

COMMITTEES

KV MIRC, AHMEDNAGAR 2023-24

S.N.	NAME OF THE COMMITTEES	NAME OF TEACHER	DUTY	SIGN
1	TIME TABLE (SECONDARY)	Mrs. Shalini J.- I/c Mrs.Dolly Mrs. Madhuri U.	To prepare the time table as per norms and also make arrangements in the absence of the teachers on day to day basis.	
	TIME TABLE (PRIMARY)	Mr. Angad D.I/c Mrs.Seema D. Mr. VishalGawali		
2	ADMISSION	Mr.SureshShirsath – I/c Mrs.MadhuriUpadhye Mrs.SeemaDhongade Mrs.Nalini S. Mr. David I Mr.Vikram Kamble Mr.VishalGawali	To facilitate admission during the session as per KVS guidelines.	
3	FURNITURE	Mr.– Angad D I/c Mr.SureshShirsath Mrs. Seema D, PRT	To procure and maintain furniture in the Vidyalaya as per norms. Affecting the repairs on day to day basis.	
4	LIBRARY	Ms. Dolly K - I/c Mrs.SeemaDhongade Ms.Rishikaa Mrs.Sarita	To plan and purchase the books as recommended by the members of the committee and students. To maintain the records properly.	
5	SCOUTS AND GUIDES	Primary Bulbul- Mrs.SeemaDhongade I/C Mrs. Sarita Primary cubs- Mr. David I – I/c Mr. Ganesh S.	To conduct scout and guide activities in the Vidyalaya and ensure participation of the students in the various competitions/ training programs/ conducted by RO/ HQ.	
	SCOUTS AND GUIDES	Secondary Scout- Mr.Ashok K. Mr.Suresh S. Secondary Guide- I/C Mrs.Madhuri U. Mrs.Dolly K.	To conduct scout and guide activities in the Vidyalaya and ensure participation of the students in the various competitions/ training programs/ conducted by RO/ HQ.	

6	EXAMINATION (SECONDARY)	Mr. Avinash I. I/C Mrs. Rija - Mrs. Shalini J. Mrs. Dolly Kumari	To conduct different examinations and tests like unit test, half yearly and session ending examinations, formative assessments and other tests.	
	EXAMINATION (PRIMARY)	Mr. David I. – I/c Mr. Vikram K. Mrs. Sarita Mr. Shaikh M.		
	CBSE & External Exam	Mr. - Avinash I/C Mr. Parshuram W. Ms. Kavita K. Mrs. Geetanjali		
7	SCIENCE EXHIBITION/ NCSC	Mrs. Sandhya I/c Mr. Avinash I. Mrs. Shital K. Ms. Gayatri G.	To conduct Olympiad and other competitions related to science to prepare the students with exhibits and models to participate in the science exhibitions at different levels like regional and national level. To prepare students for science congress.	
	PRIMARY EXHIBITION	Mrs. Seema – I/c Mrs. Rishika Mr. Shaikh		
8	CCA (SECONDARY)	Mr. Parshuram Wangdare I/C Mr. Suresh S Mr. Ashok K. Mrs. Manisha S.	To divide the students into 4 houses, to plan different CCA activities for the year as per the CCA calendar and for various occasions. To prepare the students for outside literary and cultural activities.	
9	CCA (PRIMARY)	Mrs. Sarita R. I/C Ms. Rishika Mrs. Kavita T.	To conduct CCA activities in CCA periods every week. To conduct all other CCA related activities smoothly. To maintain necessary records related to CCA activities as per the CCA calendar.	
10	DISCIPLINE	Mrs. Shalini J. - I/C Mr. Parshuram W. Mr. Avinash I Mr. Suresh Shirsath Mrs. Madhuri Upadhye Mr. Vijaykumar D. Mrs. Kavita K.	The members of the committee would look after the discipline inside the Vidyalaya campus and at gate during the morning and recess time and when the school is over daily.	
	Primary	Mrs. Seema D – I/c Mrs. Sarita Mr. Vishal Mr. David		

