

PM SHRI KV 2, AFS, PUNE

ANNUAL COMMITTEE LIST

SESSION 2024-25

PATRON: MR. BHARAT BHUSHAN (PRINCIPAL)		
OVERALL INCHARGE: 1. Sh. J. C. DAHIYA (VP) 2. MR. SANJAY KUMAR PATIL (HM) <i>Arb</i>		
1.	EXAMINATION (Internal)	<p>SECONDARY:</p> <ol style="list-style-type: none"> 1. MRS. ARCHANA UPADHYAY - (I/C) <i>Arb</i> 2. MS. ARTI, PGT ECO <i>Arti</i> 3. MRS P.M. BINDU TGT (MATHS) <i>Bindu</i> 4. MRS SUNITA YADAV TGT (SCI) <i>Arb</i> <hr/> <p>PRIMARY:</p> <ol style="list-style-type: none"> 1. MRS. J. K. SUNITA (PRT) <i>Arb</i> 2. MRS. DEEPA DHEMBARE (PRT) <i>Arb</i> <i>Choudhary</i>
2.	EXAMINATION (CBSE & EXTERNAL)	<ol style="list-style-type: none"> 1. MRS VRINDA JOSHI PGT (CHE) (I/C) <i>Arb</i> 2. MRS. ANU JASWAL , PGT CHEM 3. MRS. ANNAPURNA KAUL (TGT-S.ST.) <i>Arb</i>
3.	ADMISSION	<ol style="list-style-type: none"> 1. MRS. SHRADHA JOSHI PGT CS I/C <i>Arb</i> 2. MRS. VAISHALI JAYASWAL, PGT PHYS. <i>Arb</i> 3. MR. SANJAY PATIL, HM 4. MRS.NEELAM KUMARI (PRT) <i>Arb</i> 5. MS.MANSI SINGH (PRT) <i>Arb</i> 6. MS.LOVELY YADAV (PRT) <i>Arb</i>
4.	CCA COORDINATOR	<p>SECONDARY</p> <ol style="list-style-type: none"> 1. MR C B ALOK-, PGT HINDI I/C <i>Arb</i> 2. MRS ZULEKHA MOMIN, TGT ENG <i>Arb</i> 3. MRS.SWADHA SHUKLA, <i>Arb</i>

	TGT HINDI	
	PRIMARY 1. MRS. DEEPA CHOUDHARY, PRT <i>ww</i>	
CCA ASSOC. COORDINATOR	SECONDARY 1. (TGT-SKT.) 2. MRS. SWADHA SHUKLA, TGT HINDI <i>Law</i>	1. To implement Innovative ideas 2. Monitor result of various competitions. 3. To celebrate various days. 4. To chalk out an annual program of all days etc. and to keep a day to day track of it.
	PRIMARY 3. MRS.J.K.SUNITA, PRT <i>Law</i>	
SHIVAJI HOUSE	SECONDARY 1. MS. ALKA KOLARKAR, TGT S.SC (HOUSE MASTER) <i>Law</i> 2. MR.RAMNATH PANKHADE, TGT S.SC (TGT-ENG.) <i>Law</i> 3. MRS. P. M. BINDU, TGT MATHS <i>Bindu</i> 5. MRS. SHRADHA JOSHI, PGT CS	1. Monitoring the day to day house activities of the house on suitable scale. 2. To organize the inter school, Inter region National competitions time to time. 3. To motivate and develop the sportsmanship among the student.
	PRIMARY 1. MR.UTKARSH CHATURVEDI, PRT <i>Law</i> 2. MS.LOVELY YADAV, PRT <i>Law</i> 3. MRS. DEEPA CHAUDHARY, PRT <i>ww</i> 4. MRS. DISHA BODHANKAR, PRT <i>Law</i>	
TAGORE HOUSE	SECONDARY 1. MRS.ANNAPURNA KAUF, TGT S.SC , House Master <i>Law</i> 2. MS. VAISHALI JAYASWAL, PGT PHYS. <i>Law</i> 3. MS.ARTI. PGT ECO <i>Law</i> 4. MRS. LEENA SAHA (TGT-MATHS) <i>Law</i>	1. Monitoring the day to day house activities of the house on suitable scale 2. To organize the Inter school, Inter region, National competitions time to time. 3. To motivate and develop the sportsmanship among the students.

