

Dear Teachers,

Being a responsible element of the school you are requested to take the responsibility of below mentioned committee. All members of the committee will be responsible to conduct the activities as per committee.

Kindly co-operate.

Name of Committee: SPORTS COMMITTEE

Duties of the members of the group:

- Involvement of students in sports.
- Checking and maintenance of sports equipments.
- Take permission from the Principal about various competitions.
- Inform all the teachers in advance about the program and their duties.
- Proper co ordination among teachers.
- Making records of competitions held in a year.

Sr. No.	Name of Teacher	Responsibility
1	Mr. Jivan Ramesh Patil	Upper Primary & Secondary (6 th to 10 th)
2	Mr.Pravin Bhaskar Patil	Primary (1 st to 5 th)
3	Mr. Pravin Gokul Patil	To fill online/offline Participation forms/applications

Dear Teachers,

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Name of Committee: COMPETITIVE EXAM COMMITTEE

Duties & responsibilities of the members of the group:

- To convey the details of Competitive Exams to Students
- To fill online/offline Participation forms/applications.
- To discuss with Principal for any exam Schedule.
- To give notice to the children and teachers.
- To communicate with teachers and Principal for smooth work.
- Report to Principal
- To follow up for RESULTS DECLARATION (Online/Offline)
- To collect & distribute Results & Certificates to the participants

Sr. No.	Name of Teacher	Responsibility
1	Mrs. Sarika Sandip Baviskar	Indian Talent, NASO, , etc.
2	Ms. Krupali Pravin Patil	Indian Talent
3	Mrs. Kalpana Sanjay Bari	Homi Bhabha
4	Mr. Pradip Suklal Devraj	MTS, Scholarship
5	Mr. Pravin Gokul Patil	GTS
6	Mr. Jeetendra Prakash Sonar	NTS
7	Miss. Sima Rajendra kotkar, Miss. Pratiksha Sudhakar Patil	Assistance
8	Mr. Rahul Prabhakar Deshmukh	Drawing Exams/Sakal/Elementary/ Intermediate
9	Mr. Shakil S.K. Ayub Pinjari	Drawing Related Exams/Sakal
10	Mr. Yogesh Ramrao Patil	All computer related Typing & Documentation

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Name of Committee: NEWS AND PUBLICITY COMMITTEE

Duties of the members of the group

- Time to time publication about school achievements.
- Proper communication with media.
- To prepare Banners & Pamphlets
- To keep record of Newspapers Cutting

Sr. No.	Name of Teacher	Responsibility
1	Mr. Jeetendra Prakash Sonar	To prepare Banners & Pamphlets
2	Mr. Sandip Mahadu Sonawane	News Editing & Publishing
3	Mrs. Kalpana Sanjay Bari	News Editing & Publishing
4	Mr. Rahul Prabhakar Deshmukh	Record of Newspapers Cutting

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Name of Committee: CULTURAL/FUNCTION COMMITTEE

Duties & responsibilities of the members of the group:

- To take the permission from the Principal about function.
- To check the requirements before the program.
- Inform all the teachers in advance about the program and their duties.
- Proper co-ordination among teachers.
- To keep the record of functions.

Sr. No.	Name of Teacher	Responsibility
1	Mr. Jeetendra Prakash Sonar	Planning of Celebration Schedule
2	Mrs. Sarika Sandip Baviskar	Planning of Celebration Schedule
3	Mrs. Dipali Narendra Patil	Choreography & Presentation
4	Mrs. Suchita Vitthal Patil	Preparation & Arrangements
5	Miss. Soniya Kisan Dandekar	Preparation & Arrangements
6	Mr. Rahul P. Deshmukh	Drawing Decorations
7	Mr. Shakil S. K. Ayyub Pinjari	Drawing Decorations
8	Mrs. Dipali Govindrao Zatkari	Activity Record Book
9	Mr. Pravin Gokul Patil	Photography

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Name of Committee: ACADEMICS COMMITTEE

Members: -

Duties & responsibilities of the members of the group:

- To check Evaluation Records & Daily Planning
- To communicate with teachers for attendance purpose.
- To cross check and if necessary guide teachers for calculations.
- To handover status report to Principal daily.
- To inform teachers about working days and any changes regarding attendance.
- To communicate with clerical dept. for L.C. received or issued and to inform particular class teacher.
- To provide information regarding all details for Catalogue.
- To keep & cross check the Absent Reports, Syllabus Coverage & Notebook Checking Records

P.T.O.

Sr. No.	Name of Teacher	Responsibility
1	Mr. Jagdish Ramesh Patil	Evaluation Records & Daily Planning
2	Mrs. Kirti Ramesh Chaudhari	Monthly Catalogue Checking & Submission(Nursery – Sr.KG)
3	Miss. Ishrat A. Riyazaddin	Monthly Catalogue Checking & Submission (1 st - 5 th)
4	Mrs. Kalpana Sanjay Bari	Monthly Catalogue Checking & Submission (6 th - 10 th)
5	Mrs. Ashwini Khanderao Patil	Syllabus Coverage (1 st – 10 th)
6	Mrs. Jayashri Samadhan Suryawanshi	Absent Reports (6 th -10 th)
7	Mrs. Prajakta Sureshrao Sonawane	Notebook Checking Records (1 st – 5 th)
8	Miss. Krupali Pravin Patil	Notebook Checking Records (6 th -10 th)

Dear Teachers,

Being as responsible elements of the school you are requested to take the responsibility of below mentioned committee. All members of the committee will be responsible to conduct the activities as per committee. Kindly co-operate.