11	EXCURSION COMMITTEE	Mr. Shirish D – I/c Mrs.Seema Dhongade	Organize excursion as per KVS norms.	
12	MAINTENANCE AND REPAIR (ELECTRICAL) MAINTENANCE AND REPAIR (CIVIL) (School)	Mr.Shirish D- I/c Mr. Vishal G Mrs. Nalini S	To ensure the working of fans and lights in the building. To take up repair works wherever necessary. To look after civil works its maintenance and repairing. They will also maintain the register for the same.	
	MAINTENANCE AND REPAIR (ELECTRICAL) MAINTENANCE AND REPAIR (CIVIL) (Staff Qtr.)	Mr. Shaikh M- I/c Mr. Vishal G Mrs. Madhuri Mr. Ganesh	To Allot the quarter.To take up repair works wherever necessary. To look after civil works its maintenance and repairing. They will also maintain the register for the same.	
13	VIDYALAYA BEAUTIFICATION	Mrs.Sandhya J.- I/C Mrs.Sarita Mrs.Rishikaa	To beautify the school building, school campus including the display boards and updating of displays.	
14.	Photography	Mr. Shirish D.- I/c Mr.Angad Ms.Dolly Kumari Mr.Bajrang T.	To take the photos and Videos of all activities in the school. To save it in a system as per event and also to ensure updating it on school website, facebook, Twitter etc.	
15.	Purchase Committee	Mr.Parshuram W. Mr.Avinash I. Mrs.Seema Dhongade Mr.David I.		
16.	Staff Club	Mr.Parshuram W. (secretary) Mr. Shirish D (treasurer) Mrs. Nalini S. Mr.Vishal G		
17.	NCC	Mrs.MadhuriUpadhye- I/C Mr. Angad D.		
18.	(a) Fire safety , building safety,	Mr.Ashok K. - I/C Mrs. Nalini S Mr.Vijay D.		
	(b) Harit Vidyalaya.	Mrs. Sandhya J.- I/C Mrs. Seema D.		

19.	FIRST AID AND HEALTH CHECKUP	<p>Primary- Mrs.Sarita R.– I/c Mrs. Nikita (nurse) Ms.Rishikaa Mr. David I.</p> <p>Secondary- Ms. Dolly K- I/c Mr. Akshay C. Ms. Gayatri G.</p>	To provide first aid facilities to the students to conduct health awareness programs, help to conduct health checkups in the Vidyalaya.	
20.	RAJBHASHA HINDI	Mrs.Madhuri U. I/C Mrs.Kaurna K.- Mrs.Ranjeeta Mrs. Sarita	As per KVS norms to implement the use of Rajbhasha Hindi in all the activities of the Vidyalaya.	
21.	WEBSITE COMMITTEES	Mr.David I. I/c Ms.Kavita K.– Mrs. Kiran Khose	Updating the website every week, create students corner and make good website. Update all contents whenever required, use latest photos, and display all contents as KVS format.	
22	ACADEMIC COUNCIL AND PTA	Mr. Parshuram- I/c Mr.Avinash I Mrs..Rija Mrs. Shalini J. Mrs.Madhuri U.	Smooth functioning of the academics of the school reviewing the subject committee meeting, moderation of results and quality dimensions of KVS to be followed, arriving at correct PI target at Vidyalaya Level. Achieving the same. Allotment of non- scholastic periods to subject teachers to meet the needs of low achievers, reviewing the subject committee meetings, enriching the library with reference books and periodicals and software.	
23	Guidance and Counseling NAEP committee	Mrs.Sandhya J. I/c Mrs.Shital K. Ms. Gaytri G.	To provide guidelines and counseling to students, finding the problems faced by students, arranging the lectures by eminent persons. Displaying suitable information for behavioral counseling and career counseling, annually planned guest lectures,discussions.	