	<p>PRIMARY</p> <ol style="list-style-type: none"> 1. MR.JITENDRA YADAV, PRT 2. MS.MANSI SING, PRT 3. MRS. NITIKA, PRT 4. PRT-1 	
ASHOKA HOSUE	<p>SECONDARY</p> <ol style="list-style-type: none"> 1. MRS SNIGDHA SEN, TGT BIO (House Master) 2. MR SURENDER SURENDRA JANGDEKAR, PGT MATHS 3. MR. KAILASH SINGH, TGT ART 4. MR. ARVIND INHE, TGT MATHS 5. MRS. SUBHANGI KOTKAR, TGT ENG 	<ol style="list-style-type: none"> 1. Monitoring the day to day house activities of the house on suitable scale 2. To organize the Inter school, Inter region, National competitions time to time. 3. To motivate and develop the sportsmanship among the students.
	<p>PRIMARY</p> <ol style="list-style-type: none"> 1. MR. ABNESH KUMAR, PRT 2. MRS. NEELAM KUMARI, PRT 3. MRS. GURPREET KAUR, PRT 4. PRT-2 	
RAMAN HOUSE	<p>SECONDARY</p> <ol style="list-style-type: none"> 1. MRS. DARSHANA KUMARI, TGT HINDI-HOUSE MASTER 2. MR VILAS PAWAR, PGT PHYS. 3. MRS HANSA ABORA, PGT COMM. 4. MRS. SUNITA YADAV, TGT BIO 5. SH.MANOJ PARDESHI, PGT ENG 	<ol style="list-style-type: none"> 1. Monitoring the day to day house activities of the house on suitable scale 2. To organize the Inter school, Inter region, National competitions time to time. 3. To motivate and develop the sportsmanship among the students.
	<p>PRIMARY</p> <ol style="list-style-type: none"> 1. MR.SANJAY HARLE, PRT 2. MRS.RAJNI KUMARI, PRT 3. MRS.DEEPA DHEMBRE, PRT 4. COMP. INSTRUCTOR 	

5.	Local Purchase Committee	<ol style="list-style-type: none"> SH.J.C.DAHIYA (VP) SH.S.K.PATIL (HM) Concerned Dept. In- charge 	<ol style="list-style-type: none"> To get quotations for the various items required To verify and sign all the bills. To plan for tentative purchase from the VVN. To propose the require provision to be made in the VVN budget. To monitor and control the utilization of material purchased.
6.	Maintenance and Repair (School and Staff Qtrs.)	<ol style="list-style-type: none"> _____, WET I/C Mr.Kailash Singh I/C Mr.ARVIND INHE, TGT MATHS Mrs. Sunita Yadav, TGT BIO Mr.SANJAY HARLE, PRT Mr.JITENDRA YADAV, PRT 	<ol style="list-style-type: none"> To maintain the stock register and get physical verification done annually. To provide all fitments and fixtures replaced/ repaired as and when required. To utilize the fund as per KVS directions To settle the AC as per KVS rules
7.	Gardening / Decoration / Beatification	<ol style="list-style-type: none"> MRS. ARCHANA UPADHYAY, PGT BIO- I/C Mr. Kailash Singh, TGT ART Mrs. Snigdha Sen, TGT BIO Mrs. Gurpreet Kaur, PRT Mrs. Deepa Choudhary, PRT WET 	<ol style="list-style-type: none"> To organize Van Mahotsav Week, plan exhibition, flower arrangement Competition Rangoli etc on inter school level. To maintain the school garden and to plan for further extension and expansion. To add more flowering plants to existing garden. To plan creepers / Bougainvillea on all sides of the playgrounds. To add more flower pots of flowering plants.
8.	Games Sports and Yoga committee	<ol style="list-style-type: none"> Mr.MANOJ PARDESHI, PGT ENG I/C MS. ARTI, PGT ECO Mr. Kailash Singh, TGT ART SPORTS COACH, YOGA COACH <p>PRIMARY</p> <ol style="list-style-type: none"> Mrs. Deepa Dhembre, PRT Mr. JITENDRA YADAV, PRT 	<ol style="list-style-type: none"> To prepare an annual program for the sports and games. To plan and organize sports and annual sports day. To train the students for specific game. To prepare school teams for various sports events on cluster level etc. To plan annual purchase for sports and games as per need of Vidyalaya well in time. To coordinate these activities with other institutions To keep a Systematic record of all these activities. To promote the participation at Regional, National and SGFI level and win maximum medals.
9.	Excursion	<p>SECONDARY</p> <ol style="list-style-type: none"> Mr. Arvind Inhe, TGT MATHS 	<ol style="list-style-type: none"> To plane excursion for students.

