
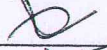

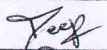
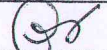



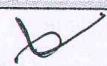
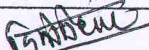


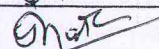

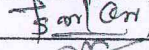

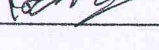


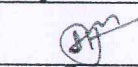

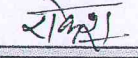
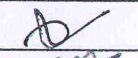


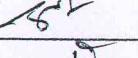



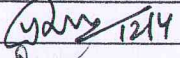
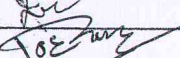
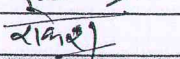

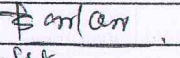
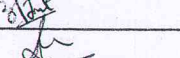
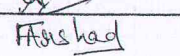


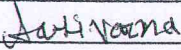

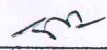

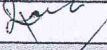

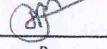
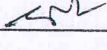
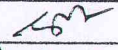

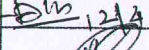


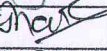
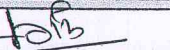



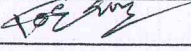


# Kendriya Vidyalaya WCL Chandrapur(MS)

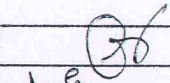
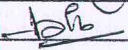

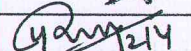


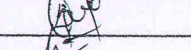

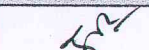
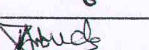

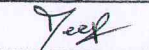

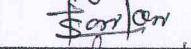

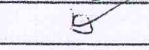

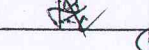
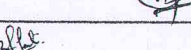
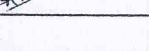
## INSTITUTIONAL PLANNING FOR THE YEAR 2022-23




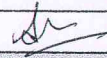
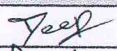
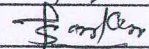




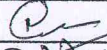
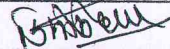


Sl. No.	DEPARTMENT /COMMITTEE /CLUB	IN-CHARGE /CONVENOR / MEMBER (Mr./Mrs./Ms.)	Signature	Work expected
1	Academic Advisory Committee	Mr.Nilesh Ambadkar I/c		<ul style="list-style-type: none"> <li>•To monitor academic environment of the Vidyalaya and work for improvement continously.</li> <li>•To monitor and implement KVS academic policies.</li> <li>• To provide and monitor split up syllabus and curriculam for all the classes.</li> </ul>
		Mr.Deepak Warjurkar		
		Mr.Dilip Mehta		
		Dr.Deepesh		
		Swartha Tode		
		Mr.Maroti Reguntawar		
		Mr.Gajanan Lodhe		
		Mrs. Sonu		
		All class teachers ,co- class teachers and subject teachers		
2	Examination (CBSE/ INTERNAL / EXTERNAL) Committee	Dipak P.W I/c		<ul style="list-style-type: none"> <li>* Complete schedule of test/exam for the session (tentative) will be circulated among the students &amp; parents for their prior information. Exam time-tables</li> <li>* Maintain the required stationary of Examination well in advance in stock.</li> <li>*Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc.</li> <li>*All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time &amp; it should be taken back to exam department after completion of each and every test/exam.</li> <li>*Students and parents must be informed about the results of all tests &amp; exam within a week of completion of test/examination &amp; updated record must be kept ready for further course of action &amp; any other related work as per the direction of principal.</li> </ul>
		Computer Instructor		
		Mr.Dilip Mehta		
		Mr.Maroti Reguntawar		
		Mr.Gajanan Lodhe		
		YG Dhatriak		
3	Time table Committee	Mr.Vikash Chander I/C		<ul style="list-style-type: none"> <li>*Time - table In charge&amp; Asst. In charge will frame the time-tables as per allotment</li> <li>*To make an arrangement during the leave of the teacher.</li> <li>*To prepare and inform to subject teachers about the special/ remedial time - table</li> <li>*To ensure ringing of the bell in time.</li> <li>*Any other related work.</li> </ul>
		Mrs. Piyu Sarkar		
		Mr.Maroti Reguntawar		
		Mr.Vilas Rajgadkar		



