

KENDRIYA VIDYALAYA ARTILLERY CENTRE NASIK ROAD CAMP
COMMITTEES FOR THE SMOOTH FUNCTIONING OF THE VIDYALAYA-2023-24

SN	COMMITTEE	MEMBERS	DESIGNATION	DUTIES	SIGN
1	PROTECTION OF CHILD RIGHTS AND POCSO	SHRI DEVENDRA KUMAR OLAWAT	Principal	To take immediate action by following a proper procedure on any complaint received , continuously monitoring the treatment towards the students and timely report to the Principal. To Maintain a register and make a proper record of letters received from KVS and complaints, if any.To open complaint box/suggestion box once in a fortnight on 2nd and 16th of every month. I If holiday, to be opened the next working day. Corrective measures to be taken by the committee and proper record to be maintained.	
		MS ANJU KRISHNANI	VICE - PRINCIPAL		
		SMT SUBHADRA NAIR	Head Mistress		
		SMT UJJWALA C	PGT PHYSICS		
		MS NIMISHA	PGT BIOLOGY		
		SHRI A SHUKLA	PGT HINDI		
2	INTERNAL COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT	SMT SONA SETH	DEPUTY COMMISSIONER MUMBAI REGION	To report to the Principal immediately , follow the procedure , and take necesasary measures as per the need AGAINST sexual harrasment, to enquire into the case on a particular complaint/knowledge of any such activity	
		SHRI DEVENDRA OLAWAT	PRINCIPAL		
		EX OFFICIO EDUCATION OFFICER	EDUCATION OFFICER, ARTY CENTRE NASIK		
		MS ANJU KRISHNANI	VICE PRINCIPAL		
		SHRI A SHUKLA	PGT HINDI		
		Mrs Sonia Tiwari	MEMBER FROM NGO		
3	DISCIPLINE	SMT KALPANA SHINDE	TGT PH&E	Maintanance of discipline of the students throughout the day, at the time of arrival of the students,departure of the students, Maintanance of records of Indisciplined students, action taken, follow-up,interaction with the parents , coordination with the class teacher and timely report to Principal/V.Principal/HM, Monitoring of the activities of the students inside and outside the class	
		SHRI SATISH B	PGT ENGLISH		
		MS NIMISHA	PGT BIOLOGY		
		MRS POOJA A			
		SMT VEENA G	TGT SCIENCE		
		MR S N MAURYA	TGT HINDI		
		SHRI TUSHAR W	TGT ENGLISH		
		MR RAMESH G	PRT		
		SPORTS COACH	SPORTS COACH		
		YOGA INSTRUCTOR	YOGA INSTRUCTOR		
		MR ONKAR	PRT		
		MRS RASHMI SONI	PRT		
4	TIME TABLE AND SUBSTITUTION	SHRI SHAILENDER (I/C)	PGT MATHS	PREPARATION OF TIME TABLE , PROVIDING ARRANGEMENT AND SMOOTH FUNCTIONING OF THE CLASSES WITHOUT CHAOS	
		MR TUSHAR WARDE	TGT ENGLISH		
		SHRI ROHIT G	LIBRARIAN		
		MR. SAGAR(I/C)	PRT		
		MRS KHUSHNUMA Mr Jitendra J	PRT		
5	ADMISSION	MS ANJU KRISHNANI	VICE PRINCIPAL	ALL THE DOCUMENTS TO BE CHECKED VIGILANTLY AND FOLLOW KVS ADMISSION GUIDELINES VERY CAREFULLY . Timely information to be provided whenever needed .	
		Mrs. Pooja Agrawal(I/C)	PGT CS		
		PGT COMMERCE	PGT COMMERCE		
		MR ROHIT G	LIBRARIAN		
		MRS SUBHADRA NAIR	HM		
		MR VIKRAM	PRT		
		MR ONKAR	PRT		
		MR MAHADEV	PRT		