		<p>- I/C 2. Mrs. Swadha Shukla, TGT HINDI</p> <p>PRIMARY 3. Mrs. DEEPA DHEMBRE, PRT 4. Mr. ABNESH KUMAR, PRT</p>	
10.	Library and Reader's Club	<p>1. Mrs Manju Sana, LIB - I/C (TGT-SKT) 2. 3. Mrs. Zulekha MOMIN, TGT ENG 4. Mrs. Swadha Shukla, TGT HINDI 5. Mrs. NEELAM KUMARI, PRT</p> <p>Two students from student council</p>	<p>1. To select books for purchase (50% must be in Hindi) as per requirement of students. 2. To select and magazines and new papers as per need of students. 3. To ensure regular issue of books for students and teachers. 4. To organize activities as per library policy of KVS.</p>
11.	Sanitation and cleanliness (monitoring and procurement of materials)	<p>Mrs. ANU JASWAL (PGT-CHEM)</p> <p>A. Secondary Ground Floor 1. Mrs. Darshana Kumari, TGT HINDI 2. Mr. Kishore Balmiki, SUB-STAFF</p> <p>B. Secondary First Floor 1. Mrs. Snigdha Sen, TGT BIO 2. MR. V D HELKER, SUB-STAFF</p> <p>C. Primary Ground Floor 1. Ms. LOVELY YADAV, PRT 2. Mr. K Obaiah, SUB-STAFF</p> <p>D. Primary First Floor 1. Mr. Sanjay Harle, PRT 2. Mr. K Obaiah, PRT</p> <p>E. Assembly Ground 1. Mrs. Smita Bakshi, PRT (MUSIC) 2. Mr V D Helkar, SUB-STAFF</p>	<p>1. To check regularly the Cleanliness of the class room, labs, corridors, department etc. 2. Maintain a date wise record and show it regulary once in a week.</p>

	F. Front Area of School building and children park etc.	1. Mr. Vilas Pawar, PGT PHYS. <i>APRO</i> 2. Mr. Kishore BALMIKI, SUB-STAFF All Class Teachers and I/C departments	
12.	Duty allotment before and after school hours & during Recess	1. Mrs. Hansa Arora, PGT COMM <i>APRO</i> 2. Mrs. Disha Bodhankar, PRT <i>DB</i>	To allot duty before, after school and in Lunch, Break, Day wise to ensure safe arrival and departure of all students.
13.	UBI	1. Mrs. Shraddha Joshi, PGT CS - I/C <i>APRO</i> 2. Mrs. Deepa Chaudhary, PRT <i>APRO</i> 3. Mrs. Arti Muppid, JSA	To Monitor UBI fee activities
14.	KVS BS & G Committee:		
	Scout	1. Mr. Kailash Singh, TGT ART - I/C <i>APRO</i> 2. Mr. Ramnath Pankhade, TGT S.SC <i>APRO</i>	1. To prepare action plan for the year 2023-24 2. To Carry out the Investiture ceremony Pratham, Dwitiya, Tritiya Sopan Testing Camp as per called. 3. Prepare students to participate in differer BS & G Activities and Testing Camp.
	Guides	1. Mrs. Alka KOLARKAR, TGT S.SC - I/C <i>APRO</i> 2. Mrs. J.K. Sunita, PRT <i>APRO</i> 3. Mrs. Nitika, PRT <i>APRO</i> 4. Mrs. Smrita Bakshi, PRT (MUSIC) <i>APRO</i>	1. To Prepare action plan for the year 2023-24 2. To Carry out the Investiture ceremony Pratham, Dwitiya, Tritiya Sopan Testing Camp as per Schedule. 3. Prepare students to participate in differer BS & G Activities as per guidelines.
	Cubs	1. Mrs. Deepa Dhembre, PRT <i>APRO</i> 2. Mr. Sanjay Harle, PRT - I/C <i>APRO</i>	1. To Prepare action plan for the year 2023-24 2. To Carry out the Investiture ceremony 3. Prepare students to participate in differer BS & G Activities as per guidelines.
	Bulbuls	1. Mrs. Rajni Kumari, PRT <i>APRO</i> 2. Mrs. Gurpreet Kaur, PRT I/C <i>APRO</i> 3. Mrs. Deepa Choudhary, PRT <i>APRO</i>	1. To Prepare action plan for the year 2023-24 2. To Carry out the Investiture ceremony 3. Conduct Cub / Bulbul activities as per APRO

