

PM SHRI VIDYALAYA NO 2 AFS JALAHALLI EAST BENGALURU

ACADEMIC SESSION 2024-25

COMMITTEE LIST

COMMITTEES AND THEIR DUTIES - 2024 – 25

REPORTING OFFICERS AT VIDYALAYA LEVEL

SECTION	FIRST LEVEL REPORTING OFFICER	SECOND LEVEL REPORTING OFFICER	FINAL AUTHORITY
PRIMARY SECTION	SMT ASHA RAJ PRT	SMT CHEMMALAR SHANMUGHAM HEADMISTRESS	PRINCIPAL
SECONDARY SECTION VI TO VIII	SMT PRATHIBHA MENON TGT ENGLISH	SMT P MANGESWARI PGT CHEMISTRY	
SENIOR SECONDARY IX TO VIII	SMT GLORY GNANASELVI PGT COMMERCE		

COORDINATORS FOR VARIOUS CLASSES

S.No	Committee	Members(Secondary)	Members(Primary)	DUTIES	Sign
1.	<p>ACADEMIC CO ORDINATORS</p> <p>PRIMARY SECTION</p> <p>SECONDARY SECTION</p>	<p>Mrs P Mangeswari PGT Chem -overall I/C</p> <p>Mrs Arlene Costa PGT Chem</p> <p>Mrs Glory Gnanaselvi PGT Commerce</p> <p>Mr R Muthuswamy PGT Maths</p> <p>Mrs Leena A PGT CS</p> <p>All members of the department</p>	<p>Mrs Chemmalar Shanmugam HM</p> <p>Mrs Asha Raj PRT</p> <p>Mrs T Ambili</p> <p>Mrs Sunita Diwedi PRT</p>	<ul style="list-style-type: none"> ● To Prepare Vidyalaya plan and inspection tool ● Preparation of data base for all students and its maintenance. ● Distribution of split up of syllabus and monitoring whether it is followed strictly. ● Preparing list of students needing special attention from all the classes and planning for remedial classes from the beginning of session. ● Planning for special attention for bright students. ● Planning for regular interaction between Teachers handling V and VI classes and also between VIII and IX classes. ● Review of the list of slow learners based on the performance in each month, with the help of class / subject teacher. ● To update and forward reports to RO regarding any academically important programmes / events. ● To liaison with faculty heads and coordinate various academic programmes and also solve any issues related to academics. <p>To select topics and plan for team teaching with an interdisciplinary approach, with the help of various faculty heads.</p> <ul style="list-style-type: none"> ● To plan for Bridge courses wherever required. ● To discuss with faculty heads and subject Teachers and plan for optimum usage of ICT facilities and other innovative practices for betterment of Teaching Learning process. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
2	Academic Council & subject Committee Incharges	Mrs Glory Gnanaselvi PGT Comm. Overall I/C Mrs. P.Mangeswari PGT(Chem) Mr R.Muthuswamy PGT(Maths) Mrs. N Sathyalakshmi PGT(Hin) Mrs M Kalashree PGT Eng Mrs Leena A PGT CS All members of the department	Mrs Chemmalar Shanmugam HM Mrs Asha Raj PRT Mrs Ambili PRT Mrs Sunita Diwedi PRT	<ul style="list-style-type: none"> ● Collaborating with Principal on important academic issues and taking decisions regarding important academic programmes to be conducted in the Vidyalaya. ● Distribution of Split up syllabus ● Collecting and distributing study materials. ● Monitoring the Homework given and Remedial Classes taken as per Schedule prepared. ● Convening of subject committee meeting as per Schedule and circulation of Agenda and minutes with the approval of Principal. ● Monitoring implementation and execution. syllabus coverage ● Preparation of comprehensive list of projects/ subject enrichment activities/work sheets/ TLM etc for various classes. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
3.	Time Table committee	<p>Mrs Susmitha I K PGT Phy I/C</p> <p>Mrs Arlene Costa PGT Chem</p> <p>Mrs M Lalitha TGT Math</p> <p>Mrs Sheela Margaret Lib</p>	<p>Mrs Ambili T PRT</p> <p>Mrs Shikha Sharma PRT</p> <p>Mrs Soni PRT</p>	<ul style="list-style-type: none"> ● Preparation of time table as per KVS norms ● Daily arrangement for the teachers on leave . ● To ensure no class is left unattended. ● To make remedial timetable for low achievers ● To make Timetable for Autumn & Winter Break classes for XII and X. ● Preparation of Tarunotsav schedule. 	
4.	Examination Committee (internal)	<p>Mrs Solly P J PGT Maths (I/C)</p> <p>Mrs. Kalashree PGT Eng</p> <p>Mrs Anupama C PGT Bio</p> <p>Mrs Minakshi Rawat TGT Maths</p> <p>Mr Ravinder Singh TGT SSt</p> <p>Mrs Shivamma Sub Staff</p> <p>Mr Mahesh Conservancy staff</p>	<p>Mrs Aparna Khairnar PRT</p> <p>Mrs Rupa Nandi PRT</p> <p>Mrs Vidya V R PRT</p> <p>Mrs Gayatri PRT</p>	<ul style="list-style-type: none"> ● To conduct internal exams as per the schedule given by KVS calendar of activities ● To update the Report cards and Mark list format as per the latest CBSE directions ● To provide result registers to various subject teachers. ● To inform exam time table to students and parents at least 2 weeks before commencement of test or exam ● To collect Question papers from paper setters, along with Blueprint & Marking scheme ● To conduct retest as per KVS norms ● To analyze the Results of internal & Pre-Board Exams ● All the required documents/materials like answer scripts, mark slips, mark register, progress cards etc should be issued to the concerned teacher in time and should be taken back to exam department after completion of each test or exam. 	