6	CLEANLINESS	MRS UJJWALA (I/C) & MRS PRANITA	PGT CHEMISTRY	WING OF SUPW ROOM, PHYSICS, CHEMISTRY LAB, GIRLS WASHROOM (CLASS VI WING)
		MR SATISH B (I/C) & MR SACHIN M	PGT ENGLISH	AREA NEAR RAMP, CYCLE STAND AND OLD VI CLASSES
		MS NIMISHA SINGH (I/C) & MRS RAJSHREE	PGT BIOLOGY	WING OF CLASS VIC, BIOLOGY LAB TOWARDS VII TO IX WITH GIRLS TOILET (CLASS IX WING) & WASHBASIN
		MRS POOJA AGRAWAL (I/C) & TGT COMP INSTRU	PGT CS	STAFF LADIES TOILET, STAFF ROOM AND THE AREA BEHIND STAFF ROOM
		MR AMIT KUMAR SHUKLA (I/C) & Mrs Ruby Verma	PGT HINDI	WING FROM EXAMINATION ROOM TOWARDS CLASSES X TO XII AND BOYS WASHROOM (BOTH IN SEC SECTION) WITH WASHBASIN
		MR SHALENDER KUMAR	PGT MATHS	MAIN GATE AREA WING AND NUTRITION GARDEN
		MRS VEENA GOUDAR & Preeti Yadav	TGT BIOLOGY	ASSEMBLY AREA, STAGE AND THE CORRIDOR FROM BIO LAB TOWARDS OFFICE
		MR JITENDRA PRASAD & Preeti Verma	TGT SST	ALL THE GARDENS INSIDE THE SECONDARY VIDYALAYA BUILDING & GENTS STAFF TOILET
		MRS SHOBHA PATIL (I/C) & TGT SST	TGT MATHS & TGT SST	ALL THE DRINKING WATER POINTS AND HAND WASHING POINTS
		MRS KALPANA SHINDE & SPORTS COACH	TGT P&E	PLAY GROUND, AND BASKET BALL GROUND
		MRS N MAURYA	TGT HINDI	ALL THE GARDENS OUTSIDE THE VIDYALAYA BUILDING
		MR ROHIT G & PGT Hist.	LIBRARIAN	WING NEAR PRINCIPAL ROOM, OFFICE, LIBRARY
		MRS ARCHANA MISHRA & TGT HINDI	TGT SKT & TGT HINDI	CLASSES FROM VI TO IX
		MRS AARTI & PGT PS	PGT ECO & PGT PS	CLASSES FROM X TO XII AND MEDICAL ROOM
		MRS NANDINI BHAGAT & Mrs Priya	PRT	ALL DRINKING POINTS AND HAND WASHING POINTS ON THE GROUND FLOOR, GIRLS WASH ROOM IN THE OLD PRIMARY BUILDING
		MRS RASHMI SONI	PRT	ALL DRINKING POINTS AND HAND WASHING POINTS ON THE FIRST FLOOR
		MR AVINASH PAWAR	PRT	BOYS AND GENTS STAFF WASH ROOM (NEW BUILDING)
		MR RAMESH G	PRT	CLASSES I TO III, COMPUTER LAB
		MR JITENDRA J	PRT	STAFF ROOM AND CLASSES IV & V
		MS KHUSHNUMA	PRT	GIRLS WASH ROOM AND LADIES STAFF WASH ROOM
MR SAGAR	PRT	ALL THE DEPARTMENTS		
MR MAHADEV	PRT	ASSEMBLY AREA AND STAGE		
MR VIKRAM	PRT	CORRIDOR OF THE CLASSES ON THE GROUND FLOOR		
MR SANTOSH & Mrs Jyotsna	PRT	CORRIDOR OF THE CLASSES ON FIRST FLOOR AND THE AREAS COVERED (BOTH TERRACE)		
MR ONKAR	PRT	STAIR CASE AND THE AREA BELOW THE RAMP		
MR AMRUT	PRT	OLD PRIMARY BUILDING CAMPUS (GROUND) WITH BOYS WASH ROOM (OLD BUILDING)		
MR DYANESHWAR	PRT	ENTRANCE GATE TO NEW BUILDING AND LOBBY		
MR ARIF B & Mrs Sangeeta Patil	PRT	THE AREA SURROUNDING THE OUTER BUILDING, SIDES AND BACK SIDE OF NEW BUILDING		
7	EXAMINATION (HOME)	MR AMIT SHUKLA (I/C)	PGT HINDI	Smooth conduct of examinations, timely submission of required data/reports, ensure vigilant evaluation, ensure correction of answer sheets in time, coordination with the class teachers and subject teachers and maintenance of examination records, filling up the google sheet with the data, that is to be sent to RO from time to time.
		SMT VEENA (I/C)	TGT SCIENCE	
		MR TUSHAR W	TGT ENGLISH	
		MRS RAJSHREE	TGT SCIENCE	
		SHRI AVINASH PAWAR	PRT	
		SHRI SANTOSH	PRT	
EXAMINATION (CBSE)	MS NIMISHA (I/C)	PGT BIOLOGY	VIGILANT CONDUCT OF ALL CBSE 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. Timely and accurate completion of CBSE Registration. To ensure that CBSE Registration is done as per the school records. (No mismatch in CBSE and school records) Appointment of checkers for Registrations of Class IX to XII	
	MR ROHIT G	LIBRARIAN		

Item of the Syllabus	Teacher's Name	Qualification	Subject	Remarks	
MORNING ASSEMBLY AND DISPLAY BOARDS	MRS AMIT SHUKLA	PGT PHYSICS	PROPER DISCIPLINE IN THE MORNING ASSEMBLY, SMOOTH CONDUCT OF ALL ACTIVITIES under CCA,Bhasha Sangam, Important days, Farwell, Teachers day, Childrens day, Other Programme given by RO , HQ, OR CBSE AND PROPER MAINTNANCE OF RECORDS		
	SHRI TUSHAR W	PGT HINDI			
	MRS AAKANKSHA	TGT ENGLISH			
	MR ROHIT G	TGT ENGLISH			
	MRS SACHIN M	LIBRARIAN			
	MRS ARCHANA MISHRA	TGT SKT			
	TGT HINDI	TGT SKT			
	MR ONKAR I/C	TGT HINDI			
	MR ARIF B	PRT MUSIC			
	MR MAHADEV	PRT MUSIC			
	SHRI JITENDRA I/C	TGT SST			
	MR AMIT SHUKLA	PGT HINDI			
	PGT HISTORY	PGT HISTORY			
PGT GEOG	PGT GEOG				
PGT PS	PGT PS				
SHRI TUSHAR W	TGT ENGLISH				
MRS AAKANKSHA	TGT ENGLISH				
SMT SANJEEVNI G	TGT ENGLISH				
SMT RASHMI SONI	PRT				
SHRI ARIF BEIG	PRT MUSIC				
MS KHUSHNUMA	PRT				
MR JITENDRA J	PRT				
MR MAHADEV	PRT				
PGT ECO	PGT ECO CONTR				
TGT HINDI	TGT HINDI CONTR				
TGT SKT	TGT SKT				
TGT SKT	TGT SKT CONTR				
TGT SST	TGT SST				
SHRI SHAIKH	USA				
OLYMPIADS					
TERI & GREEN	MS VEENA G	TGT SCIENCE	Smooth Conduct of all the activities effectively and efficiently, encouraging maximum participation, maintenance of records and timely reporting to the Principal on completion of the activities		
SCIENCE	TGT SCIENCE	TGT SCIENCE			
MATHS	MRS NANDINI B	PRT			
SMT SHOBHA P	TGT MATHS				
MR SANTOSH	PRT				
SMT POOJA AGRAWAL	PGT CS				
SHRI ROHIT G	LIBRARIAN				
MS SANJEEVNI	TGT ENGLISH				
MS NANDINI BHAGAT	PRT				
CLUBS					
ENGLISH CLUB	SHRI SATISH I/C	PGT ENGLISH		PLANNING OF ENGLISH ACTIVITIES IN THE MORNING ASSEMBLY, MINIMUM ONE ACTIVITY PER WEEK FOR ENGLISH SUBJECT ENRICHMENT IN MORNING ASSEMBLY, CELEBRATION OF ENGLISH WEEK, CONDUCT OF VARIOUS ACTIVITIES ON CONTINUOUS BASIS FOCUSING ON READING AND SPOKEN ENGLISH	
	SHRI TUSHAR	TGT ENGLISH			
	MS SANJEEVNI	TGT ENGLISH			
	MRS AAKANKSHA	TGT ENGLISH			
	MR MAHADEV	PRT			
	MR DYANISHWAR	PRT			
MATHEMATICS CLUB	MR SHALENDRA YI/I/C	PGT MATHS			
	SMT SHOBHA P	TGT MATHS			
	SMT SAKHNA Y	TGT MATHS			
	TGT MATHS	TGT MATHS CONTR			
	MR SANTOSH K	PRT			
	MR RAVISH	PRT			
SCIENCE EXHIBITION/INS PIRE	SMT UJAY YADAV I/C	PGT PHYSICS	Performance of the task in a smooth and effective manner as per the schedule, encouraging maximum participation.		
	SMT POOJA A	PGT CS			
	MS NIMISHA SINGH	PGT BIOLOGY			
	PGT CHEM	PGT CHEM CONTR			
	TGT SCIENCE	TGT BIO			
	SMT VEENA G	TGT BIO			
	SMT RASHMI	PRT			
SCIENCE CONGRESS	MRS VEENA GI/I/C	TGT BIO		Performance of the task in a smooth and effective manner as per the schedule, encouraging maximum participation	
	TGT SCIENCE	TGT BIO			