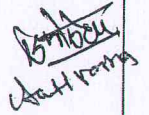
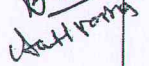

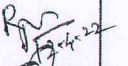


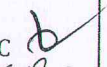
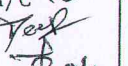
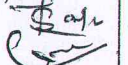


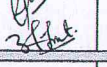
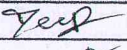

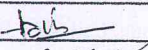
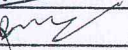
4	Admission Committee	Mr. Shailesh Bagde I/C		* To plan admission procedure as per KVS guidelines.
		Mr. Gajanan Lodhe (Enrolment Details)		* To keep ready admission forms prospectus & test plan well in advance. * To issue & collect the admission registration form.
		Mr. Maroti Reguntawar		* To Co-ordinate with exam dept to conduct tests for admissions required for fresh admission.
		Mr. Dilip Sorte		* To complete the formalities of admission for the session as per KVS instructions, admission register, etc.
		Rakesh Mahatav		* Any other related work
5	Pay Bill/ Income Tax calculation Committee	Dipak P.W. I/c		As per need
		Mr. Maroti Reguntawar		
		Mrs. Rukhsar R Sheikh		
6	Discipline / N DMA Committee	Shailesh V Bagde I/c		* To monitor and maintain the discipline of the Vidyalaya
		Mr. Dilip Sorte		* To Keep records of all disciplinary cases classwise
		Mrs. Swartha Tode		* To monitor the daily House duties and keep the records
		Mr. Girish Dhawas		* To look after safety and security of staff and students.
		All staff members to subordinate		Any other related works.
7	P.A. System	P.K.S. Raut I/C		* To keep the PA system Functional any time
		Mr. Sanjay Rajgade		* Arrangements when and where required
		Vilas Rajgadkar		
		Mr. Rakesh Mahatav		
8	NAEP/Child rights & Gender Sensitization Committee	Mrs. Swartha Tode I/C		* Plan NAEP programme as per KVS direction.
		Mrs. Piyu Sarkar		* Report of conducted activities should be sent to KVS RO (Mum) for its information.
		Mr. Vishal Agnihotri		* To give counseling and guidance to students.
		Mrs. Sonu		* To organize lecture or seminars related to the field.
		Miss. Farheen Ansari		* To conduct counseling sessions during MPT and CCA Periods on Weekly basis on rotation by staff



























9	CCA Committee	Mr.Nilesh Ambadkar I/c		<ul style="list-style-type: none"> <li>* To Make the year plan of CCA</li> <li>* To Constitute and monitor student council</li> <li>* To conduct CCA activities as per CCA calander.</li> <li>* All programmes must be as per nomenclature followed in KVS.</li> <li>* Students growth and participation must be the key for it.</li> </ul>
		Miss. Aarti Varma		
		Miss.Nayna		
		Mr.Sonu Duryodhan		
		Mr.Shailesh Bagde		
		Mr. Vishal Agnihotri		
		Mr.Sanjay Rajgade		
10	Local Purchase Committee	Dipak P.W. I/C		<ul style="list-style-type: none"> <li>* To estimate the requirements in the beginning of the academic year.</li> <li>* To procure the required items following the purchase procedure.</li> <li>* Inventory Management as per KVS rule</li> <li>* Any other related work.</li> </ul>
		Mr.Maroti Reguntawar		
		Mr.Shailesh Bagde		
		All Department I/c		
11	Cleanliness and security	Shailesh Bagde I/C		<ul style="list-style-type: none"> <li>* To monitor the work of Cleanliness and security labour provided by agency.</li> <li>* Checking the attendance of workers.</li> <li>* Verify and certify the bill submitted by the agency.</li> <li>* Inventory management of consumables</li> <li>* To prepare Quarterly Sanitation Report, Registration with IGBC</li> </ul>
		PKS Raut		
		Mr.Prashant Ghongde		
		Mrs. Rukhsar R Sheikh		
		Mrs. Sonu		
		Mr.Maroti Reguntawar		
		Mr.Y.G.Dhatrak		
12	Furniture	Prashant Ghongade I/C		<ul style="list-style-type: none"> <li>* To supervise the use of furniture by the students.</li> <li>* To plan for maintainance and repair &amp; purchase of Vidyalaya furniture</li> <li>* To clear / get shifted un utilized furniture.</li> <li>* To get classroom, black boards, name boards, etc. painted and maintained</li> <li>* Any related work.</li> </ul>
		Mr.Sonu Duryodhan		
		Mr.Dilip Sorte		
		Mr. Vilas Rajgadkar		