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				<ul style="list-style-type: none"> ● Students and parents must be informed about the result of all exams within a week of completion of exam/test and updated record must be kept ready for further course of action. ● Result moderation committee to be decided and formed in the month of January. ● Maintain the required examination stationery in stock. ● Preparation of result analysis for classes VI to IX and Class XI as per KVS Directions. 	
5.	Examination Committee (External)	Mr .Muthuswamy PGT Maths I/C Mr Ravinder Singh TGT SSt Mr Ranjan Kumar TGT AE Mrs Shivamma Sub Staff Mr Mahesh	NA	<ul style="list-style-type: none"> ● To prepare a schedule of external examinations to be conducted in the Vidyalaya. ● To liaison with such agencies regarding conduct of examinations. ● To receive parcels from such agencies for conducting examinations. ● To prepare the list of invigilators and monitor the conduct of exams. ● To coordinate in packing and sending the exam material for evaluation. 	
6.	CBSE	Mrs. N Sathyalakshmi PGT Hindi I/C Mr Harinath Babu PGT Phy (II I/C) Mrs. M Lalitha TGT Maths Mrs A Savitri TGT P &HE Mr Abhishek Prajapat TGT WE	NA	<ul style="list-style-type: none"> ● To correspond with CBSE for all exam related queries ● To monitor the registration of class IX to class XII students for Board exam ● To verify the details sent to CBSE 	

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		<p>Mrs Shivamma Sub Staff</p> <p>Mr Mahesh</p>		<ul style="list-style-type: none"> ● To approach Syndicate Bank for verification of Exam materials sent by CBSE ● To plan Seating arrangement as per CBSE guidelines ● To inform other schools about the requirement for invigilators for Board exam ● To despatch Answer papers promptly ● To maintain all proformae concerning the conduct of CBSE exams ● A Xerox copy of all documents being sent to CBSE to be maintained ● To maintain account of answer papers & expenditure for conduct of exam in prescribed formats ● Preparing CBSE result analysis for classes X and XII Class wise and teacher wise as per the directions ofKVS RO ● Board results to be updated I the school website every year. Previous years results also to be displayed. 	
7.	Admission Committee	<p>MRS LEENA A PGT CS (I/C)</p> <p>MRS K. BEENA PGT ECO</p> <p>MRS SWETA SHARMA TGT SCI</p> <p>Mr ABHISHEK PRAJAPAT, TGT WE</p> <p>MR S K BASAPPA TGT SSC</p> <p>COMP INST</p>	<p>MRS CHEMMALAR SHANMUGHAM ,HM(CLASS I ADMN)</p> <p>MEMBERS –CLASS I ADMN</p> <p>Mrs Aparna PRT</p> <p>Mrs Poonam PRT</p> <p>Mrs Soni PRT</p>	<ul style="list-style-type: none"> ● Scrutiny of registration form of class I, XI-Class teachers of XI A B C -Preparing the list of selected candidates ● To make a plan to set question papers for fresh admissions for class IX and above and to conduct admission tests 	

