	TGT HINDI	
13	PURCHASE		COUNSELLOR	To monitor all the purchases done as per the requirement of the Vidyalaya and as per KVS Norms
		MS ANJU KRISHNANI(I/C)	VICE PRINCIPAL	
		SMT UJJWALA	PGT PHYSICS	
		SHRI M R BARABDE	TGT W.E.T	
		SHRI SUNIL WAGH	SSA	
	CONCERNED DEPT INCHARGE			
		SHRI M R BARABDE(I/C)	TGT W.E.T	
		SHRI USMANI	PET	

14	FIRE SAFETY	ALL LAB INCHARGES		To ensure safety and security of the students, by checking periodically the fire safety instruments, guidance to the students regarding emergencies.
15	FURNITURE	SHRI ALOK(I/C)	PGT HISTORY	Proper recording,verification of the furniture of the entire school , maintainance of furniture register , repairing of broken furniture
		SHRI M R BARABDE	TGT W.E.T	
16	VIDYALAYA PATRIKA	MR SATISH B(I/C)	PGT ENGLISH	Timely Publication of Vidyalaya Patrika for the session 2018-19 (upto 30 th April) and for 2019-20(upto 31st July)where 50% or more task to be performed in Hindi
		SHRI AJAY KUMAR YADAV	PGT HINDI	
		SMT SANJEEVNI	TGT ENGLISH	
			TGT SKT	
17	SCOUT & GUIDE	SHRI MOURYA(I/C)	TGT HINDI	Proper conduct of all s&G activities
		ALL S&G Teachers		
18	REPAIR & MAINTANANCE	SHRI M R BARABDE	TGT W.E.T	Repair /Maintanance work done to be monitored , noted and verified
		SHRI S N MOURYA	TGT HINDI	
		SHRI ROHIT G	TGT LIB	
		SHRI SUNIL WAGH	SSA	
19	PUBLIC REDRESSAL	SHRI DEVENDRA KUMAR OLAWAT	PRINCIPAL	To provide timely Remedies/relief for Public grievance
		MS ANJU KRISHNANI	VICE PRINCIPAL	
20	BEAUTIFICATION	SHRI MAHENDRA MAHAJAN(I/C)	TGT ART	To monitor the beautification of school garden and campus of the vidyalaya as a whole and submit monthly report to VP/Principal
		MS NIMISHA	PGT BIOLOGY	
21	WORKS MONITORING	SHRI M R BARABDE (I/C)	TGT W.E.T	Monitoring and vrfying the repair/works done,record maintainance,timely action to be taken for any work required in any class/Dept
		SHRI ROHIT G	TGT LIB	
		SHRI MAHENDRA MAHAJAN	TGT ART	
22	SCIENCE EXHIBITION	SMT UJJWALA	PGT PHYSICS	Performance of the task in a smooth and effective manner as per the schedule, encoraging maximum participation
23	SCIENCE CONGRESS	SHRI DINESH G (I/C)	PGT CHEMISTRY	Performance of the task in a smooth and effective manner as per the schedule, encoraging maximum participation
		SMT SAPKALE	TGT SCIENCE	
		ALL SCIENCE TRS		
24	EK BHARAT SHRESTHA BHARAT(SOCIAL SCIENCE EXHIBITION)	SMT ANANDITA(I/C)	PGT GEOGRAPHY	Encouraging maximum participation of the students in various activities/project work of SBSB with proper guidance, conducting of all the activities at school level with proper record
		SHRI ALOK KUMAR	PGT HISTORY	
		SHRI AJAY KUMAR YADAV	PGT HINDI	
		SHRI RAKESK A	PGT ECONOMICS	
		SHRI SANDEEP	PGT COMMERCE	
		SMT NEELIMA SAWANT	TGT SST	
		SHRI ARIF BEIG	PRT MUSIC	
25	HINDI RAJBHASHA	SHRI AJAY KUMAR YADAV(I/C)	PGT HINDI	To Ensure use of Hindi in the vidyalaya information system, office communicaton, minutes of all the meetings, organising workshops at school level for the teachers
		SHRI MOURYA	TGT HINDI	