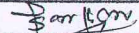

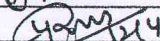



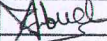


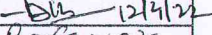
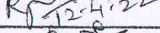

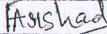
13	Teaching Aid	Mr. Vishal Agnihotri I/C	<i>[Signature]</i>	* To plan and arrange for purchasing materials required for teaching aids. *Any other related work
		Mr. Shailesh Bagde (stock IC)	<i>[Signature]</i>	
		Rajani Jiwane	<i>[Signature]</i> 12.4.22	
		Mr. Maroti Reguntawar	<i>[Signature]</i>	
14	CMP	Mrs. Sonu I/C	<i>[Signature]</i>	* To set activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS
		Mr. Maroti Reguntawar	<i>[Signature]</i>	
		Mr. Gajanan Lodhe	<i>[Signature]</i>	
		All PRTs	<i>[Signature]</i>	
15	Computer & ICT	Dipak P.W. I/C	<i>[Signature]</i>	Perform duties as per KVS norms.
		Comp. Ins.		
		Miss. Aarti Varma	<i>[Signature]</i>	
16	Literary Club & Language Club and library digitization/ efforts to improve bilingual skills	Mr. Nilesh Ambadkar I/C	<i>[Signature]</i>	* To prepare a plan to create literary atmosphere in Vidyalaya. *To prepare class wise magazines at least one in each subject * To organize competitions/ seminars/programmes etc. based on subject.
		Miss. Aarti Varma	<i>[Signature]</i>	
		Mr. Dilip Mehta	<i>[Signature]</i>	
		Miss. Nayna		
		Swartha Tode	<i>[Signature]</i>	
		Mrs. Sonu	<i>[Signature]</i>	
17	Hindi Rajbhasha	Miss. Aarti Varma I/C	<i>[Signature]</i>	* To follow RajbhashaKalyanSamiti guidelines * To take necessary action for proper functioning of this Samiti. *To create a Hindi atmosphere & to promote usage of Hindi in daily use. * To keep a vigil on quarterly progress of RAJBASHA SAMITI. * To follow all instructions of town official language implementation committee and attend its meeting.
		Mr. Dilip Mehta (Coordinator)	<i>[Signature]</i>	
		Miss. Nayna		
		Comp. Ins.		
		ALL PRTs teaching Hindi	<i>[Signature]</i>	