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			Admission Register Shikha Sharma PRT (I/C) Mrs Poonam PRT Ms Soni PRT	<ul style="list-style-type: none"> ● Compiling and forwarding of Local Transfer applications to other KV and RO.-Mrs Sweta Sharma ● Recording and sending of class wise and category wise enrollment position with reference to KV NO 2 Jalahalli to RO every month. ● To write the entries of all newly admitted students in the admission register without error -Mrs Rupa Nandi & Ms Nikita Jha ● Uploading of TC details in school website on day to day basis. (Computer Instructor) ● Generating TC from UBI portal 	
8..	CCA(Internal)	Mr Joseph P D TGT Eng (I/C) Mrs Prathibha Menon TGT Eng Mrs. Maya V K TGT Hin Mrs. Prameela K V TGT Eng Mrs. Alka Rastogi TGT Hin Mrs Rupa Nandi PRT Music Mr Abhishek Prajapat, TGT WE Mr Ranjan Kumar TGT AE All house Masters and Associates TGT SKT	Mrs Sunita Diwedi PRT Mrs Arty PRT Mrs Poonam PRT	<ul style="list-style-type: none"> ● To prepare CCA calendar of Activities ● To conduct Co-Curricular Activities ● To ensure the morning assembly programmes are conducted in stipulated time as per KVS direction ● To ensure the quality of the items presented on stage ● To ensure the Assembly Register is updated regularly ● To organise Programmes on Special days ● Conducting Investiture ceremony in a befitting way. ● To prepare identity cards for staff and students 	

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				<ul style="list-style-type: none"> ● To ensure maximum participation of students ● To organise Annual Day ● To plan, purchase and distribute CCA prizes ● Data collection and uploading (Mr Abhishek Prajapat, TGT WE Mr Ranjan Kumar TGT AE) 	
9.	CCA(External)	<p>Mrs Arlene Costa PGT Chem(I/C)</p> <p>Mrs .Sushmitha I K PGT Phy</p> <p>Mrs. K. Beena PGT Eco</p> <p>Mrs. Sheela Margaret Lib</p> <p>Mrs. Swetha Sharma TGT Sci</p>	NA	<ul style="list-style-type: none"> ● To coordinate with External agencies for conduct of activities ● To ensure students participation in external competitions ● To intimate parents about the participation of the student and to file the acknowledgement ● To update the student Achievement list regularly and a soft copy to be forwarded to VP ● Achievements to be updated in the School website ● To collect data for Regional Newsletter 	

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10.	Club Activities Literary club	Mrs. Kalashree PGT Eng (I/C) Mrs. Prameela K V TGT (English) Mrs Prathibha Menon (TGT Eng) Mrs. Alka Rastogi (Hindi) Mrs. Rama Devi U(Hindi) TGT (Sanskrit)	NA	<ul style="list-style-type: none"> To plan activities for the academic year To conduct activities a per schedule To decorate the display boards with self composed articles/ poems/stories of students To organise literary day To arrange talk by any famous novelist or writer 	Club Activities
	Club Activities Eco club , Campus beautification & Horticulture	Mrs Anupama C PGT Bio (I/C) Mrs Sushmitha I K PGT Phy Mrs. Rohini Gaur TGT Sci. Mrs Sweta Sharma TGT Science Mr. Ranjan Kumar TGT AE	NA	<ul style="list-style-type: none"> To plan the club activities To set up vermicompost pit To arrange talks by experts To guide students to make Prize winning innovative Projects for all Science exhibitions To organise Science exhibition To maintain record of club activities To celebrate National Science Day 	
	Club Activities Maths club	Mr R Muthuswamy PGT Maths(I/C) Mrs. Lalitha M TGT Maths Mr. O.P.Sinha TGT Maths Mrs Minakshi Rawat TGT(Maths)	NA	<ul style="list-style-type: none"> To celebrate National Mathematics Day To organise a Mathemagic show To invite experts in the subject from Maths Olympiad cell of IISc To take up projects related to Mathematical modelling 	
	Club Activities Integrity Club	Mrs. Glory Gnanaselvi PGT Comm. (I/C) Mrs. Ramadevi U TGT Hin Mr S K Basappa TGT SSt Mr Ravinder Singh TGT SST TGT SST	NA	<ul style="list-style-type: none"> To set up Integrity Club corner To decorate the Display Board To plan &conduct activities To include activities of Awakened citizen programme for the club 	
	Club Activities	Mrs. A Savitri TGT P&HE Mrs Rohini GaurTGT (Sci)	NA	<ul style="list-style-type: none"> To create awareness about good health To organize Nutricheck To organize Dental check up 	

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	Health & wellness Club	Mrs Sweta Sharma TGT Sci Nurse		<ul style="list-style-type: none"> To plan activities as per School Health Manual of CBSE. 	
	Art Club	Mr Ranjan Kumar TGT AE (I/C) Mrs Ramadevi TGT Hindi	NA	<ul style="list-style-type: none"> Conducting Art activities Display of Art Activities YouTube of Art Activities Various activities to be performed as per KVS and CBSE norms Assisting in Notice Boards and Display Boards activities. 	
11.	Guidance & Counselling	Mrs Arlene Costa PGT Chem (I/C) MRS. P Mangeswari PGT Chem Mrs. Leena A PGT CS Nurse Counsellor	NA	<ul style="list-style-type: none"> To plan guidance & counselling activities for the academic year To maintain Guidance & counselling register To arrange talks by experts To have a counselling hour every Wednesday for difficult students of various classes To invite alumni of the Vidyalaya for addressing the students about career options 	
12.	Adolescence Education Programme (AEP)	Mrs Anupama C PGT Bio (I/C) Mrs Minakshi Rawat TGT maths Mr P.D.Joseph TGT Eng Mrs.Sweta Sharma TGT Sci	NA	<ul style="list-style-type: none"> To plan activities for the academic year To arrange talk by Gynecologist for girls To educate students about good touch and bad touch To invite experts in the field of adolescence education for lectures To maintain record of activities conducted To upload the data in the AEP website. To address the grievances of adolescent students 	

