

**KENDRIYA VIDYALAYA NO. 2 AFS PUNE**

**SESSION 2018-19**

**COMMITTEE LIST**

**PATRON: MR. GURPREET SINGH (PRINCIPAL)**

**OVERALL INCHARGE: 1. MRS. VIDYA N PGT (CHEMISTRY)  
2. MR. SANJAY KUMAR PATIL (HM)**

1.	DEP. OF EXAMINATION	1.MRS. ARCHANA U OVERALL I/C 2.MRS V. JOSHI (CBSE) 3 MRS. GURPREET KAUR (INTERNAL)  PRIMARY MR. GORAKH MUSALE I/C MRS. MINI K DAS	1. To attend all the examination work pertaining to vidyalaya with utmost care confidentiality 2. Planning, execution of examination schedule. 3. Maintenance of the examination record and keeping them under safe custody confidentiality 4. Conduct board and competitive all India level
2	ADMISSION	1. MRS P V. RACHEL 2. MRS. YASHODHARA 3. MRS RAJANI KUMARI 4. MRS.DEEPIKA KULKARNI	1.To chalk out the schedule time to time as per KVS directions. 2. To monitor registration and checking of the entries and documents attached with the registration forms 3. To check the data in the admission registers.
3.	CCA COORDINATOR	1. MRS. SAMTA SINGH	1. To check out the annual program. 2. To implement the program for conducting activities some.
	CCA ASSOC. COORDINATOR	1. Mr. B.D. Joshi 2. Mrs. V. Nagmani	1. Innovative ideas 2. Monitor result of various competitions. 3. To celebrate days. 4. To chalk out an annual program of all days etc. and to keep a day to day track of it.
	SHIVAJI HOUSE	1. MRS R.V.MENKER HOUSE MASTER 2. MRS. VIDYA N 3. MRS. J.P.KAUR 4. MR. PARASNATH 5. Mrs. Sati menon 6. TGT HINDI (CONTRACTUAL)	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.

	Tagore house	<ol style="list-style-type: none"> <li>1 – Mr. P. K. Pathak – House Master</li> <li>2. Mrs. P. V. Rachel</li> <li>3. Mr. G. C. Vishwakarma</li> <li>4. Cont. TGT Hindi</li> <li>5. Mr. Kailash Singh</li> <li>6. PGT Maths (Contractual)</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitoring the day to day house activities of the house on suitable scale</li> <li>2. To organize the Inter school, Inter region, National competitions time to time.</li> <li>3. To motivate and develop the sportsmanship among the students.</li> </ol>
	Ashoka House	<ol style="list-style-type: none"> <li>1. Mr. S. BalaJi House Master</li> <li>2. Mrs. S. Joshi</li> <li>3. Mrs. S. Bura</li> <li>4. Mr. G. S. Belsare</li> <li>5. Mrs. SunitaYadav TGT Sc</li> <li>6. TGT Sc contractual</li> <li>7. TGT Maths Contractual</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitoring the day to day house activities of the house on suitable scale</li> <li>2. To organize the Inter school, Inter region, National competitions time to time.</li> </ol> <p>To motivate and develop the sportsmanship among the students.</p>
	Raman House	<ol style="list-style-type: none"> <li>1. Mr. M. Swaroop – House Master</li> <li>2. Mrs. V. Joshi</li> <li>3. Mr. Ramesh Londhe</li> <li>4. Mrs. Nagmani V.</li> <li>5. Kanti Ch.</li> <li>6. TGT SSt Contractual</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitoring the day to day house activities of the house on suitable scale</li> <li>2. To organize the Inter school, Inter region, National competitions time to time.</li> <li>3. To motivate and develop the sportsmanship among the students.</li> </ol>
4.	Purchasing Committee	<ol style="list-style-type: none"> <li>1. Mrs. Vidya N.</li> <li>2. Mr. R. Londhe</li> <li>3. Mrs. S. Deshpande</li> <li>4. Mr. A. I. Shaikh</li> <li>5. Concerned Dept. Incharge</li> </ol>	<ol style="list-style-type: none"> <li>1. To get quotations for the various items required</li> <li>2. to verify and sign all the bills.</li> <li>3. To plan for tentative purchase from the VVN.</li> <li>4. To propose the require provision to be made in the VVN budget.</li> <li>5. To Settle accounts as per purchase procedure.</li> <li>6. To monitor and control the utilization of material purchased.</li> </ol>
5.	Maintenance and Repair (School and Staff Qtrs)	<ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar</li> <li>2. Mrs. KantiChakravati</li> <li>3. Mr. Kailash Singh</li> <li>4. Mr. Prashanth</li> <li>5. Mr. N. Kesarwani</li> <li>6. School Captain</li> <li>7. Discipline Captain</li> </ol>	<ol style="list-style-type: none"> <li>1. To maintain the stock register and get physical verification done annually.</li> <li>2. To provide all fitments and fixturesreplaced / repaired as and when required.</li> <li>3. To utilize the fund as per KVS directions</li> <li>4. To settle the AC as per KVS rules</li> </ol>