		SHRI ROHIT G	LIBRARIAN	
			TGT SKT	
26	STUDENT IDENTITY CARD	SHRI SHAILENDRA KUMAR YADAV(I/C)	PGT MATHS	To coordinate with the class teachers and students so that proper Identity cards can be issued to the students before 1st July 2019
		SHRI MAHENDRA MAHAJAN	TGT ART	
		SHRI ROHIT G	LIBRARIAN	
27	STUDENT INFORMATION SYSTEM	SHRI SANDEEP(I/C)	PGT COMMERCE	creation of Whatsapp group of each class , making Principal,VP ,I/C of committee, class teacher Admn, proper obseration on its interaction and strict instructions
		SMT POOJA AGARWAL	PGT CS	
28	SPORTS	SHRI USMANI	PRET	Smooth conduct of various sports activities throughout the year with complete safety and security of the students, maintainance of proper records
			SPORTS COACH	
			YOGA TEACHER	
		SHRI MAHENDRA MAHAJAN	TGT ART	
29	DRINKING WATER	SHRI VIJAY PATIL	PRT	To ensure that pure drinking water is available to the students and report to VP/Principal monthly
		SHRI SANDEEP	PGT COMMERCE	
		SHRI DARA SINGH	TGT ENGLISH	
30	LOST & FOUND	SMT NEELIMA SAWANT	TGT SST	Providing necessary instructions to the students, record maintaining and taking corrective action
		SHRI USMANI	PET	
31		SHRI M R BARABDE	TGT W.E.T	To arrange transport facilities for the students

	TRANSPORT	SHRI MAHENDRA MAHAJAN	TGT ART	for the various activities undertaken throughout the year
32	QUARTER PANEL FORMATION & ALLOTMENT	MS ANJU KRISHNANI SHRI SUNIL WAGH	VICE PRINCIPAL	To perform as per KVS Norms
33	STAFF WELFARE	MS ANJU KRISHNANI SMT SUBHADRA NAIR	VICE PRINCIPAL HM	To provide all the required help for the welfare of the staff within the rules and norms of KVS
34	STUDENT COUNCIL & MONITOR	SMT. ANINDITA C (I/C) SHRI AJAY KUMAR	PGT GEO PGT HINDI	Selection of student council in April 2019 , allotment of duties, arrangement of convocation ceremony for monitors and student council members

		CLASS TEACHERS OF CLASS XI & XII		
35	TARUNOTSAVA	SHRI AJAY KUMAR(I/C)	PGT HINDI	Preparation of Timetable, monitoring the activities and timely submission of report with required evidences
		SMT UJJWALA	PGT PHYSICS	
		SHRI SHAILENDRA KUMAR YADAV	PGT MATHS	
		SHRI SANDEEP KUMAR	PGT COMMERCE	
	<b>SUBJECT COMMITTEES</b>			
	ENGLISH	SHRI SATISH B	PGT ENGLISH	Timely conduct of Subject committee meeting, monitoring the activities, followup, updating the teachers of the syllabus/activities/project/practicals etc
	HINDI ANDSANSKRIT	SHRI AJAY KUMAR YADAV	PGT HINDI	
	MATHEMATICS	SHRI SHAILENDER	PGT MATHS	
	SCIENCE	SMT UJJWALA	PGT PHYSICS	
36	SOCIAL SCIENCE	SMT ANANDITA	PGT GEOGRAPHY	
37	CLEANLINESS	MS NIMISHA SINGH	PGT BIOLOGY	Monitoring the cleanliness and sanitation, submitting weekly report to VP and monthly to the Principal
		SHRI SANDEEP KUMAR	PGT COMMERCE	
		SMT SHOBHA PATIL	TGT MATHS	
		SMT SANJEEVNI G	TGT ENGLISH	
		SHRI DARA SINGH	TGT ENGLISH	
38	MATHEMATICS CLUB	SHRI SHAILENDRA K YADAV	PGT MATHS	To create new activities for concept clarity of Mathematics, conducting Quiz , Groupwise and section wise competitions
		SMT SHOBHA P	TGT MATHS	