15	CCT	SMT POOJA AGRAWAL(I/C)	PGT CS	To ensure the conduct of CCT classes and exams, to monitor assignments given to the students. To ensure preparation of quality and timely CCT material and one display board to be prepared with CCT material that should be updated. To fill up google sheet related to CCT. Proper planning of cct activities. Monthly meeting on CCT to be conducted, to ensure tasks being taken under CCT.			
		MRS UJWALA C	PGT PHYSICS				
		MISS NIMISHA S	PGT BIOLOGY				
		MR SHALENDRA	PGT MATHS				
		TGT SCIENCE	TGT BIO				
		MRS SHIGSHA P	TGT MATHS				
		MRS SARDHANA Y	TGT MATHS				
		VEENA GUDAR	TGT SCIENCE				
		MS SANJEEVNI	TGT ENGLISH				
		MR TUSHAR W	TGT ENGLISH				
		SMT AKANKSHA	TGT ENGLISH				
		TGT MATHS	TGT MATHS COUNT				
		PGT CHEM	PGT CHEM CONTR				
		TGT HINDI	TGT HINDI CONT				
		TGT HINDI	TGT HINDI CONT				
TGT SKT	TGT SKT CONTR						
PGT ECO	PGT ECO CONTR						
16	SUBJECT COMMITTEES	ENGLISH	SHRI SATISH B	PGT ENGLISH	Timely conduct of Subject committee meeting, monitoring the activities, follow up, updating the teachers of the syllabus/activities/project/practicals etc		
			MS NANDINI BHAGAT	PRT			
		HINDI	SHRI AMIT SHUKLA	PGT HINDI			
		ANDSANSKRIT	MR AVINASH PAWAR	PRT			
		MATHEMATICS	SHRI SHALENDRA	PGT MATHS			
			MR RAMESH G	PRT			
		SCIENCE	SMT UJWALA C	PGT PHYSICS			
			MRS RASHMI S	PRT			
		SOCIAL SCIENCE	PGT COMM/HIST/GEOG	PGT -COMM/HIST/GEOG			
			SMT KALPANA SHINDE(I/C)	TGT PH&E			
		17	SPORTS	SHRI S N MAURVA		TGT HINDI	Celebration of Sports day, smooth conduct of various sports activities throughout the year with complete safety and security of the students, maintenance of proper records
			SHRI TUSHAR	TGT ENGLISH			
			MS SANJEEVNI	TGT ENGLISH			
			SHRI SAGAR	PRT			
			SHRI RAAMESH G	PRT			
	MRS NANDINI B	PRT					
	SHRI MAHADEV	PRT					
	YOGA TEACHER						
	SPORTS COACH						
18	FURNITURE	SHRI SATISH(I/C)	PGT ENGLISH	Proper recording,verification of the furniture of the entire school , maintenance of furniture register , repairing of broken furniture			
		MR S N MAURVA	TGT HINDI				
		SHRI SANTOSH	PRT				
19	VIDYALAYA PATRIKA	MR SATISH BI(I/C)	PGT ENGLISH	Timely Publication of Vidyalaya Patrika for the session 2023-24(END OF AUGUST 2023)			
		MR AMIT SHUKLA	PGT HINDI				
		SMT SANJEEVNI	TGT ENGLISH				
		MR S N MAURVA	TGT HINDI				
		MRS AKANKSHA K	TGT ENGLISH				
		MR SACHIN M	TGT SKT CONTR				
		TGT HINDI	TGT HINDI				
		SHRI. ARIF	PRT (MUSIC)				
		MR AMRUT	PRT				
		MR MAHADEV	PRT				
		MR SAGAR	PRT				
		MR MAHADEV(I/C)	PRT				
20	NEWSLETTER	SHRI ARIF BEIG	PRT(MUSIC)	Timely Publication of Newsletter for the session 2023-24			
		MR SAGAR	PRT				
21	SCOUT & GUIDE	SHRI S MAURVA (OVERALL I/C)	TGT HINDI	Smooth conduct of all the activities related to Scout and Guide , Encouraging students for maximum participation , maintenance of records.			
		MR TUSHAR W	TGT ENGLISH				
		SMT SANJEEVANI (GUIDE)	TGT ENGLISH				
		MS NIMISHA SINGH	PGT BIOLOGY				
		MRS SHOBHA P	TGT MATHS				
		MRS NANDINI B (I/C-BULBU)	PRT				
		MR RAJESH GI(I/C CUBS)	PRT				
		MR JITENDRA JAGTAP	PRT				
		MR AVINASH PAWAR	PRT				
		ALL S&G TEACHERS					