6.	Gardening / Decoration / Beatification	1. Mr. Kailash Singh 2. Mrs. KantiChakravati 3. Mrs. M. Nadarajan 4. Mrs. DeepaChoudhary	1. To organize Van Mahotsav Week, plan exhibition, flower arrangement competition , Rangolietc on inter school level. 2. To maintain the school garden and to plan for further extension and expansion. 3. To add more flowering plants to existing garden. 4. To plan creepers / Bougainvillea on all sides of the playgrounds. 5. To add more flower pots of flowering plants.
7.	Games Sports and Yoga	1. Mr. Dinesh Kumar (I/C) 2. Mrs. J.P. Kaur 3. Mrs. DeepaDhembre 4. Yoga Teacher (Contractual) 5. Sports Coach (Contractual)	1. To prepare an annual program for the sports and games . 2. To plan and organize sports and annual sports day. 3. To train the students for specific game. 4. To prepare school teams for various sports events on cluster level etc. 5. To plan annual purchase for sports and games as per need of vidyalaya well in time. 6. To coordinate these activities with other institutions 7. To keep a Systematic record of all these activities. 8. To promote the participation at regional , national and SGFI level and win maximum medals.
8	Excursion	1.Mr. Dinesh kumar I/C 2.Mr G.S. Belsare 3. Mrs.J.K. Sunita 4.Mrs.Rajani	1. To plane excursion for students .
9	Library Committee	1. Mrs. Sati Menon I/C 2. Mr. S. Balaji 3. Mr. M. Swaroop 4. Mr. B. D. Joshi 5. Mrs. AlkaHemlade 6. Mrs. NeeruKwatra 7. Two student from student council	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.
10	Sanitation and cleanliness (monitoring and procurement of materials)  a. Secondary Ground	1. Mrs. KantiChakravati (I/C)	To check regularly the Cleanliness of the class room, labs, corridors, department and maintain a date wise record.

	<p>Floor</p> <p><b>b.</b> Secondary First Floor</p> <p><b>c.</b> Primary Ground Floor</p> <p><b>d.</b> Primary First Floor</p> <p><b>e.</b> Assembly Ground</p> <p><b>f.</b> Front Area of School building and children park etc.</p>	<p>1. Mrs. S. Bura 2. Mr. Kishore Balmiki</p> <p>1. Mrs. J.P. Kaur 2. Mr. V. D. Helkar</p> <p>1. Mr. Nikhil kesarwani 2. Mr. K Obaiah</p> <p>1. Mrs. M. Nanrajan 2. Mr. RajuOhal</p> <p>1. Mr. Dinesh Kumar 2. Dalvi</p> <p>1. Mr. G. S. Belsare 2. Mr. Ramesh Jagdhane</p> <p>All Class Teachers and I/C departments</p>	
11.	Duty allotment after and before school timing and Lunch Break	1. Mr. G. C. Vishwakarma 2. Mrs. NeeruKwatra	To allot duty before, after school and in Lunch , Break, Day wise
12	UBI &ShalaDarpan	1. Mrs. Shradha Joshi I/C 2. Mr. G. D. Musale 3. Mrs. ArtiMuppid	To Monitor UBI fee and ShalaDarpan activities.
13	KVS BS & G Committee	1. Mr. Swaroop I/C 2. Mr. G. S. Belsare 3. Mr. Prashanth 4. Mr. Kailash Singh	1. To prepare action plan for the year 2018-19 2. To Carry out the Investiture ceremony Pratham, Dwitiya ,TritiyaSopan Testing Camp as per called. 3. Prepare students to participate in different BS & G Activities and Testing Camp.
	Guides	1. Mrs. M. Nadrajan (I/C) 2. Mrs. J.P. Kaur 3. Mrs. J.K. Sunita 4. Mrs. Nagmani V.	1. To Prepare action plan for the year 2018-19 2. To Carry out the Investiture ceremony Pratham, Dwitiya ,TritiyaSopan Testing Camp as per Schedule. 3. Prepare students to participate in different BS & G Activities as per guidelines.
	Cubs	1. Mr. G. Musale 2. Mrs. DeepaDhembre I/C 3. Mr. Nikhil K.	1. To Prepare action plan for the year 2018-19 2. To Carry out the Investiture ceremony 3. Prepare students to participate in different BS & G Activities as per guidelines.