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13	PM Shri Committee	<p>Smt P Mangeswari (work co ordination)(I/C)</p> <p>Mr R Muthuswamy (Finance & Stock)</p> <p>Mrs N Sathyalakshmi</p> <p>Mrs K Beena</p> <p>Mrs Sushmitha I K</p> <p>Mrs Leena A</p> <p>Mrs C Anupama</p> <p>Mr P D Joseph</p> <p>Mrs A Savitri</p> <p>Mr Ranjan Kumar</p> <p>Mr Abhishek Prajapat</p>	<p>Mrs Chemmalar Shanmugham HM</p> <p>Mrs Asha Raj PRT</p> <p>Mrs Aparna PRT</p>	<ul style="list-style-type: none"> • Verification of work progress as per PM Shri guidelines • Completion of work within the time schedule • Fund verification and purchase verification • Maintenance of financial records and work progress record • Updating of PM Shri portal • Video recording and report of various activities conducted under PM Shri program • Guidance in finance as per PM Shri allocation and norms 	
14.	Discipline Committee	<p>Mrs A Savitri TGT P& HE I/C</p> <p>Mrs. P Mangeswari PGT Chem</p> <p>Mrs Glory Gnana Selvi</p> <p>Mrs. Arlene Costa PGT Chem</p> <p>Mr P D Joseph TGT Eng</p> <p>Mrs. A Savitri TGT P&HE</p> <p>COACHES</p> <p>Counsellor</p> <p>All Class Teachers & House Masters</p>	<p>Mrs Chemmalar Shanmugam HM</p> <p>Mr Arun Kumar Pathak PRT</p> <p>Mrs Aashu PRT</p> <p>Mrs Ritu PRT</p> <p>Mr Sandeep PRT</p>	<ul style="list-style-type: none"> • To conduct enquiries regarding cases referred to the committee. • To monitor the discipline of students including uniform, hair style, hygiene and proper upkeep during assembly time and inside the school campus • To check whether students are attending assembly or not • To check the bags of higher class students at regular intervals to ensure that they do not bring mobiles & i-pods to school • To assign duties to the committee members to monitor the uniform of students & late comers 	

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				<ul style="list-style-type: none"> ● To inform the parents about regular defaulters ● To maintain the details of defaulters in the register ● To announce the names of classes with minimum defaulters at the end of the week after consolidation of data ● To plan for corrective measures, through skit or talk during morning assembly 	
15.	Grievance Cell	<p>Mrs M Kalashree PGT Eng (I/C)</p> <p>Mr S K Basappa TGT SSt</p> <p>Mrs. Minakshi Rawat TGT Maths</p> <p>School Captains</p>	NA	<ul style="list-style-type: none"> ● To open the Grievance box on every Wednesday ● To list out the suggestions or Grievances made ● To consult the Principal regarding the course of action ● To inform the concerned individual about the action taken 	
16.	Redressal of Grievances	<p>Mrs Jyoti Sharma Principal</p> <p>Mrs.P Mangeswari PGT Chem</p> <p>Mrs Chemmalar Shanmugam H M</p> <p>VMC member (lady)</p>	NA	<ul style="list-style-type: none"> ● To discuss and finalize verdict on the enquiry report submitted by discipline committee. ● To resolve the issue ● To inform chairman VMC and DC KVS RO Bangalore about ,depending upon the gravity of the situation 	

