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Azadi Ka
Amrit Mahotsav

केन्द्रीय विद्यालय .एन.ए.डी. करंजा
शिक्षा मंत्रालय (भारत सरकार के अधीन स्थापित निकाय)
पता -नीसेना आयुध भंडार ,करंजा उरण रायगढ़) महाराष्ट्र-(४००७०४
KENDRIYA VIDYALAYA, N.A.D. KARANJA
(An Autonomous Body under Ministry of Education, Govt. of India)
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CBSE A.T.1100017

UDISE: 27241501112

Web Site: <https://nadkaranja.kvs.ac.in>

वर्ष 2023-2024 के लिए निम्न समितियों का निर्धारण किया गया है। सभी समिति प्रमुख तथा सदस्य नीचे सत्र की योजना अथवा स्टाफ की प्रस्तुत करेंगे।
WORKING COMMITTEES FOR 2023-2024, KV NAD KARANJA


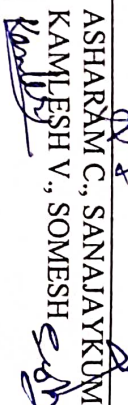



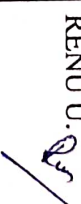






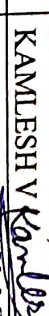



30/03/2023

S N	DEPT	DUTIES & RESPONSIBILITIES	INCHARGE(S)	MEMBERS
1	ACADEMIC PLANNING/VIDYALAYA PLAN	Planning for academic programme setting activities. Arranging projects & guiding for Innovation & experimentation. Maintain record of Completion of course as per split-up.	DHANRAJ BHAGWATE 	YOGESH KOLHE, YOGESH JADHAV, SHISH PAL, ASIFA T., YOGITA K.K.
2	ADMISSION	New & TC Admission Notification Preparation of select list Monthly enrolment compilation on last working day Checking T C information from website	VIJAY KUMAR YADAV 	MANDEEP, TRUSHNA D., ASHRARAM C., SWATI JAGTAP, ROHIT JAIN
3	AEP	Provide relevant & adequate information about various aspects. Conduct sessions/workshops.	SACHIN PARDESI SWATI JOSHI 	YOGITA K.K., RAVIKUMAR K., ASHOK KUMAR, YOGESH K., RITU M., SWATI JADHAV & ALL TRAINED TRS
4	ALUMNI /STUDENT & TEACHER ACHIEVEMENT	Identifying alumni and arranging meeting. Maintain record of achievement of students & teachers.	SWATI JOSHI	B N PANDEKAR, YOGESH JADHAV, DIPESH M
5	ATAL TINKERING LAB	Maintain and utilize lab. Motivate students & share innovative ideas.	MANDEEP 	SAKSHI RANI, RENU SHARMA, ROHIT JAIN, ANKITA SHARMA
6	AWAKENED CITIZEN PROGRAM(ACP)	Conduct workshops. Maintain record. Nominate teachers for training.	TRUSHNA D. 	SWATI JOSHI, YOGITA KHANNA, SARITA MOHAN & ALL TRAINED TRS
7	BEAUTIFICATION & GARDENING	Beautification of school entrance, Corridors. Updation of main notice board(Entrance). Beautification work during any special programme. Supervision of gardening work.	SUMIT JAISWAL 	PRESMI V KUMAR, RICHIA SORI, RENU U., ASHTAK, ANKITA SHARMA