24		23		22		21		20	
PUBLIC REGRESSAL		PUBLIC REGRESSAL		PUBLIC REGRESSAL		PUBLIC REGRESSAL		PUBLIC REGRESSAL	
SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT	
VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL	
MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI	
SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C	
PGT PHYSICS		PGT PHYSICS		PGT PHYSICS		PGT PHYSICS		PGT PHYSICS	
MR POOLA A		MR POOLA A		MR POOLA A		MR POOLA A		MR POOLA A	
PGT CS		PGT CS		PGT CS		PGT CS		PGT CS	
MR A SHUKLA		MR A SHUKLA		MR A SHUKLA		MR A SHUKLA		MR A SHUKLA	
PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI	
MR TUSHAR		MR TUSHAR		MR TUSHAR		MR TUSHAR		MR TUSHAR	
TGT ENGLISH		TGT ENGLISH		TGT ENGLISH		TGT ENGLISH		TGT ENGLISH	
MRS SUBHADRA NAIR		MRS SUBHADRA NAIR		MRS SUBHADRA NAIR		MRS SUBHADRA NAIR		MRS SUBHADRA NAIR	
HM		HM		HM		HM		HM	
EDUCATIONAL COUNSELLOR		EDUCATIONAL COUNSELLOR		EDUCATIONAL COUNSELLOR		EDUCATIONAL COUNSELLOR		EDUCATIONAL COUNSELLOR	
SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT		SPECIAL EDUCATOR SHRI DEVENDRA KUMAR QANAVAT	
VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL	
MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI	
SMT. SUBHADRA NAIR		SMT. SUBHADRA NAIR		SMT. SUBHADRA NAIR		SMT. SUBHADRA NAIR		SMT. SUBHADRA NAIR	
HM		HM		HM		HM		HM	
MS NIMISHA SINGH(I/C)		MS NIMISHA SINGH(I/C)		MS NIMISHA SINGH(I/C)		MS NIMISHA SINGH(I/C)		MS NIMISHA SINGH(I/C)	
PGT BIOLOGY		PGT BIOLOGY		PGT BIOLOGY		PGT BIOLOGY		PGT BIOLOGY	
SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C	
PGT PHYSICS		PGT PHYSICS		PGT PHYSICS		PGT PHYSICS		PGT PHYSICS	
TGT PHE		TGT PHE		TGT PHE		TGT PHE		TGT PHE	
MR. ARIF BAIG		MR. ARIF BAIG		MR. ARIF BAIG		MR. ARIF BAIG		MR. ARIF BAIG	
PRT (MUSIC)		PRT (MUSIC)		PRT (MUSIC)		PRT (MUSIC)		PRT (MUSIC)	
SHRI VIKRAM		SHRI VIKRAM		SHRI VIKRAM		SHRI VIKRAM		SHRI VIKRAM	
PRT		PRT		PRT		PRT		PRT	
Ms Khushnuma		Ms Khushnuma		Ms Khushnuma		Ms Khushnuma		Ms Khushnuma	
PRT		PRT		PRT		PRT		PRT	
MR SANTOSH		MR SANTOSH		MR SANTOSH		MR SANTOSH		MR SANTOSH	
PRT		PRT		PRT		PRT		PRT	
MR SAGAR *1		MR SAGAR *1		MR SAGAR *1		MR SAGAR *1		MR SAGAR *1	
PRT		PRT		PRT		PRT		PRT	
TGT ART		TGT ART		TGT ART		TGT ART		TGT ART	
TGT ART		TGT ART		TGT ART		TGT ART		TGT ART	
25		25		25		25		25	
REPAIR & MAINTANANCE		REPAIR & MAINTANANCE		REPAIR & MAINTANANCE		REPAIR & MAINTANANCE		REPAIR & MAINTANANCE	
FURNITURE		FURNITURE		FURNITURE		FURNITURE		FURNITURE	
MR SATISH BI(I/C)		MR SATISH BI(I/C)		MR SATISH BI(I/C)		MR SATISH BI(I/C)		MR SATISH BI(I/C)	
PGT ENGLISH		PGT ENGLISH		PGT ENGLISH		PGT ENGLISH		PGT ENGLISH	
MR AMIT SHUKLA		MR AMIT SHUKLA		MR AMIT SHUKLA		MR AMIT SHUKLA		MR AMIT SHUKLA	
PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI	
SHRI SUNIL WAGH		SHRI SUNIL WAGH		SHRI SUNIL WAGH		SHRI SUNIL WAGH		SHRI SUNIL WAGH	
SSA		SSA		SSA		SSA		SSA	
SCHOOL BUILDING		SCHOOL BUILDING		SCHOOL BUILDING		SCHOOL BUILDING		SCHOOL BUILDING	
SHRI ROHIT G		SHRI ROHIT G		SHRI ROHIT G		SHRI ROHIT G		SHRI ROHIT G	
LIBRARIAN		LIBRARIAN		LIBRARIAN		LIBRARIAN		LIBRARIAN	
MR MAHADEV		MR MAHADEV		MR MAHADEV		MR MAHADEV		MR MAHADEV	
PRT		PRT		PRT		PRT		PRT	
MR SANTOSH		MR SANTOSH		MR SANTOSH		MR SANTOSH		MR SANTOSH	
PRT		PRT		PRT		PRT		PRT	
SHRI SUNIL WAGH		SHRI SUNIL WAGH		SHRI SUNIL WAGH		SHRI SUNIL WAGH		SHRI SUNIL WAGH	
SSA		SSA		SSA		SSA		SSA	