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	Internal Complaints Committee ICC	P O Smt. Hema K Assistant Commissioner KVS RO Bangalore Mrs M Kalashree PGT Eng (I/C) Mrs Chemmalar Shanmugam HM Mrs Arlene Costa PGT Chemistry NGO Member& VMC Member		<ul style="list-style-type: none"> Sexual harassment of women at work place. (Prevention, Prohibition and Redressal) 	
17.	Publication (Vidyalaya Patrika, Newsletter)	Mrs. M Kalashree PGT Eng. I/C Mrs N Sathyalaksmi PGT Hin Mrs.Glory Gnanaselvi PGT Comm Mrs Alka Rastogi , TGT Hindi (I/C) Mrs Maya V K TGT Hindi Mrs Prathibha menon TGT Eng Mrs Sheela Margrate, Librarian TGT Skt Comp Inst	<u>Primary</u> <u>Patrika/Newsletter</u> Mrs Vidya V R PRT Mrs. Sunita Dwivedi PRT Ms Shikha Sharma PRT Mrs Sejal Verma PRT	<ul style="list-style-type: none"> Vidyalaya Patrika To encourage students and staff members to contribute articles for the Vidyalaya Patrika To design the Cover page by May To ensure the Vidyalaya Patrika is published in July To design the Student Diary To prepare the Teachers' Diary Student Diary To compile all information like class teacher list, homework time table, CCA list, housemaster list, VMC member list, List of Holidays etc. To complete all administrative formalities for printing the handbook and keep it ready for distribution on 1stApril . Teachers'Diary as per KVS directions. 	
18.	Minutes of Staff meeting	Mrs Prameela K V TGT Eng Mrs V K Maya TGT Hindi Mrs. Prathibha Menon TGT Eng.		<ul style="list-style-type: none"> To write the minutes of the meeting and to circulate it among the teachers 	

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19.	Sports	Mrs.A Savitri TGT P&HE Mr. Ranjan Kumar TGT AE Mr Ravinder Singh TGT SSt Coaches		<ul style="list-style-type: none"> ● To plan for Annual Sports day ● To conduct school level competitions ● To select students for Regional & National level Competitions ● To prepare the Sports report for Regional Newsletter ● To issue sports equipment to students 	
20.	Medical & First Aid	Mrs.Savitri TGT P& HE Mrs Rohini Gaur TGT Sci Nurse	Mr Sandeep PRT Ms Nikita Jha PRT	<ul style="list-style-type: none"> ● To conduct medical check-up of students & staff twice a year ● To provide medical help whenever required to the students ● To maintain medical records of all students & staff members ● To inform the class teacher & other subject teachers the precautionary measures to be taken in the case of students suffering from high risk ● To maintain the medical room ● To ensure First aid boxes are available in all the Labs, Medical room, Sports room, ● one at the entrance lobby 	

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				<ul style="list-style-type: none"> To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of ointments/ medicines 	
21.	Students' Council	<p>Mrs Arlene Costa PGT Chem Mr. Joseph P D TGT Eng Mrs Prathibha menon TGT Eng Mrs. A Savitri TGT P&HE</p> <p>Mr Ranjan Kumar TGT AE</p>	<p>Mrs Sunita Dwivedi- PRT Mrs Rupa Nandi- PRT Mr Arun Kumar Pathak PRT</p>	<ul style="list-style-type: none"> To organize investiture ceremony To monitor discipline in the Vidyalaya To help in organizing Sports day, Annual Day To conduct monthly review meeting 	
22.	Scouts & Guides Cubs & Bulbuls	<p>Mrs.Ramadevi U TGT Hin Mr.Joseph P D TGT Eng</p>	<p>Mr Arun Kumar Pathak PRT (CUBS)(?) Mrs Arty PRT Dwivedi(BULBULS)(?) Mrs Asha Raj PRT Mrs Aparna khairnar PRT Mrs Vidya PRT Mrs Rupa Nandi PRT</p>	<ul style="list-style-type: none"> Enrollment of the Scouts & Guides in the month of April To prepare Plans with tentative dates and months for organizing activities To give proper training to the students To provide opportunities for Scouts & Guides to participate in various activities conducted in the Vidyalaya ,regional, national level To take up social service activity for the school To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya To ensure students maintain log books 	
23.	NCC	<p>Mr.Ranjan Kumar TGT AE & CTO Mr Ravinder Singh TGT SSt & CTO</p>	NA	<ul style="list-style-type: none"> To prepare cadets for A, B,C certificate exams To involve cadets in developmental works in the Vidyalaya 	