	Bulbuls	<ol style="list-style-type: none"> <li>1. Mrs. Deepika Kulkarni</li> <li>2. Mrs. RajniKumari</li> <li>3. Mrs. Alka Hembade I/C</li> <li>4. Mrs. GurpreetKaur (PRT)</li> <li>5. Mrs. DeepaChoudhary</li> </ol>	<ol style="list-style-type: none"> <li>1. To Prepare action plan for the year 2018-19</li> <li>2. To Carry out the Investiture ceremony</li> <li>3. Conduct Cub / Bulbul activities as per APRO</li> </ol>
14	AEP / Disha Club	<ol style="list-style-type: none"> <li>1. Mrs. Sati Melon I/C</li> <li>2. Mr. MangalSwaroop</li> <li>3. Mr. S. Balaji</li> <li>4. Mrs. V. Joshi</li> <li>5. Mrs. Samta Singh</li> <li>6. Mrs. Archana U.</li> <li>7. Mr. B. D. Joshi</li> <li>8. Mr. R. Londhe</li> <li>9. Mr. G.S. Belsare</li> <li>10. Mr. S. Bura</li> <li>11. Kailash Singh</li> </ol>	<ol style="list-style-type: none"> <li>1. To Plan an annual program for AEP</li> <li>2. To arrange seminars, Debates, Workshops.</li> <li>3. To keep record with photograph of each programme.</li> <li>4. Prepare monthly / quarterly report.</li> </ol>
15	Readers Club	<ol style="list-style-type: none"> <li>1. Mrs. Sati Melon I/C</li> <li>2. Mr. S. Balaji</li> <li>3. Mr. MangalSwaroop</li> <li>4. Mrs. Neeru K.</li> <li>5. Mrs. Mini Das</li> </ol>	<ol style="list-style-type: none"> <li>1. To organize competitions like quize , seminars, debates, extempore etc. class wise and house wise</li> </ol>
16	Discipline	<ol style="list-style-type: none"> <li>1. Mr. Dinesh Kumar I/C</li> <li>2. Mr. S. Balaji</li> <li>3. Mrs. Vidya N.</li> <li>4. Mrs. V. Joshi</li> <li>5. Mrs. P. K. Pathak</li> <li>6. Mrs. Neeru K.</li> <li>7. Mrs. Jatinder K</li> <li>8. ALL Class Teachers</li> </ol>	<ol style="list-style-type: none"> <li>1. To maintain discipline in the vidyalaya on all days.</li> <li>2. To settle the reported cases regarding indiscipline.</li> <li>3. To give Counseling to the students.</li> <li>4. To give counseling to the students.</li> </ol>
17	Allotment of Quarters	<ol style="list-style-type: none"> <li>1. Mr. MangalSwaroop</li> <li>2. Mrs. Sunita TGT SCI</li> <li>3. Mr. Prashanth</li> <li>4. Mr. A. I. Shaikh</li> </ol>	<ol style="list-style-type: none"> <li>1. To allot quarter whenever it is vacant.</li> <li>2. To collect Application in the month of April from interested staff and prepare a panel.</li> <li>3. Prepare inventory of each quarter and check it at the time of vacating quarter by any staff</li> </ol>
18	Morning Assembly	<ol style="list-style-type: none"> <li>1. Samata Singh (I/C)</li> <li>2. Mr. B. D. Joshi</li> <li>3. Mr. Dinesh Kumar</li> <li>4. Mrs. KantiChakravarti</li> <li>5. Mr. Nikhil Kesharwani</li> <li>6. House Master On Duty</li> <li>7. All the Class Teachers</li> </ol>	<ol style="list-style-type: none"> <li>1. To chalk out annual program.</li> <li>2. to Implement the program for conducting activities with some innovative ideas and monitor result of various competitions</li> <li>3. To chalk out the annual program of all the days etc. and to keep a day to day track of it</li> <li>4. House on duty will make seating arrangement during CCA activity</li> </ol>