15.	AEP / Disha Club	<ol style="list-style-type: none"> Mrs. ARCHANA UPADHYAY - I/C Mrs. Vrinda Joshi Mrs. Vaishali J Mrs. Zulekha M (TGT-SKT) 	<ol style="list-style-type: none"> To Plan an annual program for AEP To arrange seminars, Debates, Workshops. To keep record with photograph of each programme. Prepare monthly / quarterly report.
16	Discipline	<ol style="list-style-type: none"> Mr. Mr. Manoj Pardesi - I/C Mrs. Vrinda Joshi Mr. Disha Bodhankar Mrs. Bindu P.M. Mrs. Annapurna K Mr. Sanjay Patil Sports Coach Yoga Mr. Sanjay Harle ALL Class Teachers 	<ol style="list-style-type: none"> To maintain discipline in the Vidyalaya on all days. To settle the reported cases regarding indiscipline. To give Counseling to the parents. To give counseling to the students.
17	Allotment of Quarters	<ol style="list-style-type: none"> Mr. C B Alok - I/C Mrs. Sunita Y Mr. Arvind Inhe Mr. A. I. Shaikh 	<ol style="list-style-type: none"> To allot quarter whenever it is vacant. To collect Application in the month of April from interested staff and prepare a panel. Prepare inventory of each quarter and check it at the time of vacating quarter by any staff
18	Morning Assembly	<ol style="list-style-type: none"> Mr C B Alok -(I/C) Sports Coach Mrs. Zulekha M (TGT-SKT) Mrs. Smita Bakshi House Master On Duty Mrs. Swadha Shukla All the Class Teachers 	<ol style="list-style-type: none"> To chalk out annual program. to Implement the program for conducting activities with some innovative ideas and monitor result of various competitions To chalk out the annual program of all the days etc. and to keep a day to day track of it House on duty will make seating arrangement during CCA activity
19	School Security Services	<ol style="list-style-type: none"> Mr. Surendra J. - I/C Mrs. Darshana Kumari Mr. Manoj Pardeshi 	<ol style="list-style-type: none"> To activate tender for the school security service. To check regularly the working of the security service and monitor their attendance. Monitor visitor register and report to principal if any discrepancy found.
20	Time table And Arrangement Duty Allotment	<p>SECONDARY</p> <ol style="list-style-type: none"> Mrs. Hansa Arora- I/C Mrs. Swadha Shukla Mrs. Anshika Singhal Comp. Inst. <p>PRIMARY</p> <ol style="list-style-type: none"> Mrs. Rajni Kumari Mrs. Gurpreet Kaur 	<ol style="list-style-type: none"> Preparation of the school time table implementation of changes in the time table as per need. Daily arrangement of substitute teacher.
21.	Press and Publication	<ol style="list-style-type: none"> Mrs. Swadha Shukla- I/C 	<ol style="list-style-type: none"> To bring out the school magazine and