STAFF QUARTERS		STAFF QUARTERS		STAFF QUARTERS		STAFF QUARTERS		STAFF QUARTERS	
MR AMIT SHUKLA(I/C)		MR AMIT SHUKLA(I/C)		MR AMIT SHUKLA(I/C)		MR AMIT SHUKLA(I/C)		MR AMIT SHUKLA(I/C)	
PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI	
MR JITENDRA - K		MR JITENDRA - K		MR JITENDRA - K		MR JITENDRA - K		MR JITENDRA - K	
TGT SST		TGT SST		TGT SST		TGT SST		TGT SST	
MR SAGAR		MR SAGAR		MR SAGAR		MR SAGAR		MR SAGAR	
PRT		PRT		PRT		PRT		PRT	
MR PINTOO		MR PINTOO		MR PINTOO		MR PINTOO		MR PINTOO	
SUB STAFF		SUB STAFF		SUB STAFF		SUB STAFF		SUB STAFF	
MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI		MS ANJU KRISHNANI	
VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL		VICE PRINCIPAL	
SMT SUB- JYODA NAIR		SMT SUB- JYODA NAIR		SMT SUB- JYODA NAIR		SMT SUB- JYODA NAIR		SMT SUB- JYODA NAIR	
HM		HM		HM		HM		HM	
SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C		SMT UJIWALA C	
PGT PHYSICS		PGT PHYSICS		PGT PHYSICS		PGT PHYSICS		PGT PHYSICS	
MR JITENDRA PRASAD		MR JITENDRA PRASAD		MR JITENDRA PRASAD		MR JITENDRA PRASAD		MR JITENDRA PRASAD	
TGT SST		TGT SST		TGT SST		TGT SST		TGT SST	
MR AVINASH PAVAR		MR AVINASH PAVAR		MR AVINASH PAVAR		MR AVINASH PAVAR		MR AVINASH PAVAR	
PRT		PRT		PRT		PRT		PRT	
SHRI ROHIT G(I/C)		SHRI ROHIT G(I/C)		SHRI ROHIT G(I/C)		SHRI ROHIT G(I/C)		SHRI ROHIT G(I/C)	
LIBRARIAN		LIBRARIAN		LIBRARIAN		LIBRARIAN		LIBRARIAN	
MRS POOLA A		MRS POOLA A		MRS POOLA A		MRS POOLA A		MRS POOLA A	
PGT CS		PGT CS		PGT CS		PGT CS		PGT CS	
MRS S N MAURIA		MRS S N MAURIA		MRS S N MAURIA		MRS S N MAURIA		MRS S N MAURIA	
TGT HINDI		TGT HINDI		TGT HINDI		TGT HINDI		TGT HINDI	
MR TUSHAR W		MR TUSHAR W		MR TUSHAR W		MR TUSHAR W		MR TUSHAR W	
TGT ENGLISH		TGT ENGLISH		TGT ENGLISH		TGT ENGLISH		TGT ENGLISH	
SMT VEDNA G		SMT VEDNA G		SMT VEDNA G		SMT VEDNA G		SMT VEDNA G	
TGT SCIENCE		TGT SCIENCE		TGT SCIENCE		TGT SCIENCE		TGT SCIENCE	
MRS SHEKHBA P		MRS SHEKHBA P		MRS SHEKHBA P		MRS SHEKHBA P		MRS SHEKHBA P	
TGT MATHS		TGT MATHS		TGT MATHS		TGT MATHS		TGT MATHS	
MRS RASHMI S		MRS RASHMI S		MRS RASHMI S		MRS RASHMI S		MRS RASHMI S	
PRT		PRT		PRT		PRT		PRT	
MRS ANIT SHUKLA(I/C)		MRS ANIT SHUKLA(I/C)		MRS ANIT SHUKLA(I/C)		MRS ANIT SHUKLA(I/C)		MRS ANIT SHUKLA(I/C)	
PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI		PGT HINDI	
HINDI		HINDI		HINDI		HINDI		HINDI	
RAJBHASHA		RAJBHASHA		RAJBHASHA		RAJBHASHA		RAJBHASHA	
MR SHAILENDRA Y		MR SHAILENDRA Y		MR SHAILENDRA Y		MR SHAILENDRA Y		MR SHAILENDRA Y	
PGT MATHS		PGT MATHS		PGT MATHS		PGT MATHS		PGT MATHS	
MRS SUBHADRA NAIR		MRS SUBHADRA NAIR		MRS SUBHADRA NAIR		MRS SUBHADRA NAIR		MRS SUBHADRA NAIR	
HM		HM		HM		HM		HM	
SHRI S MAURIA		SHRI S MAURIA		SHRI S MAURIA		SHRI S MAURIA		SHRI S MAURIA	
TGT HINDI		TGT HINDI		TGT HINDI		TGT HINDI		TGT HINDI	
SHRI ROHIT G		SHRI ROHIT G		SHRI ROHIT G		SHRI ROHIT G		SHRI ROHIT G	
LIBRARIAN		LIBRARIAN		LIBRARIAN		LIBRARIAN		LIBRARIAN	
TGT HINDI		TGT HINDI		TGT HINDI		TGT HINDI		TGT HINDI	
TGT SKT		TGT SKT		TGT SKT		TGT SKT		TGT SKT	
TGT SKT		TGT SKT		TGT SKT		TGT SKT		TGT SKT	
TGT SKT		TGT SKT		TGT SKT		TGT SKT		TGT SKT	
TGT SKT		TGT SKT		TGT SKT		TGT SKT		TGT SKT	
MR TUSHAR WARDE		MR TUSHAR WARDE		MR TUSHAR WARDE		MR TUSHAR WARDE		MR TUSHAR WARDE	
TGT ENGLISH		TGT ENGLISH		TGT ENGLISH		TGT ENGLISH		TGT ENGLISH	
MRS VEENA G		MRS VEENA G		MRS VEENA G		MRS VEENA G		MRS VEENA G	
TGT BIO		TGT BIO		TGT BIO		TGT BIO		TGT BIO	