19	School Security Services	1. Mr. Pawan Kumar Pathak 2. Mr. S. K. Patil 3. Mrs. Alka Hemlade 4. Mr. Kishore Balmiki	1. To activate tender for the school security service. 2. To check regularly the working of the security service
20	Time table And Arrangement	1. Mrs. Vidya N. 2. Mrs. V. Joshi 3. Mrs. Sati Manon 4. Mrs. Gurpreet Kaur (PRT) 5. Mrs. Rajni Kumari	1. Preparation of the school time table implementation of changes in the time table as per need. 2. Daily arrangement of substitute teacher.
21.	Press and Publication (School Magazine, Student diary, Newsletter etc.)	1. Mr. S. Balaji 2. Mrs. Archana U 3. Mr. Swaroop 4. Mr. S.K. Patil (HM) 5. Mr. B.D. Joshi 6. Mr. Londhe 7. Mrs. Bura 8. Mrs. Alka H. 9. MRS. Rajani Kumari	1. To bring out the school magazine and students diary. 2. Prepare monthly/annual report of vidyalaya.
22.	Computer and Website Maintenance	1. Mr. B.D. Joshi 2. Mr. S. Balaji 3. Mr. Swaroop 4. Computer Instructor (Primary and Secondary) 5. Mr. G. Musale I/C	1. Update the website from time to time. 2. Provide training in ICT (Smart board) etc.
23.	Student's Enrollment position	1. Mrs. K. Balaji 2. Mrs. Deepa Choudhury	1. To send monthly enrollment position to regional office
24.	Monthly Record- CS 54	1. Mr. P.K. Pathak I/C 2. Mrs. Shradha Joshi 3. Mr. G.D. Musale	1. To check the entries of the fee collection from the registers and keep the records.
25.	Furniture Procurement and Maintenance	1. Mr. Parashnath I/C 2. Mr. Kailash Singh 3. Mr. G.S. Belsare 4. Mr. Nikhil K 5. Mrs. Nadarajan	1. To purchase the furniture as per need. 2. Repair and maintenance of furniture.
26.	First Aid Medical Checkup and wellness club	1. Mr. Dinesh Kumar I/C 2. Mrs. Sunita Yadav 3. Mrs. Deepa D. 4. 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. Nikhil K. I/C	1. To purchase and maintain Audio Visual Aids