	BHARAT SCOUT AND GUIDES/ CUBES & BULBULS	Organize and Plan training programme for Scouts and Guides. Arranging camps/ special programmes, celebration of thinking day. Arranging participation of Training Camps of KVS Eligibility test.	MUNIRAJ M / SOMESH <i>SD</i>	MUKESH MEENA, GEETA S, RESMI V K, RAVIKUMAR K, ASHOK KUMAR, SACHIN P & ALL TRAINED TRS <i>SD</i>
9	CBSE	Student registration. Conducting exams as per the CBSE guidelines.	ASIFA TABASSUM <i>AS</i>	YOGESH KOLHE, RAMKISHORE MEENA, SANJAYKUMAR S. <i>YK</i>
10	CCA/PATRIKA/MAGZINE/NEWSLETTER DIARY PUBLICATION)	Conduct of morning assembly. Conduct & co-ordination of Celebration of National Festivals/ Jayanti's / Other important days. Formation of clubs. Conduct of all programme in assembly. Preparation of children for social science exhibition. Conduct of regular School Level competition in CCA Co-ordinating the programme with CCA and other Incharges. Publication of News Letters and Vidayalaya Patrika Preparing Reports of different activities in the Vidayalaya.	GEETA SABARWAL <i>GS</i>	MUKESH KUMAR MEENA, SARITA MOHAN, KAMLESH VAISHNAV, SUMIT JAISWAL, MAYANK PATIL, RITU MISHRA <i>MS</i>
11	DISCIPLINE	Monitoring of punctuality, use of proper uniform by the students & maintenance of record. Assign gate duty of staff. Floor duty. Maintenance of discipline and decorum during functions /school activities. Routine Checking of students uniform/nails/hair during assembly. Coordination with students & Administration.	B.N. PANDEKAR	ASIFA TABASSUM, RAMKISHORE M, ASHARAM C, SWATI JOSHI, SARITA MOHAN, YOGITA K. K. RITU MISHRA, SOMESH, DIPESH M <i>AS</i>
12	DISPLAY BOARDS	Display board beautification. Frequently Updates the details on display board available in the Vidyalaya including labs, staff room, class rooms.	SUMIT JAISWAL <i>SJ</i>	AKANKSHA P, B.N. PANDEKAR, RESMI V, KUMAR, ASHOK KUMAR, RITU MISHRA, MAYANK PATIL <i>AK</i>

5	FURNITURE	Procuring of suitable furniture as per requirement. Condemnation of unusable/BER furniture's. Maintenance of record of distribution of furniture its upkeep, Repair Maintaining a record of broken furniture and ensuring repair Disposal of irreparable furniture.	SUMIT JAISWAL B.N.PANDEKAR, RESMI V K, DIPESH M., SACHIN PARDESHI
14	CAREER GUIDANCE & COUNSELLING, VALUE EDUCATION	Provide relevant & adequate information about various careers through CG cell; Coordinating with external professionals. Arranging psychological counselling lectures & maintenance record. Organise session of special educators for needy students.	RAMKISHORE MEENA DHANRAJ BHAGWATE, SHISH PAL, ASIFA TABASSUM, GEETA S, MANDEEPI YOGITA K K
15	HEALTH AND HYGINE/FIRST AID/MEDICAL CHECKUP	Provide medical attention in exigencies. Provide medical first aid boxes in different places. Procuring first aid kit and make available in different corners like Primary Staff Room/wing, Sports room ,Staff Room. Conduct of medical checkup of students.	RESMI V K STAFF NURSE, RENU SHARMA, SAKSHI RANI, SWATI JADHAV, NILESH I.
16	HOME/INTERNAL EXAM	Conducting exams as per the guidelines and planning. Periodic analysis of results / plan for remediation. supervision and assessment of remediation. Conducting academic tests and other tests as per KVS guidelines.	SHISH PAL MANDEEP, SANJAY KUMAR S, MUKESH KALE, ASHOK KUMAR, SANJAY HARBH, AKANKSHA PANDEY (LIB)
17	INTERNAL COMPLAINT COMMITTEE / WOMAN GRIEVANCE CELL/RTI ETC	Receive complaints/grievances. All-out effort to settle issue. Suggest/advise, Process & Forward to the concerned head of office. Processing the application/query. Gather reply from the concerned dept. Provide information to the applicant within the stipulated time.	PRINCIPAL YOGESH KOLHE, D G BHAGWATE, GEETA S, YOGESH JADHAV, SWATI JOSHI, RITU MISHRA
18	LANGUAGE LAB	Maintain lab. Give access to students & teachers.	MUKESH KALE ALL LANGUAGE TEACHERS