18	Scout/Guide/Cub /Bulbul	Swartha Tode I/C		* To prepare S/G activity plan with tentative date & months for organizing activities.
		Mr.Prashant Ghongde		* To select student for cubs, bulbul, scout & guide enrolment in the month of April
		Shilesh Bagde		* To make an arrangement for proper training of the students.
		PKS Raut		
		Mr.Nilesh Ambadkar		* To prepare scout & guide to participate in various activities, both internal & external competitions.
		Mr.Gajanan Lodhe [c]		
		Miss. Mrs. Sonu (B)		* Any other related work
		Mr.Maroti Reguntawar		
19	Health Check-up & Wellness/Medical& First Aid	Shailsh V bagde I/C		* To prepare a plan for student's health checking twice in this session by authorized Medical Officer.
		Staff Nurse		* To make available stock of First Aid if any accidents happen.
		All Class teachers/co Class teachers		* A special care must be taken for girl child as per their natural need, if situation demands for that.
				* To organize expert talks related to health & hygiene
				* Any other related work.
20	Guidance & Counselling	Mr.Nilesh Ambadkar I/C		1. Provide proper guidance to students for their future plan
		Dr.Deepesh		2. Employment News, magazines and newspapers' information should also be placed on Notice board for students & staff.
		Mr.Dilip Sorte		3. Experts should also be invited time-to-time to provide proper guidance to the students.
		Mrs. Piyu Sarkar		4. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students.
		Mrs. Sonu		
21	Education/Excursion/ Adventure activities	Mr.Dilip Sorte I/C		1.To plan the excursion
		Shailesh Bagde		2.To decide the place, make arrangement for conveyance
		Mr.Sonu Duryodhan		3.Estimate the amount to be collected from students
		Mr.Vikash Chander		4.Keep the willingness form ready
		All Class teachers/co Class teachers		5.Arrange refreshments
				6.Any other related work

22	Publication of Vidyalaya Patrika/ Primary News Letter/ Students Diary / Teacher Diary	Mr.Nilesh Ambadkar I/C		1. To collect the article 2. To edit the articles 3. To Note down all important events / functions etc. held in Vidyalaya. 4. To record and maintain all achievements of students including internal, external, competitions prizes won etc. in chronological order by collecting information from primary and secondary CCA I/C
		Miss. Aarti Varma		
		Miss.Nayna		
		Mr.Vikash Chander		
		Miss. Mrs. Sonu		
23	EcoClub/Nature Club/Science Club /Inspire award	Dr.Deepesh I/C		As per instuctions received from KVS time to time.
		Mrs. Piyu Sarkar		
		All PRTs teaching EVS		
24	Integrity Club /Sadbhawana Club EBSB	Mr. Vishal Agnihotri I/C		As per KVS norms
		Sanjay Rajgade		
		Mr.Gajanan Lodhe		
25	RTI/PIO /Grievance Cell	Mr.Nilesh Ambadkar I/C		1.To periodically open suggestion box, at least once in two months 2.To keep a record of suggestions or grievances received from the students, staff or parents 3.To maintain the minutes of the meetings
		Mr.Dilip Mehta		
		Mr.Maroti Reguntawar		
		Miss. Amrin Sheikh		

26	Subject Committees	<p>English</p> <p>Mr.Nilesh Ambadkar I/C </p> <p>Mrs.Swartha Tode </p> <p>Hindi/SKT</p> <p>Mr.Dilip Mehta I/C </p> <p>Miss. Aarti Varma </p> <p>Miss. Nayna</p> <p>All PRT Teaching Hindi </p> <p>Maths</p> <p>Mrs.Rajani Jiwane I/C </p> <p>Mrs. Rukhsar R Sheikh </p> <p>All PRT Teaching Maths </p> <p>Science</p> <p>Mr.Deepak Warjurkar I/C </p> <p>Dr.Deepesh </p> <p>Mrs. Piyu Sarkar </p> <p>Mr. Girish Dhawas </p> <p>SST/ EVS</p> <p>Mr.Gajanan Lodhe I/C </p> <p>Mr. Vishal Agnihotri </p>		<ol style="list-style-type: none"> <li>1. To analyze the performance of students &amp; prepare further course of action plan for betterment of students' academic performance.</li> <li>2. To check class wise monthly academic performance analysis &amp; discuss for further course of action.</li> <li>3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.</li> <li>4. Prepare the report on last working day of every month &amp; submit it to Principal.</li> <li>5. To keep a vigil on class wise progress of subject.</li> </ol> <p>To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject.</p> <p>To highlight the importance of each, interdependence of various subjects.</p> <p>Co relation among differents subject teachers, life history of great personality, freedom fighters, scientists, mathematicians, writers, poets, thinkers, etc.</p> <p>Any other related work</p>
27	Beutification/ Gardening	<p>Dr.Deepesh I/C </p> <p>Mr.Dilip Sorte </p> <p>Prashant Ghongde </p> <p>Sanjay Rajgade </p> <p>ALL Substaff</p>		<ol style="list-style-type: none"> <li>1.Maintenance of Plants.</li> <li>2.Arrangement for watering of plants.</li> <li>3.Removal of seasonal vegetation around vidyalaya building from time to time.</li> </ol>