	(School Magazine, Student diary, News letter etc.)	2. Mr.C.B.Alok 3. Mr. S.K. Patil (HM) 4. Mrs M. Zulekha 5. Mrs. Deepa Chaudhary 6. Mrs. Darshana Kumari 7. Mr. Kailash Singh	students diary. 2. Prepare monthly/annual report of vidyalaya.
22.	Computer and Website Maintenance	1. Mrs. Shraddha Joshi - I/C 2. Mr. C.B.Alok 3. 4. Mr. Kailash Singh 5. Computer Instructor (Primary and Secondary) 6. Mrs. Nitika 7. DEO	1. Update the website from time to time. 2. Provide training in ICT (Smart board)
23.	Student's Enrollment position	1. Mr. Surender J 2. Mrs. Deepa Choudhury	1. To send monthly enrollment position to regional office
24.	Monthly Record- CS 54 and Income Tax	1. Mrs. Hansa Arora - I/C 2. Mr. Manoj Pardeshi 3. Mrs. Shraddha Joshi 4. Mr. A I Shaikh	1. To check the entries of the fee collection from the registers and keep the records. 2. Verify Income tax calculations.
25.	Furniture Procurement and Maintenance	SECONDARY 1. Mr. Arvind Inhe - I/C 2. Mr. Vilas Pawar 3. Mrs. Annapurna K 4. Mrs. Darshan Kumari WET	1. To purchase the furniture as per need. 2. Repair and maintenance of furniture.
		PRIMARY 1. Mr. Sanjay Harle 2. Mr. Jitendra Y.	
26.	First Aid Medical Checkup and wellness club	1. Mr. Snigdha Sen- I/C 2. Mrs. Deepa D. 3. Doctor and Nurse	1. To carry out medical checkup of the student twice a year 2. Arrange the workshop for the students' health and hygiene. 3. Procure necessary material required in medical room.
27.	Audio visual Aids	1. Mr. Smita Bakshi. - I/C 2. Mr. Arvind I 3. Mr. C B Alok	1. To purchase and maintain Audio Visual Aids
28.	Social Science Lab/ Teaching Aid	1. Mrs. Annapurna Kaul - I/C 2. Mr. Ramnath Pankhade 3. Mrs. Alka Kolarkar	1. To purchase and maintain teaching aids. 2. Develop Social Science Lab. 2. To issue the teaching aids to teachers and keep the record of the same.

29.	Grievance cell	1. Principal 2. V.P. 3. HM <i>amr</i> 4. Mrs. Archana Upadhaya <i>Q</i> 5. Mrs. Mini K Das <i>mo</i> 6. Mrs. Gurpreet Kaur <i>Q</i>	1. To look into grievance of the staff and Students.
30.	Academic Admission Committee	1. Principal 2. V.P. 3. HM <i>amr</i> 4. Mrs. Archana U <i>amr</i>	1. To Supervise the Vidyalaya activities.
31.	Photography	1. Mr. Kailash Singh- I/C <i>amr</i> 2. Mr. Arvind Inhe - <i>amr</i> 3. Mrs. J.K. Sunita <i>amr</i> 4. Mrs. Nitika <i>amr</i> 5. Mr. S.K.Patil (HM) <i>amr</i>	1. To take photo of important occasion. 2. To organize various activities to save the environment.
32.	Eco-Club	SECONDARY 1. Mrs. Sunita- I/C <i>amr</i> 2. Mrs. Snigdha Sen <i>amr</i> 3. Mrs. Vrinda Joshi <i>amr</i> 4. Mrs. Archana U.	1. To plan the activities for the year. 2. To organize various activities to save the environment.
		PRIMARY 5. Mrs. Yashodhara U.B. 6. Mrs. Deepa C. <i>amr</i>	
33.	Sadbhavana/ Integrity	1. Mrs. Alka Kolarkar- I/C <i>amr</i> 2. Mr. Ramnath Pankhade <i>amr</i> 3. Mrs. Smita Bakshi <i>amr</i> 4. Yoga Teacher	1. To plan the activities for the year. 2. To encourage the students to follow ethics in day to day activities. 3. To invite the eminent personalities social worker etc. 4. To organize camp workshop on yoga and meditation.
34.	Career Guidance and Counseling	1. Mrs. Shradha Joshi - I/C <i>amr</i> 2. Mr. Sanjay Patil <i>amr</i> 3. Mrs. Archana U. 4. Counselor	1. To provide guidance and counseling to students. 2. To organize workshops for the students.
35.	P.A. System	1. Mr. Arvind I- I/C <i>amr</i> 2. Mr. Smita Bakshi <i>amr</i> 3. Mr. Abnesh Kumar, PRT <i>amr</i> 4. Mr. Kishore Balmiki <i>amr</i> 5. WET	1. To provide PA system for all programs organized in school. 2. To check the functioning of the PA system.
36.	Junior Science Lab	1. Mrs. Sunita Y -I/C <i>amr</i> 2. Mrs. Snigdha Sen	1. To Equip the science lab and carry out the experiments.