		2. Mrs. Kanti C. 3. Mrs. S.Joshi	
28.	Teaching Aids	1. Mrs. Samta Singh 2. Mrs. J.P.Kaur 3. Mrs. S. Bura	1. To purchase and maintain teaching aids 2. To issue the teaching aids to teachers and keep the record of the same.
29.	Invitation cards preparation	1. Mr. S.Balaji 2. Mr. Swaroop 3. Mr. R. Londhe	1. To prepare invitation cards for important days like Annual day, Sports Day etc.
30	Grievance call	1. Principal 2. V.P. 3. HM 4. Mrs. Vidya N. 5. Mr. Parasnath 6. Mr. Sushma D.	1. To look into grievance of the staff.
31.	Academic Supervision	1. Principal 2. V.P. 3. HM 4. Mrs. Vidya N.	1.To supervise the vidyalaya activities.
32.	Photography	1. Mr. kailash Singh 2. Mr. Vishwakarma 3. Mrs. J.K. Sunita 4. Mrs. Yashodhara U.B.	1. To take photo of important occasion . 2. To organize various activities to save the environment.
33.	Eco-Club	1. Mrs. Sunita I/C 2. Mrs. V. Joshi 3. Mr. B.D. Joshi 4. Mrs. Archana U. 5. Mrs. Yashodhara U.B. 6. Mrs. Deepa C.	1. To plan the activities for the year . 2.To organize various activities to save the environment.
34.	Sadbhavana/ Integrity	1. Mr. G.C. Vishwakarma I/C 2. Mrs. J.P. Kaur 3. Mr. Nikhil K. 4. Mrs. Nadrajan 5. Mrs. Kanti C.	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 .
35.	Career Guidance and Counseling	1. Mrs. V.Joshi I/C 2. Mrs. P.V.Rachal 3. Mr. R. Londhe 4. Counselor	1. To provide guidance and counseling to students. 2. To organize workshops for the students.
36.	P.A. System	1. Mrs. Kanti C. 2. Mr. Nikhil K. 3. Mr. Dalvi	1. To provide PA system for all programs organized in school. 2. To check the functioning of the PA system.
37.	Junior Science Lab	1. Mrs. Sunita 2. TGT Science – (contr.)	1. To Equip the science lab and carry out the experiments.

38.	Income Tax	1. Mr. P.K.Pathak I/C 2. Mrs. K. Balaji 3. Mr. A. I. Shaikh	1. To calculate the IT deduction of the staff.
39.	CCTV Monitoring Committee	1.Mrs. S. Joshi I/C 2. Mr. Kailash Singh 3. Mr. G.C. Vishwakarma	1. To check the working of the CCTV Maintenance.
40.	CCTV Monitoring Committee	1. Mr. S.K. Patil 2. Mrs. Vidya N. 3. Mrs. S. Joshi 4. Mrs. K. Balaji 5. Mr. R. Londhe 6. Mrs. R. Shetty	1. To monitor the CCTV from time to time.
41.	Raj Bhasha	1. Mr. Swaroop 2. Mrs. S. Bura 3. Mrs. Gurpreet Kaur (TGT) 4. Mr. B.D.Joshi 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.
42.	Minutes of staff meeting	1. Mr.s. Balaji 2. Mr. Swaroop	1. To write the minutes of staff meeting and get verified by the principal.
43.	Maths Club	1. Mrs. K. Balaji I/C 2. Mr. G.S. Belsare 3. PGT Maths (contr.) 4. TGT Maths (contr.)	1. To organize competitions like quiz, seminars, debates, extempore etc. class wise and house wise. 2. Conduct of Maths Olympiad and Green Olympiad.
44.	Science Club	1. Mrs. Vidya N. I/C 2. Mr. P.V. Rechal 3. Mrs. V. Joshi 4. Mr. R.V.Menkar 5. Mrs. Archana U. 6. Mrs. Sunita 7. TGT Science (contr.)	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.
45.	Adventure Club	1. Mr. Dinesh K. 2. Mr. G.S. Belsare 3. Mrs. Deepika K. 4. Mrs. J.P.K.	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.
46.	English Lab	1. Mr. S. Balaji 2. Mr. R. Londhe 3. Mr. Parasnath 4. Mrs. Nagmani	1. To organize competition like Quiz, Seminars, Debates etc. 2. To maintain the English lab.
47.	Transport Committee	1. Mr. Dinesh K 2. Mrs. J.P.K. 3.Mr. Nikhil k.	1. To plan and organize transportation facilities for students during different activities (sports, excursion or tour etc.)
48.	PTA	1. Mrs. Vidya N. 2. Mr. S. Balaji 3. Mr. B.D.Joshi	1. Organize general body meeting of parents teachers and from association as per guidelines of KVS.