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				<ul style="list-style-type: none"> ● To conduct awareness programmes on social issues for common man with help from cadets ● To train them for State Republic Day parade 	
24.	Library	<p>Mrs Sheela Margaret Lib (I/C)</p> <p>Mrs M Kalashree PGT (Eng)</p> <p>Mrs N Sathyalakshmi PGT (Hindi)</p> <p>Mrs Solly PJ PGT (Maths)</p> <p>Mr Harinath Babu PGT Phy</p> <p>Mrs Glory Gnanaselvi PGT Comm</p> <p>Mrs Leena A PGT CS</p>	<p>Ms Poonam PRT -I/C</p> <p>Mrs Nisha PRT</p>	<ul style="list-style-type: none"> ● To purchase books as per KVS guidelines ● The suggestion from staff members for purchase of new books to be taken ● To ensure books are circulated as per the requirement of students & staff members as per Library rules ● Books should not remain with same individual for a long period when there is a demand for it from others ● Library should be open during lunch time for students to read books & magazines ● Students should be encouraged to write Book Review ● Guidance & Counselling corner or table to be maintained ● Good quotations related to Books and Reading to be displayed in the Library ● Monthly meeting of Library Committee to be conducted & minutes recorded. ● Library policy to be displayed in the Library 	
25.	NIE (Newspaper in education)	<p>Mr.P.D.Joseph TGT Eng</p> <p>Mrs.Prameela KV TGT Eng</p>	<p>Mrs Asha Raj</p> <p>Mrs Gayatri PRT</p>	<ul style="list-style-type: none"> ● To coordinate with TOI ● To encourage students to subscribe for NIE ● To ensure the events of the Vidyalaya & articles of students get coverage in NIE 	NIE

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26.	Parent Teacher Association	Mrs Solly P J PGT Maths I/C Mr. R. Muthuswamy PGT Maths Mrs M Kalashree PGT Eng Mrs Minakshi Rawat TGT Maths	NA	<ul style="list-style-type: none"> To intimate parents about PTA meetings To take the signature of parents attending the meeting To take Parents suggestion during PTA meetings To inform parents about the action taken Exam I/C to keep record of PTM by all classes 	
27.	Furniture	Mr.Ranjan Kumar TGT AE I/C Mr Abhishek Prajapat TGT WE Mr.O.P.Sinha TGT Maths	Mr Arun Kumar Pathak PRT I/C Mr Sandeep PRT	<ul style="list-style-type: none"> To prepare a list of requirements To call for quotation in consultation with Principal To prepare Budget and get approval of concerned Authority To prepare Comparative statement and place order for the lowest quoted item as per requirement To get the old furniture repaired 	
28.	Vidyalaya Decoration	Mr. Ranjan (I/C) TGT AE Mrs. Ramadevi TGT Hin Mrs. M. Lalitha TGT Math	Mrs Sunita Diwedi PRT Ms Sejal Verma PRT Mrs Ritu PRT Mrs Aashu PRT Ms Soni PRT Mr Sandeep PRT	<ul style="list-style-type: none"> To plan for beautification of the Vidyalaya campus To take initiative in decorating the Vidyalaya during any event organised in the Vidyalaya To maintain the Vermicompost pit To procure saplings and other requirements for the garden and to monitor maintenance of garden To instruct and supervise the gardener 	
28 b.	Drinking water facility	Mr.Abhishek Prajapat TGT WE Mrs Savitri TGT P&HE Mr.Ranjan Kumar TGT AE	Mr Arun Kumar Pathak PRT	<ul style="list-style-type: none"> To ensure drinking water is available in the Vidyalaya 24x7 To send water sample for analysis once in every 3 months 	

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			Mr Sandep PRT	<ul style="list-style-type: none"> ● To monitor the cleanliness of the area around the water points. 	
29.	Sanitation/ House Keeping & Security	<p>Mrs A Savitri TGT P&HE (l/c)</p> <p>Mr Abhishek Prajapat</p> <p>Ms. Sweta Sharma TGT Sci</p> <p>Mrs Rohini Gaur TGT SCI</p> <p>Mrs Ramadevi U TGT Hin</p> <p>Mr. Ranjan Kumar TGT AE</p> <p>Nurse</p>	<p>Mrs Sunita Dwivedi PRT</p> <p>Miss Shikha Sharma PRT</p> <p>Mrs Sejal PRT</p> <p>Mr Sandeep PRT</p>	<ul style="list-style-type: none"> ● To keep a stock of cleanliness activities in the Vidyalaya. ● To supervise the work of House Keeping ladies in maintaining cleanliness ● To involve student council in monitoring maintenance of cleanliness. ● To maintain stock of toiletries needed in various washrooms etc. ● To ensure the cleanliness of Toilets during visits of dignitaries. ● To monitor the work of House Keeping ladies ● To prepare a list of areas to be cleaned during second Saturdays in addition to the routine cleaning areas. ● To maintain the Sanitation register ● To monitor the use of detergent, Phenyl, Bleaching powder ● To monitor the cleaning of tiles in washrooms every Saturday with brush and detergent. ● To monitor the spread of termites. ● To ensure the maintenance of visitor's register. 	