		SMT SADHNA Y	TGT MATHS	
39	EXCURSION	SHRI S N MOURYA	TGT HINDI	Smooth conduct of Excursion with complete safety and security of the students
		SHRI M R BARABDE	TGT W.E.T	
		SHRI TUSHAR W	TGT ENGLISH	
		SMT SHOBHA P	TGT MATHS	
		SMT SADHNA Y	TGT MATHS	
40	PHOTOGRAPHY	SHRI MAHENDRA MAHAJAN	TGT - ART	Quality photography of all the events/activities of the Vidyalaya
		SHRI ROHIT G	LIBRARIAN	
41	PRESS & PUBLICITY	SHRI SATISH	PGT ENGLISH	Timely publishing the report of various activities as per requirement
		SHRI AJAY KUMAR YADAV	PGT HINDI	
42	LIBRARY	SHRI ROHIT G	LIBRARIAN	Conduct of Library Meetings as per schedule,Maintanance of record of Book review of the students, Creation of Sound Environment for Reading in the Library, recommendation of quality books and magazines, providing the books to the students
		SMT UJJWALA	PGT PHYSICS	
		SHRI SHAILENDER	PGT MATHS	
		SMT ANANDITA	PGT GEOGRAPHY	
		SHRI MOURYA	TGT HINDI	
		SHRI TUSHAR W	TGT ENGLISH	
43	FIRST AID & MEDICAL ROOM	SMT KALPANA S	TGT SCIENCE	Instant and Prompt action wherever medical Aid required, Monitoring the requirements of medicines , Medical check up(twice) in a year, arrangement of medical/health awareness programmes
		MS NIMISHA	PGT BIOLOGY	
			DOCTOR	
			NURSE	
44	P.A SYSTEM	SHRI M R BARABDE	TGT W.E.T	Ensure Maintanance,upkeep and availability of PA system wherever requird in the Vidyalaya
		SHRI S N MOURYA	TGT HINDI	
45	INTEGRITY CLUB	SMT VEENA G	TGT SCIENCE	Smooth Conduct of activities and maintainance of records
		SHRI AJAY KUMAR YADAV	PGT HINDI	
46	FLAG HOISTING AND FLAG LOWERING	SHRI USMANI	PET	Ensure Flag Hoisting
		SHRI M R BARABDE	TGT W.E.T	
		SHRI SATISH	PRT	Ensure Flag Lowering
		SHRI VIJAY PATIL	PRT	
47	LIFE SKILL & AEP	MS NIMISHA	PGT BIOLOGY	Arranging Guidance sessions , arrangement of activities and proper records
		SMT KALPANA S	TGT SCIENCE	
48	MONTHLY REPORT WRITING & MINUTES OF STAFF MEETING(ENGLISH & HINDI)	SHRI SATISH	PGT ENGLISH	Timely completion of minutes of the meeting in English and Hindi both with signature of the staff.
49		SHRI AJAY KUMAR YADAV	PGT HINDI	
50	MONTHLY ENROLMENT	SHRI SHAILENDRA K YADAV	PGT MATHS	To ensure correct enrollment category wise on the last working day of the month and whenever required.
51	TEACHING AIDS	SMT ANANDITA	PGT GEOGRAPHY	Proper maintainance of the Teaching aids and recommend requisition of teaching aids as per need
		SMT NEELIMA SAWANT	TGT SST	
52	SAFETY & SECURITY OF THE STUDENTS	SHRI SHAILENDRA K YADAV	PGT MATHS	To ensure safety of the students at all the critical places of the Vidyalaya where the chances of risk of accident/mishap are more and give weekly report to VP/Principal
		SMT KALPANA S	TGT SCIENCE	
		SHRI G Q USMANI	TGT P&HE	
		SHRI TUSHAR W	TGT ENGLISH	
		SHRI M R BARABDE	TGT W.E.T	
		SHRI MAHENDRA MAHAJAN	TGT - ART	
52	DAILY UNIFORM & DISCIPLINE	ALL CLASS TEACHERS AND ALL SUBJECT TEACHERS		All Class and Subject teachers to ensure it throughout the day. Daily uniform specifically in the Morning Assembly