37.	CCTV Monitoring Committee	1. Mrs. S. Joshi- I/C 2. Mrs. Swadha Shukla 3. 4. Computer Instructor Secondary	1. To check the working of the CCTV Maintenance from time to time.
38.	Raj Bhasha	1. Mr. C.B.Alok 2. Mrs. Darshana Kumari 3. Mrs. Swadha Shukla 4. 5. Mr. A.I. Shaikh 6. Mrs. Arti Mupid	1. To send monthly/ Quarterly reports. 2. To see that maximum work is done in Hindi language. 3. Prepare Raj Bhasha Report. 4. Verify data from office regarding Raj Bhasha
39.	Minutes of staff meeting	1. Mrs. Darshana Kumari- I/c 2. 3. Mrs. Zulekha M	1. To write the minutes of staff meeting get verified by the principal.
40.	Maths Club	1. Mrs. Surendra -I/C 2. Mr. Arvind Inhe 3. Mrs. Bindu P.M. 4. Mrs. Leena Saha 5. Mrs. Anshika Singhal	1. To Develop Maths Lab 2. To organize competitions like quiz, seminars, debates, extempore etc. class wise and house wise. 3. Conduct of Maths Olympiad.
41.	Science Club	1. Mrs. Vrinda Joshi- I/c 2. Mrs. Archana U. 3. Mr. Vilas Pawar 4. Mrs. Vaishali Jayaswal 5. Mrs. Sunita Yadav 6. Mrs. Snigdha Sen 7. Mrs. Anu Jaswal	1. To organize all nature and adventure club activities as pre schedule to be worked out by the committee. 2. To participate in all such programs. 3. Fresh enrolment of learners to be done. 4. To conduct Olympiad exams.
42.	Adventure Club	1. Mr. Kailash Singh- I/c 2. Mrs. Disha Bodhankar 3. Mr. Abnesh Kumar	1. Planning and Execution of trekking to adventurous place. 2. To keep details of the amount for expenditure internally as well as at RO level
43.	Language Lab	1. MR.C.B ALOK 2. Mrs. Subhangi K. 3. 4. Mrs. M.Zulekha 5. Mrs. Darshana Kumari 6. Mrs. Swadha Sukla 7. (TGT-SKT)	1. To organize competition like Quiz, Seminars, Debates etc. 2. To maintain the Language lab. 3. To Ensure maximum/Proper Utilization of resources Available for teaching learning.
44.	Transport Committee	1. Mr. Manoj Pardeshi 2. Mr. Disha Bodhankar 3. Mrs. Leena Saha 4. Mr. Ramnath Pankhade	1. To plan and organize transportation facilities for students during different activities (sports, excursion or tour etc.)
45.	PTA/ ALUMNI ASSOCIATION	1. Mr. S.K. Patil (HM) I/C 2. Mrs. Archana Upadhaya 3. Mr. Vilas Pawar	1. Organize general body meeting of Parents teachers and from association as per guidelines of KVS. 2. Organize meeting regularly.
46.	Yuva Tourism	1. Mrs. Darshana Kumari I/C 2. Ms. Alka K	1. To plan and organize Yuva Tourism Activities for the students as per the