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30.	<p>Maintenance & Repair work</p> <p>Maintenance of building except Electrical works. Maintenance</p> <p>Maintenance and Repair of Staff Quarters</p> <p>Painting</p> <p>Electrical</p> <p>Cementing</p> <p>Carpentary and Welding</p> <p>Plumbing</p> <p>Campus</p> <p>Cleaning</p>	<p>Mr R Muthuswamy PGT Math(I/C)</p> <p>Mr O P Sinha TGT Maths</p> <p>Mr. Ranjan Kumar TGT AE</p> <p>Mr Joseph P D TGT Eng</p> <p>Mr. Abhishek Prajapat TGT WE</p> <p>Mr Harinath Babu PGT Phy</p> <p>Mr Surya (SSA)</p> <p>Mr Abhishek Prajapat TGT WE</p> <p>Mr Sandeep PRT</p>	<p>Mr.Arun Kumar Pathak PRT</p> <p>Mrs Rupa Nandi PRT</p> <p>Mrs Arty Diwedi PRT</p>	<ul style="list-style-type: none"> ● To plan for repair and maintenance urgently required in the Vidyalaya building and Departments. ● To plan and purchase material required for maintenance and repair ● To ensure all electrical fittings are functional. ● The committee will suggest the requirements in respect of maintenance and repair and take action in time for a decent look of the Vidyalaya and staff quarters 	
31.	<p>Purchase committee</p>	<p>Mrs P Mangeswari PGT CHEM I/C</p> <p>Mr R Muthuswamy PGT Math</p> <p>Mrs. K. Beena PGT Eco</p> <p>Mrs N Sathyalakshmi PGT Hin</p> <p>Mr P D Joseph TGT Eng</p> <p>Mr Ranjan Kumar TGT AE</p> <p>Mr Abhishek Prajapat TGT WE</p>	<p>Mrs Chemmalar Shanmugam HM</p> <p>Mrs Ambili PRT</p> <p>Mr Arun Kumar PRT</p> <p>Mrs Ary Diwedi PRT</p>	<ul style="list-style-type: none"> ● To call for quotations for all the items required in the month of April. ● To follow the rules and regulations of KVS for the purchase of the materials ● To prepare a consolidated condemnation report for every section before the VMC meeting and to get it approved. ● Purchase for the different departments to be done in the school as per requirement 	

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	Condemnation Committee	Condemnation Mrs Susmitha I K PGT Phy (I/C) Mrs Anupama C PGT BiO Mrs Leena A PGT CS Mr Abhishek Prajapat TGT WE ALL DEPT HEAD		<ul style="list-style-type: none"> ● To guide the teachers to follow KVS rules. 	
32.	Excursion /Adventure Activites	Mr Ravinder Singh TGT SST (I/C) Mrs Rohini Gaur TGT Sci Mrs Ramadevi U TGT Hin Mr O P Sinha TGT Maths	Mrs Shikha Sharma PRT(I/C) Mr Arunkumar Pathak Mrs Roopa Nandi PRT Mr Sandeep PRT	<ul style="list-style-type: none"> ● To coordinate with class teachers in arranging for visits to institutes of higher learning, Research labs or for excursions ● To give the intimation letters to class teachers for transmission to parents ● To collect the acknowledgement from parents and to file it ● To arrange transport & settle bills 	
33.	Website Updation , I C T / E Class rooms/ Digital material STS/ UDISE Fit India Program	Mrs Leena A (I/C) Comp. Inst – I Comp Inst (Primary) Mrs. A Savitri, TGT PHE All coaches	Mrs Ambili T PRT Mrs Aparna PRT Mrs Arty Dwivedi PRT Ms Poonam PRT(Comp Instructor) Mrs Shikah Sharma PRT(Videos)	<ul style="list-style-type: none"> ● To oversee the functioning /Maintenance of computers in KV by AMC contractor ● To send monthly Computer infrastructure report to RO ● To update the website weekly(the data should be collected from all the department heads, CCA coordinator, office etc) ● To update all information in the website regularly 	