	LIBRARY	Procuring books Planning & execution of improvement of library, online library-E-Granthalaya.	AKANKSHA P <i>Akanksha P</i>	PRINCIPAL, YOGESH JADHAV SWATI JOSHI, ASHA RENU U., ANKITA SHARMA <i>Yogesh Jadhav</i>
20	M&R SCHOOL BUILDING, CLEANLINESS, WATER SUPPLY, SANITATION, HOUSE KEEPING	Regular Monitoring of building requirement of appliances in supervision of cleaning activities including toilets in the building. Procuring materials and labour for the required approved work. Verify and certify Conservancy Bill.	MUKESH MEENA <i>MK</i>	RESMI V K, SUMIT J, B N PANDEKAR, SACHIN P SUB STAFFS <i>BN</i>
21	MATHS OLYMPIAD	Conducting the Examinations/ Competitions as per guidelines Collecting information about other competitive examinations & ensuring registration of students.	VIJAY KUMAR YADAV <i>VJ</i>	MATHS DEPT
22	N.D.M.A	Conduct mock drill. Installation of safety equipment's. Prepare Exit plan. Building & fire safety certificates.	RAMKISHORE MEENA	B.N. PANDEKAR, AKANKSHA PANDEKAR <i>BN</i>
23	NIOS	Conducting exams/Assessments as per the NIOS guidelines.	RAMKISHORE MEENA	RESMI V K., YOGESH JADHAV <i>RV</i>
24	ONLINE FLAGSHIP PROGRAM OF KVS	Online activities as per KVS Guidelines.	YOGESH KOLHE <i>YK</i>	SHISHU PATIL, SANJAY KUMAR S. <i>SP</i>
25	P.A. SYSTEM	PA System Arrangement during assembly & other events.	RESMI V KUMAR <i>RV</i>	RESMI V KUMAR, MAYANK PATIL, PRIMARY AND SECONDARY COMP INSTRUCTOR (OTHER I/C RELATED TO WORK) <i>RV</i>
26	PROJECTOR, SCHOOL WEBSITE	Maintenance of computers in all labs. Regular updation of the website of the Vidyalaya.	YOGESH KOLHE	SACHIN P, SUMIT JAISWAL, SOMESHA KUMAR. <i>SP</i>
27	PTA	Form association. Conduct meetings. Discuss aspects. Maintain records.	MUKESH KUMAR M. <i>MK</i>	RESMI V K. RAVI KHANDARE, DHANRAJ B., GEETA (Language support for school website), COMPUTER INSTRUCTOR (PRIMARY/ SECONDARY) YOGITA KHANNA K, SAKSHI RANI, ASHARAJ C, RENU <i>RV</i>

	RAJBHASHA	Up keep and maintenance of Sign Boards. Up-Keep and maintenance of bulletin/Notice Board. To attend and conduct meetings, celebration of Hindi Pakhwara, Sending reports. Implementation of official language rules in the Vidyalaya, quarterly returns, holding regular meetings.	GEEETA SABARWAL 	ASHARAM C., SANAJAYKUMAR S, KAMLESH V., SOMESH 
29	RESOURCE ROOM	Maintenance of record of equipment's & its updation. Maintenance of register having information of usage of room. Keeping the room attractive.	RAVI KHANDARE(SEC)/ SWATI JADHAV(PRI)	RESMI V K, ASHOK KUMAR, KAMLESH V   
30	SOCIAL SC. Exhibition YOUTH PARLIAMENT , E.B.S.B. ACTIVITY AND CLUB.	Preparation of children for social science exhibition. Register vidyalaya & students under youth parliament. Organise exhibition as per KVS Guidelines. Conduct EBSB Activities as per schedule. Formation of club. Maintain record. Prepare & submit reports.	MUNIRAJ MEENA	ASHOK KUMAR, SWATI JOSHI, SACHIN RENU U. 
31	SPORTS COMMITTEE/ IMPLEMENTATION & MONITORING OF NATIONAL FLAG CODE	Conduct events as per KVS Guidelines. Participate in cluster/Regional/National sports events. Celebration of sports day/events as per KVS Circulars. Frequently monitor & follow the National flag code.	B.N. PANDEKAR	VIJAY KUMAR, MANDEEP, ASHARAM C, MUNIRAJ, MAHENDRA MEENA, SOMESH, NILESH J, RENU     
32	STAFF MEETING	Record the minutes of meeting. Circulate among staff members.	ASHARAM 	MUKESH KALE, SARITA MOHAN, KAMLESH V 
33	UDISE/SHALA SIDDHI/ENROLLMENT	Complete the work related to student/staff automation. Provide the information	YOGESH KOLHE 	YOGESH JADHAV, MUKESH KALE, SATENDRA, COMP LAB(PRI), DIPESH M., COMPUTER INSTRUCTOR (PRIMARY & SECONDARY), DEO
34	STAFF QUARTER M&R AND ALLOTEMENT	Maintain record of materials purchased as per requirement. Utilize fund for repairing of quarters. Cleanliness of teachers colony.	SUMIT J 	TRUSHNA D, YOGESH JADHAV, RITU M., D N VERMA 