		3. Mrs. Snigdha S	guidelines of KVS
47.	EBSB & Youth Parliament	1. Mrs. Hansa Arora- I/C 2. Mr. Ramnath Pankhade 3. Mrs. Annapurna K 4. Ms. Alka K	1. To plan and organize various activities of EBSB and Youth Parliament as per the Instructions received from KVS.
48	Traffic Control	1. Mr. Vilas Pawar- I/C 2. Mr Kishore B 3. Mr. Obaiah K	To control traffic during entry and exit.
49	UDISE	SECONDARY 1. MRS. VAISHALI JAISWAL 2. MRS. HANSA ARORA PRIMARY 1. MRS. DEEPA C 2. MRS. RAJANI K	1. To facilitate class teachers & co-class teachers in completing the work related to UDISE 2. To monitor the progress of the Portal updating & report to the principal 3. To supply UDISE related data to be filled in Google sheets as & when required
49.	Health Club	1. Mrs. Archana U. I/C 2. Mrs. Snigdha Sen 3. Mrs Sunita Yadav 4. Mrs Deepa D. 5. Mr. Jitendra Yadav 6. Doctor & Nurse 7. Yoga Instructor 8. Sports Coach	1. To plan and organize regular health checkup of all students. 2. To maintain health record of each student.
50.	Activity I/C 1.Taronotsava 2.Jigyasa 3.Pustokophar 4.Parnership with other schools 5.CALP 6.BALA 7.EQUIP 8.Olympiads 9.Pay bill, Arrears, & other claims verification	1.Mrs. Anshika Singhal 2.Mrs. Anu Jaswal 3.Mr.Manoj Pardeshi 4.Mrs. Manju Sana 5.Mr.Manoj Pardeshi I/C 6.Mr. Kailash Singh 7.Mrs. P.M.Bindu 8.Mrs. Vrinda Joshi 9. a)Mrs. Anshika Singhal b)Ms. Arti	1. To conduct the activities as per the instructions received from KVS/CBSE/NCERT or any other agency 2. To keep records of the activities along with photographs & videos
51.	Anti-Bully Committee	1.Mr. J.C.Dahiya (VP) 2.Mr.S.K.Patil (HM) 3.Mr.Manoj Pardeshi 4.Mrs.Shradha Joshi 5.Mr.Arvind Inhe 6.Mrs.Disha Bodhankar	1. To deal with the cases of bullying as per norms 2. To generate awareness about bullying by organizing workshops

	7.Counsellor	
52.	Awareness Generation, Warning & Information Dissemination team 1.Mr.Manoj Pardeshi-PGT(Eng.) 2.Mrs.Annapurna Kaul, TGT(S.St.) 3.Mr.Ramnath Pankhade,TGT(S.St.) 4.Ms.Alka Kolarkar,TGT(S.St.)	1. To generate awareness about Disaster management 2. To prepare School Disaster Management plan & execute it with the help of other Committees 3. To disseminate information to all the stakeholders related to Disaster Management
3.	Evacuation Team 1.Mr.C.B.Alok.PGT(Hindi) 2.Mrs.Anshika Singhal.PGT(Maths) 3.Mr.Kailash Singh,TGT(Arts) 4.Mr.Abneesh Kumar,PRT	1. To prepare Evacuation plan & display it on prominent places in the Vidyalaya 2. To coordinate with other agencies & conduct Evacuation drills 3. Plan & evacuate victims during a disaster
4.	Search & Rescue Team 1.Mrs.Vaishali Jayaswal,PGT(Phusics) 2.Mrs.Snigdha Sen,TGT(SCI.) 3.Mr.Arvind Inhe,TGT(Maths) 4.Mrs.Neelam Kumari,PRT	1. To search for the victims during a disaster & rescue them 2. To provide timely medical assistance to the victims
5.	Fire Safety Team 1. Mr. Vilas V. Pawar, PGT (Phy.) 2.Mrs.Anu Jaswal,PGT(Chem.) 3.Mrs.P.M.Bindu,TGT(Maths) 4.Mr.Jitendra Yadav, PRT 5.Ms.Mansi Singh, PRT	1. To prepare Evacuation plan & display it on prominent places in the Vidyalaya 2. To coordinate with other agencies & conduct Evacuation drills 3. To get fire extinguishers refilled from time to time & obtain fire safety certificate
6.	First Aid Team 1.School Doctor 2.School Nurse 3. Mrs.Snigdha Sen, Sc. 4.Mrs.Mini K. Das, PRT 5.Mrs. Nikita , PRT	1. To provide first aid during a disaster & other times 2. To train the employees in first aid

All the committee I/C are requested to prepare annual action plan by 23rd March and act accordingly.

[Signature]
PRINCIPAL