		4. Mr. S.K. Patil (HM) 5. Mrs. S Deshpande	2. Organize meeting regularly.
49.	Health Club	1. Mrs. Archana U. 2. Mr. Dinesh K. 3. Doctor & Nurse 4. Yoga tr.	1. To plan and organize regular health checkup of students of all students. 2. To maintain health record of each student.
50	Reader's Club	1. Mr. Swaroop 2. Mr. S. Balaji 3. Mr. R. Londhe 4. Mr. B.D.Joshi 5. Mrs. Gurpreet Kaur (TGT) 6. Mrs. S. Bura 7. Mrs. Nagmani 8. Mr. Parasnath 9. Mrs. Sati Menon	1. To plan and organize activities to inculcate reading habits among the students and teachers. 2. To select and procure audio visual material for students.
51.	Water arrangement	1. Mr. Dinesh K. 2. Mr. Obaiah (Morning duty) 3. Mr. V.D.Helkar (Evening duty )	1. To supervise aquaguard , water and water points (cleanliness and timely switch on/off)

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

PRINCIPAL

Session 2015-16

Overall Incharge: 1. Mr. B.K. Jha  
2. Mr. S.K. Patil

S.No.	Name of the committee	Committee Members
1.	Dept. of Examination  Primary	Mrs. S. Rane I/C Ms. Meenu Singh Mr. Ramesh Londhe Mrs. H. Bindra

7.	Sports (Primary)	Mrs. Deepika Kulkarni Mrs. Rani Pardeshi
8.	Excursion	Mr. Dinesh Kumar I/C
2.	Admission	Mr. P. V. S. Belsare I/C Mrs. Mini Das Mrs. U. S. Yashodhara
9.	Refreshment	Mr. P. A. Shinde I/C
3.	C.C.A Coordinator	Mr. C. D. Joshi
	C.C.A Assoc. coordinator	Mr. B. D. Joshi
	Shivaji House	Ms. Meera Singh – House Master
10.	Sanitation & Cleanliness of Secondary Ground Floor:	Mrs. P. V. Rachel Mr. R. D. Ghosh Kumar I/C Mrs. Parvati Raizada Mr. Vishw Palurwa
	Tagore House Secondary First Floor:	Mr. S. K. Sahu - House Master Mr. K. S. Dhumale I/C Mr. S. S. Shastri Mr. R. T. Dasan
	Ashoka House Primary Ground Floor:	Mrs. Shadha Mr. V. C. Vishwakarma I/C Mr. S. Dhanu Mishra Mr. R. M. Shinde Mrs. Reeta Raizada
	Ramkrishna House Floor:	Mr. M. S. Dhole I/C House Master Mr. S. R. Yashodhara Mr. S. Shastri
11.	Procurement Of Sanitation Material & Distribution	Mr. S. B. Chakravarti Mr. M. G. Musale
4.	Purchase Committee	Mr. T. Dasan
12.	Duty allotment after and before school timings & Lunch Break	Mr. K. G. Balwarkarma Mrs. S. Mishra
13.	Disha Club	Mr. V. D. Deshpande In-Charge Mrs. I. Shrikhanda
5.	Maintenance & Repair (School & Staff Qrs.)	Mr. D. B. Koshar Mr. K. D. Chakravarti
14.	KVS BS&G Scouts	Mr. K. G. Belsare I/C Mr. R. S. Dhumale Mr. P. S. Swatop
6.	Gardening / Decoration / Beautification	Mr. S. P. Dhumale I/C
	Guides	Mr. D. P. Joshi Mr. S. Aiyach Singh
	Cubs	Mrs. Deepika Kulkarni I/C
		Mr. G. Musale Mr. Tulsi Dasan
	Bulbuls	Ms. Sushma Sonar I/C Ms Alka Hembade