	STAFF ROOM / STAFF CLUB/ HOSPITALITY	Upkeep of staff room. Disposal of Old books/Newspaper. Display Board beautification. Locker distribution upkeep. Refreshment. Extending Hospitality to the guest on special occasion.	KAMLESH V <i>Kamlesh</i>	SANJAY KUMAR S, SWATI JOSHI, MUKESH KALE, TRUSHNA, ASTHA K <i>Sanjay</i>
36	TEACHING AID	Purchase & issue teaching related materials.	MUKESH MEENA <i>M</i>	MUNIRAJ MEENA, ASHOK KUMAR, SWATI JADHAV, DIPESH MANKAR <i>M</i>
37	TIME TABLE & ARRANGEMENT	Preparation and implementation of Time Table. Class/Co-class teachers. Substitution work on daily basis. Preparing and Verification of salary bill of contractual teachers.	DHANRAJ BHAGWATE <i>Dhanraj</i>	VIJAY KUMAR YADAV, <i>Vijay</i> TRUSHNA D, SARITA MOHAN DIPESH I <i>Dipesh</i>
38	WORK RELATED TO SECURITY OFFICE/ENTRY THROUGH MORA GATE/ESCORTING	Documentation for entry permission from gate. Escort guest from gate.	B. N. PANDEKAR	SUMIT JAISWAL, RESMI V KUMAR, RAVIKUMAR K., DIPESH M, SOMESH, SATENDRA, COMPUTER INST., OFFICE
39	CCT/PISA	Conduct test as per guideline. Maintain record.	SARITA MOHAN <i>Sarita</i>	SAKSHI RANI, YOGITA K, SHYAMSUNDER, B, EXAM DEPT.
40	SCIENCE OLYMPIAD/GREEN SCHOOL AUDIT PROGRAM /IGBC(INDIAN GREEN BUILDING COUNCIL)/NCSC/INSPIRE/COMPETITIVE EXAM	Conducting the Examinations/ Competitions as per guidelines Collecting information about other competitive examinations & ensuring registration of Vidyalaya & enrol students.	MANDEEP <i>Mandeep</i>	SAKSHI RANI, RENU SHARMA, ANKITA SHARMA, SANJAY HARLE <i>Sakshi</i>
41	ROUTES 2 ROOTS/SPIC MACAY	Conduct activities as per calendar. Motivate students to participate.	SACHIN P. <i>Sachin</i>	SWATI JADHAV, ASTHA K, ANKANA, SUMIT J. <i>Swati</i>
42	YUVA TOURISM CLUB	Form club. Conduct meetings. Conduct activities as per KVS Guidelines.	AKANKSHA P <i>Akanksha</i>	MUKESH MEENA, ASHOK KUMAR, MUNIRAJ M, ASTHA K, DIPESH MANKAR, SANJAY KUMAR SARTAPE, KAMLESH V <i>Akanksha</i>
43	CONDEMNATION & DISPOSAL	Collect & forward the proposals for condemnation.	YOGESH KOLHE <i>Yogesh</i>	MUKESH KUMAR MEENA, SUMIT J., RESMI V K., AKANKSHA, B N PANDEKAR, SATENDER <i>Yogesh</i>
44	EVENT CELEBRATION- PHOTOGRAPHY	Coverage of school Activities by Coordinating with all program I/Cs.	ASHARANI C/SUMIT J <i>Asharani</i>	MAYANK PATIL, SOMESH, SATENDRA <i>Asharani</i>
45	FLN/PARTENERSHIP WITH NEIGHBOURING SCHOOL	Observation of filled data. Workshop. To plan activities to share best practices and coordinating the same with the identified schools	YOGESH JADHAV	PRIMARY TEACHERS <i>Yogesh</i>

FEES COLLECTION RECORD- SECONDARY PRIMARY	Regular collection of fee receipts from class teachers & maintain in CS 54. Compare it with CS 11.	RAVIKUMAR K. SATENDER	RESMI V K, SANJAY HARLE, SHYAMSUNDER B
EDUCATIONAL TOUR/EXCURSION /TRANSPORTATION	Plan destinations, Mode of transport, arranging transport, arranging other facilities for school picnic, adventure programme and Excursion.	ASHOK KUMAR	B N PANDEKAR, AKANKSHA P., DIPESH M.
48 TARUNOTSAVA/BRIDGE COURSE	Preparing time table and activities for class X students. Maintain record.	D G BHAGWATE, MANDEEP, RAMKISHORE M	MUKESH KUMAR MEENA, KAMELESH V SARITA MOHAN, MUKESH KALE

I/C PRINCIPAL व पंजाब

(Handwritten signature and date)
 23/05/23