24	Language Committee	Mr. Parshuram- I/c Mr. Suresh S Mrs. Madhuri U. Mrs. Karuna Mrs. Monali.S. Mrs. Ranjeeta	Improve spoken and written spoken and Hindi. Arrange activities like debate, speeches, book reviews, etc. Registration for foreign schools for student's exchange. Spoken English classes. Activities to improve the language of Communication.	
25	CMP & TLM	Mrs. Seema Dhongade – I/c Mr. Vishal G Mrs. Nalini S.	Activity based teaching learning method. Effective classroom environment.	
26	Resource Room	Mrs. Seema Dhongade- I/c Mrs. Nalini Mrs. Sarita Mrs. Rishikaa	To produce the materials and maintain the resource room.	
27	Sanitary Arrangement and Cleanliness Monitoring Committee	Mrs. Sarita Mr. Shaikh M- I/C Mr. Akshay K	To look after the overall cleanliness of the Vidyalaya and report to the Principal.	
28	Gardening	Mrs. Seema D, PRT- I/c Mrs. Nalini S Ms. Dolly Kumari Ms. Kavita P	To look after the proper upkeep of the Garden on the Vidyalaya.	
29	Integrity Club	Ms. Dolly Kumari -I/C Mrs. Seema Dhongade Mrs. Nalini Shirke	To motivate students for participation in different activities.	
30	Science Club ECO Club	Mr. Avinash I- I/c Mrs. Sandhya J. Mrs. Shital K	To motivate students for participation in different activities.	
31	Maths Club	Mrs. Rija Mr. Bajrang T. Mr. Vijay D.	To motivate students for participation in different activities.	
32	Adventure Club	Mr Ganesh S.- I/c Mr. Angad D Mr. David I Mrs. Sarita	To plan and implement related activities.	
33	Readers Club	Ms. Dolly Kumari- I/C Mrs. Karuna K. Mrs. Ranjeeta Mrs. Monali S.	To plan and implement related activities. To motivate maximum students for participation.	
34	Language And Literary Club	Mr. Parshuram W- I/c Mr. Suresh S Mrs. Madhuri U		
35	Art, Craft Club	Mr. Shirish Dhumale- I/c Mr. Vikram Kamble.		

36	NIOS AI & Exam	Mr.Parshuram W – I/c Mr.Avinash I. Mr. David I. Mr. Vishal G	
37	Teaching Aids	Mrs. Madhuri U- I/c Mrs.Seema, D.	
38	Film Show Arrangement	Mr. Shaikh M- I/c Mr. David Mr. Ganesh	
39	Grievance Cell	Mr.Parshuram W. - I/c Mrs.Rija P. Mrs. Nalini S Mr. Vishal G	

Subject Committees

40	Primary		
	English Hindi Maths EVS	Mrs. Seema Dhongde Mr. Shaikh M Mr.. Ganesh S Mrs.Sarita	
41	Secondary		
	English Hindi Science Maths SST	Mr.Parshuram W Mrs. Karuna k. Mr. Avinash I Mr. Rija Mrs. Shalini J..	
42	Sports (Primary)	Mr. Shaikh M Mr. David I Mr.Angad D.	
43	EBSB & AKAM	Mrs.Shalini J. Mr.Ashok K. Mrs. Manisha Ms.Nikita S.	
44	OFFICE	Mr.Parshuram W. - I/C Mr. Viashal Gawali Mrs. Geetanjali V. Mrs. Kiran K.	To perform all the activities related to office. To prepare Salary, arrears, petty cash, cash book, ledger,Tally , maintain service book, personal file, leave etc.
45	GEM Portal	Mr. David I .- I/c Mr. Vishal G Mr. Parshuram W. Mr. Avinash I.	To complete the process required for purchasing goods and services through GEM.
46.	TRANSPORT	Mr. Shirish D. Mr.Akshay C. Mr.Ganesh S.	To arrange the transport facility for various events by following the procedure

47	PRESS AND MEDIA	1. Mr.Parshuram W. 2. Mrs.Ranjeeta 3 .Mrs.Nalini S 4.Mr.Vijay D.	
48	POCSO & POSH	1.Mrs.Sandhya J. 2.Mr.Avinash I. 3.Mrs.Rija. 4.Mrs.Seema D. 5.Mr.Vishal G.	
49	Staff meeting and Minutes Writing	1.Mrs.Madhuri U. 2.Mr.Suresh S. 3.Mrs.Monali S. 4.Mrs.Karuna S.	
50	Cleanliness and Drinking Water	1Mrs.Sarita R. 2.Mrs.Seema D. 3.Mr.Ashok K. 4.Mr.Ganesh S. 5.Mr. Vikram K.	