		Mrs. Bindra Mrs. Rani Pardeshi Mrs. P. Shinde Mrs. Deepika Kulkarni
15.	AEP	Mrs. V. Joshi I/C Mrs. R. Ghosh Mr.S.Balaji Mrs. R. Raizada Mr. B.D. Joshi Mr. R. Londhe Mr.G.SBelsare Mr. M.Swaroop Mr. S.S.Dhumale
16.	Readers Club	Mr. G.D. Dhole I/C Mr. S.Balaji Mr. M.Swaroop Mrs. S.Ayachit Mr. G.C. Vishwakarma Mrs. Mini Das
17.	Discipline	Mr. S.K. Sahu I/C Mr. Dinesh Kumar Mr. S.Balaji Mrs. P.V. Rachel Mrs. V.Joshi Mr. G.C. Vishwakarma Mrs. U.B Yashodara
18.	Allotment of Quarters	Mrs. S. Rane I/C Mrs. Kausalya Mr.Ramesh Londhe Mr.G.D. Dhole
19.	Morning Assembly	Mrs. C.Das I/C Mr. B.D.Joshi Mr.Dinesh Kumar Mr. Nikhil Kesharwani C.C.A Coordinator Assoc. Coordinator House Master –On Duty All the Class Teachers
20.	P.A system	Mrs. Kanti Chakravarti I/C Mr. Dalvi Mr. Kale
21.	School Security Services	Mrs. Shradha I/C Mr. S.S. Dhumale Mr. Kishore Balmiki
22.	Time Table & Arrangement – (Sec.)	Mrs. KousalyaBalaji I/C Mrs. Vidya N.

	Time Table & Arrangement – (Primary.)	Mrs. Samidha I/C Mrs. R. Shetty
23.	Printing (School Magazine, Student diary, farms, etc)	Mr. S.Balaji I/C Mr. Ramesh Londhe Mr. M. Swaroop
24.	Computer & Website Maintenance / Signage Board Display	Mrs. Shradha I/C Mr. S.Balaji Mr. M. Swaroop Computer Instr. (Pri. & Sec.) Mrs. P.A. Shinde
25.	Student's Enrolment Position	Mrs. K.Balaji I/C Mrs. S. Mishra
26.	Monthly Record - CS 54	Mr. G.S. Belsare I/C Mrs. S. Mishra
27.	Furniture Procurement & Maintenance	Mr. Parasnath I/C Mr. Tulsi Dasan Mrs. Rani Pardeshi
28.	First Aid Medical Checkup & wellness club	Mrs. Archana Upadhayay I/C Mr. Dinesh Kumar Mrs. P. Nadarajan Mrs. U.B. Yeshodhara Doctor & Nurse
29.	Audio visual Aids	Mr. Nikhil Kesharwani I/C Mrs. Kanti Chakravanti Mrs. Shardha Kunte
30.	Teaching Aids	Mrs. S. Shastri I/C Mr. G.S Belsare
31.	Invitation Cards Preparation	Mr. S.Balaji I/C Mr. R. Londhe Mr. Mangalswaroop
32.	Grievance Cell	Principal V.P. Mrs. P.V. Rachel & HM Mr. Parasnath
33.	Academic Supervision	Principal Vice Principal HM
34.	Photography	Mr. S.S. Dhumale I/C Mrs. S. Ayachit Mr. Vishwakarma
35.	Eco - Club	Mrs. Archana Upadhyaya I/C Mrs. R. Raizada Mrs. Mini Das Mr. B.D. Joshi Mrs. Maity Mrs. A. Hembade

		Mr. P.K.T. Dasan
36.	Sadbhavna / Integrity Club	Mrs. S. Shastri Mrs. S. Ayachit Mrs. U.B Yeshodhara
37.	Career Guidance & counseling	Mr. S.Balaji I/C Mr. S.K.Sahu Mrs. S.Shastri Mr. G.D. Dhole
38.	Junior Science Club	Mrs. R. Raizada I/C Mrs. Maity
39.	Income Tax	Mrs. K.Balaji I/C Mr. S.K.Sahu
40.	CC TV Maintenance	Mrs. Shradha Kunte I/C Mr. S.S. Dhumale Mr. G.C. Vishwakarma Mrs. Rajni Kumari
41.	Raj Bhasha	Mr. M. Swaroop I/C Mr. G.C. Vishwakarma Mrs. Bindra
42.	House Keeping	Mr. Dinesh Kumar I/C Mrs. R. Raizada Mrs. U.B.Yeshodhara
44.	Minutes of staff meeting	Mr. S.Balaji (English) Mr. B.D. Joshi (Hindi)
45.	School magazine	Mr. S.Balaji I/C Mr. M. Swaroop Mr. R. Londhe Mrs. S. Damle Mr. B.D Joshi Mrs. Alka Hembade Mrs. Rajni Kumari