Kind and Proper guidance to the students whenever required, critical cases to be reported to VP/Principal, coordination with the parents, maintenance of the records/reports

To provide timely Remedial/Relief for Public Grievance

To monitor the beautification of school garden, nutrition garden, kitchen garden and campus of the vidyalaya as a whole and submit monthly report to VP/Principal

Monitoring and verifying the repair/works done, record maintenance, timely action to be taken for any work required in any class/Dept. Repair/Maintenance work done to be monitored, noted and verified.

To follow proper procedure for the Maintenance work of the Qtrs, when the funds are received for Qtr Maintenance, as per the KVS Norms.

To provide all the required help for the welfare of the staff within the rules and norms of KVS

Conduct of Library Meetings as per schedule, Maintenance of record of book review of the students, Creation of Sound Environment for Reading in the Library, Recommendation of quality books and magazine, providing the books to the students as per the requirement

To Ensure use of Hindi in the vidyalaya information system, attending the Nagar/Rajbhasha meetings, office communication, minutes of all the meetings, organising workshops at school level for the teachers

29	WEBSITE UPDATION AND UPLOAD OF TC	SMT POOJA AGRAWAL(I/C) MMS RAJSHREE SHRI ROHIT G SHRI SHAIKH (I/C)TC UPLOAD)	PGT CS TGT SCIENCE LIBRARIAN JSA	Updating the school website with necessary information, announcement, activities/events undertaken at Vidyalaya level, latest photographs and videos.
	STUDENT INFORMATION SYSTEM	SMT POOJA AGRAWAL(I/C) SHRI ROHIT G TGT COMPUTER SCIENCE MS POOJA AGRAWAL(I/C) TGT COMPUTER SCIENCE Shri Amrut	PGT CS LIBRARIAN PGT CS Librarian PRT	Timely upload of TC in the Vidyalaya Website.
30	EXCURSION	MR A SHUKLA (I/C) SMT KALPANA SHINDE SHRI SANTOSH K SHRI RAMESH G	PGT HINDI TGT PHL&E PRT PRT	PERFORMING VARIOUS TASKS RELATED TO STUDENT INFORMATION SYSTEM.
	R.O DRINKING WATER MAINTAINANCE	MR S N MAURYA TGT SST TGT SST MMS SHOBHA PATIL MR RAMESH GI(I/C) PRY MR VIKRAM	PGT HINDI TGT HINDI TGT SST TGT MAATHS PRT PRT	Smooth conduct of Excursion with complete safety and security of the students TO CHECK THE RO DRINKING WATER POINTS, ITS WORKING AND ENSURE TO SWITCH IT OFF AT 2:10 PM (WHEN THE STUDENTS LEAVE)
34	PHOTOGRAPHY AND VIDEOGRAPHY	SHRI ROHIT GI(I/C) SHRI ARIFF BEIG MS KHUSHNUMA SHRI MAHADEV MR SAGAR TGT SST	LIBRARIAN PRT MUSIC PRT PRT PRT TGT SST	Quality photography of all the events/activities of the Vidyalaya AND PROVIDE THE QUALITY PHOTOGRAPHS AFTER EVERY EVENT TO THE WEBSITE UPDATION AND REPORTING COMMITTEE
	PRESS & PUBLICITY	SHRI SATISH(I/C) MR AMIT SHUKLA SHRI ROHIT G SHRI TUSHAR SHRI ARIFF BEIG	PGT ENGLISH PGT HINDI LIBRARIAN TGT ENGLISH PRT MUSIC	Timely publishing the report of various activities as per requirement
36	FIRST AID, MEDICAL ROOM AND HEALTH CHECK UP	MRS KALPANA SHINDE (I/C) MS NIMISHA SINGH MRS SAOHANA MRS SAWTEVNI G YOGA TEACHER DOCTOR NURSE	TGT PHL&E PGT BIOLOGY TGT MAATHS TGT ENGLISH YOGA INSTRUCTOR DOCTOR NURSE	Instant and Prompt action whenever medical Aid required, Monitoring the requirements of medicines, Medical check up(twice) in a year, arrangement of medical/health awareness programmes, To make available 06 first aid kits at Medical room/sports room, Bio lab, Principal room, VP Room and HM room.
	PA SYSTEM	MRS KALPANA SHINDE(I/C) MR AMIT SHUKLA SHRI ROHIT G MR ARIFF B MR. SANTOSH.	SPORTS COACH PGT PHL&E PGT HINDI LIBRARIAN PRT MUSIC PRT	PROPER ARRANGEMENT OF PA IN MORNING ASSEMBLY AND DURING EVENTS
38	FLAG HOISTING AND FLAG LOWERING	MRS S N V. JURYA SPORTS COACH YOGA INSTRUCTOR MS NIMISHA(I/C) MR TUSHAR W MRS KALPANA SHINDE DOCTOR NURSE	TGT HINDI SPORTS COACH YOGA INSTRUCTOR PGT BIOLOGY TGT ENGLISH TGT PHL&E DOCTOR NURSE	Ensure Flag Hoisting AND LOWERING
	LIFE SKILL & AEP	MS NIMISHA(I/C) MR TUSHAR W MRS KALPANA SHINDE DOCTOR NURSE EDUCATIONAL COUNSELLOR	PGT BIOLOGY TGT ENGLISH TGT PHL&E DOCTOR NURSE EDUCATIONAL COUNSELLOR	Arranging Guidance sessions, arrangement of activities and proper records
40	MONTHLY REPORT	SPECIAL EDUCATOR SHRI SATISH(I/C-ENGUSH) SHRI TUSHAR W	SPECIAL EDUCATOR PGT ENGLISH TGT ENGLISH	Timely completion of minutes of the meeting in English and Hindi both with signature of the staff.
				STAFF MEETING