28	PTA	Dipak P W I/C		1.To co - ordinate P.T. Meeting in consultation with exam deptt. & the class teachers. 2. To make minutes of the P.T meeting. And maintain the records along with attendance of parents. 3.Any other related work as per the direction of principal.
		All Class Teachers		
		Rakesh Mahatav		
29	Alumni Association	Deepak W (IC)		* To Collect the data and information of alumani * To make a system for alumni registration regularly * To form the Association as per instruction received from KVS time to time.
		PKS Raut		
		Mr.Dilip Sorte		
		Sanjay Rajgade		
		YG Dhatrak		
30	Photography	Prashant Ghongade I/C		As per need and KVS Instructions.
		Mr.Vikash Chander		
		Mr.Gajanan Lodhe		
31	Maintenance & Repair	Mr. P.K.S.Raut I/c		Water Supply& Electricity, Certificate of Fire safety, Building Safety,Potable water & Refiling of Fire estinguisher
		Shailesh Bagde		
		PGT Physics		
		Mr.Sonu Duryodhan		
		All substaff		
32	Science Exhibitions/NCSC/ JNNSE/ Science Olympiad	Dr.Deepesh I/C		As per norms and Instructions received from KVS.
		Mrs. Piyu Sarkar		
		Mr. Girish		
		Ms Shubhangi D		
33	Maths Olympiad	Ms Rajani Jiwane I/C		As per Instruction from KVS
		Mrs. Rukhsar R Sheikh		
		All PRT Teaching Maths		
34	Awakened Citizen Programme progress	PKS Raut I/C		To conduct monthly activities. To send monthly report.
		Mrs.Swartha Tode		
		Prashant Ghongade		
35	Community Participation by KV	Mr.Nilesh Ambadkar I/C		To prepare list of activities with the Govt. School. To implement activities with Govt. School. To Keep record of the same
		Mr.Dilip Mehta		
		Miss.Nayna		

House Composition				
36	SHIVAJI HOUSE	Mr. Girish (HM)		Perform duties as house master and associates as per KVS norms.
		Mrs.Swartha Tode (HC)		
		Mr.Dilip Sorte		
		Mr.Maroti Reguntawar		
		Mr.Gajanan Lodhe		
	TAGORE HOUSE	Mrs. Piyu Sarkar(HM)		
		Mr.Dilip Mehta (HC)		
		Mr.P.K.S. Raut		
		Miss. Mrs. Sonu		
		Comupter Instructor		
	ASOKA HOUSE	Mrs. Rukhsar R Sheikh (HM)		
		Dr.Deepesh (HC)		
		Miss. Aishwarya Pangude		
		Miss.Nayna		
		Mr.Vikash Chander		
	RAMAN HOUSE	Miss. Aarti Varma (HM)		
		Mr.Prashant Ghongde(HC)		
		Mrs.Rajani Jiwane		
		Ms Subhangi D		
		Miss. Farheen Ansari		

PRINCIPAL