Name of Committee: ASSEMBLY & DISCIPLINE COMMITTEE

Duties & responsibilities of the members of the group:

- To discuss schedule of assembly if any changes with the Principal.
- Importance of the day should be given one day before to students or teacher should give information in assembly.
- If any query, suggestion or complaint contact to principal immediately.
- To conduct MPT with discipline on every Saturday.
- To check uniforms & Students Discipline

Sr. No.	Name of Teacher	Responsibility
1	Mr. Jivan Ramesh Patil	Students Discipline & Conducting Assembly, MPT
2	Mr. Pravin Bhaskar Patil	Students Discipline & Conducting Assembly, MPT
3	Mr. Pravin Gokul Patil	Staff Assembly, Uniforms
4	Mrs. Ashwini Khanderao Patil	Importance of the day

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Name of Committee: EXAM COMMITTEE

Duties & responsibilities of the members of the group:

- To discuss with Principal for any exam dates.
- To give notice to the children and teachers.
- To confirm and send notice via SMS if necessary.
- To prepare Preparation of exam time table
- To convey teachers to prepare handwritten question papers before 15 days of exam.
- To communicate with teachers and Principal for smooth work.
- All exam related works.
- To submit the question papers to Principal and after approval handover it to DTP section.
- To take follow up for DTP work, printout.
- To collect printout and handover it to Xerox person and follow up.
- To make bunches for paper checking. To give mark list.
- To follow up for making answer sheet bunches.

P.T.O.

Sr. No.	Name of Teacher	Responsibility
1	Mr. Jagdish Ramesh Patil	Preparation of Exam Schedule/Timetable
2	Mrs. Sarika Sandip Baviskar	Duty Chart
3	Mrs. Jayashri Samadhan Suryawanshi	seating Arrangements
4	Mr. Sandip Mahadu Sonawane	Collecting Papers
5	Mr. Nilesh Shashikant Chavan	Xerox Question Papers
6	Mrs. Soniya Kisan Dandekar	Monthly Tests
7	Miss. Krupali Pravin Patil	Exam Time Table Distribution

LIBRARY COMMITTEE

The Library Committee has been constituted to look after the welfare, enrichment, digitization and modernization of the School Library. The Committee will also look into the upkeep, quality and quantum of books available in the Library and their proper issue and return to the faculty members and the students. The Committee will also give suggestions from time to time to improve the overall infrastructure, ambience and discipline in the Library. Moreover, the categorization of books and cataloguing will be monitored so as to ensure availability of age appropriate material for the students of various classes. The Committee consists of the following members:

MEMBERS OF THE LIBRARY COMMITTEE

SR.NO.	NAME	DESIGNATION	DEPARTMENT	CONTACT NO.
1.	MRS. REKHA DILIP PATIL	PRINCIPAL	SCIENCE	9545883459
2.	MRS. KALPANA SANJAY BARI	ASST. TEACHER	SCIENCE	9970053064
3.	MRS. KIRTI RAMESH CHAUDHARI	ASST. TEACHER	PRE. PRIMARY	9890691573
4.	MR. JEETENDRA PRAKASH SONAR	ASST. TEACHER	ENGLISH	8806851899
5.	MRS. DIPALI GOVINDRAO ZATKAR	ASST. TEACHER	ENGLISH	7972672052
6.	MRS. SARIKA SANDIP BAVISKAR	ASST. TEACHER	MATH	8149100912
7.	SAMEER MUKESH DESHMUKH	STUDENT 10 TH	STUDENT	
8.	MANASI DNYANESHWAR SHINDE	STUDENT 9 TH	STUDENT	
9.	MR. NILESH SHASHIKANT CHAVAN	LIBRARIAN	LIBRARY	9921040654

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Committee: **Maintenance**

Duties of the members of the group

1. Furniture and water supply
 - To take care of school benches and other furniture.
 - To check the cleanliness of water and proper supply of it.
 - Over all cleanliness of classroom and school.

Sr. No.	Name of Teacher	Responsibility
1	Mr. Pravin Bhaskar Patil	Class Rooms
2	Mr. Jivan Ramesh Patil	Other Surrounding

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Committee :**Vishakha Committee** (S.H.)

Members :-

Duties of the group

- To create and ensure a safe environment for children that is free from sexual harassment.
- To create an atmosphere promoting equality and gender justice.
- To develop a policy for prevention of S.A.
- To plan and carry out programs for gender sensitization.

Sr. No.	Name of Teacher	Responsibility
1	Mrs. Rekha Dilip Patil	
2	Mrs. Dipali Narendra Patil	
3	Mrs. Kalpana Sanjay Bari	
4	Mrs. Vaishali S. Patil	
5	Mrs. Seema R. Beldar	
6	Mrs. Bhagwata Suresh Sonawane	
7	Mrs. Jayashri Samadhan Suryawanshi	

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Committee :**Transport**

Duties of the members of the group

- Drivers must be attentive to traffic and weather conditions.
- Must ensure that their vehicles are operating properly each day by testing brakes ,tyres and other components.
- Must track of amount of fuel used, number of students transported and miles driven.

Sr. No.	Name of Teacher	Responsibility
1	Mr. Rahul Prabhakar Deshmukh.	by testing brakes ,tyres and other components.
2	Mr. Nilesh Shashikant Chavan	track of amount of fuel used, number of students transported and miles driven.
3.	Mr. Jeetendra Prakash Sonar	Drivers must be attentive to traffic and weather conditions.