		MR SHAILENDRA VI(I/C)	PGT MATHS	To verify the UBI Fees section wise along with the necessary documents.	
		SMT POOJA A	PGT CS		
		Shri Waigh	SSA		
	FARUNOTSAVA	MR SATISH B(I/C)	PGT ENGLISH	Preparation of Timetable for farunotsava , monitoring the activities and timely submission of report with required evidences	
		SMT UJJWALA C	PGT PHYSICS		
		MRS NIMISHA S	PGT BIOLOGY		
		SMT POOJA A	PGT CS		
		PGT COMMERCE	PGT COMMERCE		
		MR AMIT SHUKLA	PGT HINDI		
		PGT GEOGRAPHY	PGT GEOGRAPHY		
		PGT HISTORY	PGT HISTORY		
	44 STUDENT COUNCIL & MONITOR	SMT UJJWALA(I/C)	PGT PHYSICS	Selection of student council In April 2021 , allotment of duties, arrangement of convocation ceremony for monitors and student council members	
		SHRI SATISH H	PGT ENGLISH		
		MR AMIT SHUKLA	PGT HINDI		
		MS. NIMISHA	PGT BIOLOGY		
		PGT COMMERCE	PGT COMMERCE		
		MRS POOJA A	PGT CS		
		CLASS TEACHERS OF CLASS XI & XII			
	45 NATIONAL DISASTER MANAGEMENT	MR SUNIL WAGH (I/C)	SSA	To ensure safety and security of the students, by checking periodically the fire safety instruments, guidance to the students regarding emergences. To fulfill the prescribed parameters and submit quarterly report.	
		MRS KALPANA SHINDE	TGT PH&E		
		SMT UJJWALA C	PGT PHYSICS		
		MS NIMISHA SINGH	PGT BIOLOGY		
		ROHIT G	LIBRARIAN		
		MR SATISH			
		MR ARIF B	PRT MUSIC		
		MR JITENDRA K	TGT SST		
		PGT CHEMISTRY	chem dept I/c		
		MR AMIT SHUKLA	EXAM DEPT (I/C)		
	46 DRINKING WATER	MS. NIMISH SINGH (I/C)PGT		To ensure that pure drinking water is available to the students. The cleanliness of the area near the source of drinking water to be monitored on daily basis . Report to VP/Principal monthly	
		BIO			
		SMT SHOभा P	TGT MATHS		
		SMT SADHNA Y	TGT MATHS		
		MRS KALPANA SHINDE	TGT PH&E		
		SHRI AVINASH PAWAR	PRT		
		MS KHUSHNUMA	PRT		
		MR VIKRAM	PRT		
	47 LOST & FOUND	MRS KALPANA SHINDE(I/C)	TGT PH&E	Providing necessary instructions to the students, record maintaining and taking corrective action	
		SHRI SN MAURYA	TGT HINDI		
		SHRI SANTOSH K	PRT		
		MS KHUSHNUMA	PRT		
	48 STUDENT IDENTITY CARD	MR ROHIT GI(I/C SEC	TGT LIBRARY	To coordinate with the class teachers and students so that proper Identity cards can be issued to the students.	
		MR JITENDRA PRASAD	TGT SST		
		SHRI SAGAR(I/C) - PRY	PRT		
		SHRI ONKAR	PRT		
		SHRI. VIKRAM	PRT		
	49 TRANSPORT	SHRI RAJESH GADAR	PRT	To arrange transport facilities for the students for the various activities undertaken throughout the year, WHENEVER REQUIRED.	
		MR ARIF B	PRT MUSIC		
	50 PURCHASE and Gem PURCHASE	MS ANJU KRISHNANI(I/C)	VICE PRINCIPAL	To monitor all the purchases done as per the requirement of the Vidyalaya and as per KVS Norms to follow the proper purchase procedure on GeM as per the norms , checking the required documents as per the specifications and checking the goods on arrival. Department holders to place requisition of procurement of materials of their department to Buyer of GeM (VP) with approval of Principal. The materials available on GeM to be purchased only through GeM.	
		SHRI SUNIL WAGH	SSA		
		MR ROHIT G	LIBRARIAN		
		MRS POOJA A	PGT CS		
	51 TEACHING AID / TLM/RESOURCE ROOM	MR JEETINDER I(C)	TGT SST	TO MAINTAIN GEOGRAPHY ROOM AS RESOURCE ROOM FOR AV AIDS(SEC) AND MAINTANANCE OF PRIMARY RESOURCE ROOM	
		MR AMRUT B	PRT		
		PGT GEOGRAPHY			
		PGT ECONOMICS			

52	SCHOOL SAFETY AND SECURITY	MRS KALPANA SHINDE (I/C)	TGT PRAE	PGT BIOLOGY	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. Monthly Meeting to be taken with Principal to review the situation. The security of all the departments, classrooms, washrooms to be thoroughly analysed.
53	QUARTER PANEL FORMATION & ALLOTMENT	MS NIMISHA SINGH MRS POOLA MR AMIT SHUKLA SRI TUSHAR W MRS BASHMI S SRI. RAAGSH GAJAR MR JITENDRA J MR DYANESHVAR	PGT CS PGT HINDI TGT ENGLISH PRT PRT PRT	VICE PRINCIPAL PGT HINDI PRT	To perform duties as per KVS Norms
54	HOSPITALITY	MR AMIT SHUKLA SRI SUNIL WAGH SMT SHOBHA P(I/C) SMT VEENA G SMT BASHMI MS KHUSHUMA MR PINTOO	PRT PRT TGT MATHS TGT SCIENCE PRT PRT	SSA TGT MATHS TGT SCIENCE PRT	Hospitality services to be provided whenever needed on various occasions in the Vidyalaya
55	DAILY UNIFORM & DISCIPLINE	MS ANU KRISHNANI	VICE PRINCIPAL		All Class and Subject teachers to ensure it throughout the day. Daily uniform Specifically in the Morning Assembly. It is the duty of every class teacher to check the students uniform every morning in the morning assembly and ensure discipline throughout the day.
56	AWAKENED CITIZENSHIP	MRS KALPANA SHINDE (I/C) SPORTS COACH MS NIMISHA SINGH MR SATISH B MR DYANESHVAR MRS NANDINI ALL CLASS TEACHERS AND SUBJECT TEACHERS	TGT PRAE SPORTS COACH PGT BIOLOGY PGT ENGLISH PRT PRT		PLANNING ACP CLASSES AND COMPLETION OF ALL ACP MODULES IN TIME
57	PTA AND PTM	MS ANU KRISHNANI MRS SHOBHA P MRS VEENA G MR TUSHAR W MR ROHIT G	VP TGT MATHS TGT BIO TGT ENGLISH LIBRARIAN		A) MAINTENANCE OF PTM RECORDS, with attendance of the parents and consolidated report classwise to be submitted the MINIMUM four TIMES IN A YEAR/PTA meeting to be conducted the next day of VMAC Meeting
58	ALUMNI RECORD AND INTERACTION	MRS UJWALA C(I/C) MS NIMISHA SINGH MR ROHIT G MRS POOLA A MR JITENDRA PRASAD MR SATISH B	PGT PHYSICS PGT BIOLOGY LIBRARIAN PRT CS TGT SST PGT ENGLISH		KEEPING A RECORD OF THE ALUMNI OF THE VIDYALAYA AND PROPER SESSION FOR STUDENT DEVELOPMENT
59	EXTERNAL EXAMINATION AND COMPETIONS	MR ROHIT G MR ONKAR	TGT LIBRARY PRT		CONDUCT OF EXTERNAL EXAMINATION (NON KV) AND COMPETIONS AND MAINTAIN A PROPER RECORD OF THE SAME
60	MONTHLY WALK	MR AMRUT B MR JITENDRA PRASAD MR ROHIT G MR ONKAR MR VIKRAM	PRT TGT SST TGT LIBRARY PRT PRT		MONTHLY WALK OF THE VIDYALAYA CAMPUS. TO ANALYSE THE REPAIR, PLUMBING, REQUIREMENT OF THE SCHOOL AND REPORT THE SAME TO PRINCIPAL ON THE LAST DAY OF EVERY MONTH
61	CONSERVENCY MONITORING COMMITTEE	MS NIMISHA S MRS SHOBHA P MRS N. AURVA MR AVINASH PAWAR MR DYANESHVAR MRS NANDINI B MRS SUBHADRA NAIR MR ABIF B MR MAHADEV MR SAGAR MS KHUSHUMA ART AND CRAFT TEACHER	PGT BIOLOGY TGT MATHS TGT HINDI PRT PRT PRT PRT PRT PRT PRT		TO MONITOR THE WORK OF THE CONSERVANCY STAFF
62	BALA	MR JITENDRA PRASAD MR TUSHAR WAGDE MR ROHIT G MRS SHOBHA PATIL MRS NANDINI B	PRT PRT PRT PRT PRT		PLANNING, DESIGNING AND MONITORING THE TASK OF BALA IN THE NEW PRIMARY BUILDING
63	STAFF CLUB	MR JITENDRA PRASAD MR TUSHAR WAGDE MR ROHIT G MRS SHOBHA PATIL MRS NANDINI B	TGT SST TGT ENGLISH LIBRARIAN TGT MATHS PRT		UNDERTAKING OF STAFF ACTIVITIES, FAREWELL OF STAFF AND EXCLUSION OF THE STAFF

SCHOOL PROGRAMME	MS NIMISHA SINGH	PGT BIOLOGY	UNDERTAKING THE ACTIVITIES RELATED TO GREEN SCHOOL PROGRAMME ,MAINTAINANCE OF NURSERY OF THE VIDYALAYA
ESCORT DUTY	MRS VEENA G	TGT BIO	
CHART PREPARATION COMMITTEE	TGT SCIENCE	TGT SCIENCE	
	MS ANJU KRISHNANI	VP	MAKING A CHART OF ESCORTING DUTY IN CLUSTER, REGIONAL AND NATIONAL EVENTS.
	MR S N MAURVA	TGT HINDI	
	MRS SUBHADRA NAIR	HM	
66 CAREER GUIDANCE AND COUNSELLING	MS ANJU KRISHNANI	VP	ARRANGEMENT OF GUIDANCE AND COUNSELLING SESSION FOR THE STUDENTS OF CLASS IX TO XII
	MRS UJWALA C	PGT PHYSICS	
	EDUCATIONAL COUNSELLOR		
	MR ROHIT G	LIBRARIAN	
67 STAFF GRIEVANCE COMMITTEE	MR AMIT SHUKLA(I/C)	PGT HINDI	PUTTING FORWARD THE GRIEVANCE OF THE STAFF TO THE PRINCIPAL. MONTHLY MEETING FOR THE SAME TO BE CONDUCTED WITH THE STAFF
	MRS SHOBHA P	TGT MATHS	
	MR AVINASH PAWAR	PRT	
	MRS VEENA G	TGT BIO	
68 GRIEVANCE CELL FOR SC/ST/MINORITY AND PH	MR TUSHAR W	TGT ENGLISH	PUTTING FORWARD THE GRIEVANCE OF THE STAFF TO THE PRINCIPAL. MONTHLY MEETING FOR THE SAME TO BE CONDUCTED WITH THE STAFF
	MS SANJEEVNI G	TGT ENGLISH	
	MS KHUSHNUMA	PRT	
	MR ARIE B	PRT MUSIC	
	MR AMIT SHUKLA(HINDI)	PGT HINDI	PREPARATION OF REPORT AFTER EVERY EVENT(CULTURAL, CELEBRATION OF DAYS, INSPECTION ETC) AND SUBMIT THE SAME TO VP ON THE 3RD DAY OF THE COMPLETION OF THE EVENT.
69 REPORT MAKING COMMITTEE	MR SATISH B(ENGLISH)	PGT ENGLISH	
	MR TUSHAR W	TGT ENGLISH	
	MR S N MAURVA	TGT HINDI	
	MR SACHIN M	TGT SKT	
	MS SANJEEVNI	TGT ENGLISH	
	MRS POOJA A	PGT CS	TIMELY VERIFICATION OF THE STUDENTS ON UBI PORTAL
70 UBI FEE VERIFICATION	COMPUTER INSTRUCTOR(PRT)		
	COMPUTER INSTRUCTOR(SEC)		
	MR ROHIT G	LIBRARIAN	

(DEVENDRA KUMAR OLAWAT)
PRINCIPAL