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	<p data-bbox="197 264 309 296">DIKSHA</p> <p data-bbox="197 400 360 480">Artificial Intelligence</p> <p data-bbox="197 719 398 927">EBSB, Azadi Ka Amrut Mahotsav and related Programmes.</p> <p data-bbox="197 1031 360 1158">All external CCA programmes</p>	<p data-bbox="427 129 663 161">All class teachers</p> <p data-bbox="427 248 819 280">Mrs Arlene Costa PGT Chem</p> <p data-bbox="427 368 707 400">Mrs. Leena A PGT CS</p> <p data-bbox="427 424 857 520">Mrs Minakshi Rawat TGT Maths Comp. Inst.</p> <p data-bbox="427 655 745 687">Mr Ravinder Singh (I/C)</p> <p data-bbox="427 719 741 751">Mr Joseph P D TGT Eng</p> <p data-bbox="427 775 857 807">Mrs Minakshi Rawat TGT Maths</p> <p data-bbox="427 831 768 863">Mr Ranjan Kumar TGT AE</p> <p data-bbox="427 1015 674 1046">Mrs. Arlene Costa</p> <p data-bbox="427 1070 846 1102">Mrs Prathibha Menon TGT Eng</p>		<ul data-bbox="1402 129 1955 464" style="list-style-type: none"> • The photo gallery to be updated with latest photographs with captions • Any exemplary achievement to be given as flash news • To check KVS RO and HQ website everyday and download circular etc . • To monitor the updation of KV Shaala Darpan portal 	
34.	Teaching Aids and Audio Visual Aids	Mr Ravinder Singh TGT SSt TGT SSt	Mrs Ambili PRT	<ul data-bbox="1402 1190 1977 1398" style="list-style-type: none"> • Purchase of Audio Visual aids and teaching aids in April. • Issuing the audio visual and teaching aids to all the departments as per their requirements. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<ul style="list-style-type: none"> ● Ensuring the usage of audio visual and teaching aids& maintain a log book for the issue of teaching aids 	
35.	Attendance Registers CS11 and CS54	<p>Mrs Glory Gnana Selvi PGT Comm</p> <p>Mr Muthuswamy PGT Maths</p> <p>Mr Suriya SSA</p>	<p>Mrs Aparna PRT</p> <p>Mrs Gayatri PRT</p>	<ul style="list-style-type: none"> ● Planning the contents of attendance registers ● Purchase of attendance register following the norms. ● Checking of attendance register and fee checking for all 4 quarters 	
36.	SAMAGAM PORTAL & Alumni Association	<p>Mrs Solly P J (Samagam Portal I/C)</p> <p>MrsA Savitri</p> <p>Mr R .Muthuswamy PGT Maths</p> <p>Mr S K Basappa TGT SSt</p> <p>Mrs Ramadevi TGT Hindi</p>		<ul style="list-style-type: none"> ● Constituting of Alumni association ● Coordination of alumni and its function ● Collection of data of students who have joined various professional colleges ● Liasioning between the Vidyalaya & Alumni for developmental work 	
37.	Rajyabhasha Kalyan Samiti	<p>Mrs N Sathyalakshmi(I/C)</p> <p>Mr Surya B – Office RAJBHASHA I/C (SSA)</p> <p>Mrs Alka Rastogi TGT Hin</p> <p>Mrs Ramadevi TGT Hin</p> <p>Mrs Maya V K TGT Hin</p>	<p>Mrs Aparna PRT -I/C</p> <p>Mrs Sunita Dwivedi PRT</p> <p>Mrs Arun Kumar-PRT</p> <p>Mrs Nikita Jha -PRT</p>	<ul style="list-style-type: none"> ● To ensure the names of staff members in attendance register is bilingual ● To ensure replies to official letters in Hindi are sent in Hindi ● To prepare report on Hindi implementation ● To celebrate Hindi pakhwada as per KVS guidelines ● To write a Hindi word everyday with its meaning on the display board in secondary section ● To ensure purchase of hindi books for the Library 	

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38.	Notice Board and House Display Board	Mrs Prathibha Menon TGT ENG Mrs Rama Devi Mr P D Joseph TGT ENG Mr Ranjan Kumar TGT AE All House Masters & Associates	All House Masters and associates	<ul style="list-style-type: none"> To display the list of holidays, staff list, bell timings, address of KVS RO, HQ, admission related details in the Notice Board To ensure house wise display boards are always decorated aesthetically 	
39.	Photography	Mr Ranjan Kumar TGT AE (I/C) Mr Abhishek TGT WE Computer Instructors	Mrs Shikha Sharma I/C PRT Mrs Arty Dwivedi- PRT Mrs Sunita Dwivedi PRT	<ul style="list-style-type: none"> To take photographs all events in the Vidyalaya To take photos of interesting special items during assembly To preserve the soft copies of these photos in folders in the computer lab To take prints of minimum 2 photos of each event for display in the Display Board 	
40.	Science Exhibition	Mrs P.Mangeswari PGT Chem (I/C) Mrs.Arlene Costa PGT Chem Mrs.Sushmitha IK PGT Phy Mr. Harinath Babu PGT Phy Mrs.Anupama C PGT Bio Mrs.Rohini Gaur TGT Sci Mrs Sweta Sharma TGT Sci Maths Mr.R Muthuswamy PGT Maths Mrs. Solly P J PGT Maths	Science Department of Primary	<ul style="list-style-type: none"> To inform the students to make working models based on Previous year's subthemes during summer break To collect the phone number of parents who are scientists and to take their help in the beginning of the academic year itself for making an innovative project To take help from alumni in making prize winning projects Students are to be given guidance regarding the models to be made The write-up for each project also to be made Discourage students from making thermocole projects Ensure that students feel inspired to make models that are innovative, help them to 	

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				<p>choose the right project from data collected from the net</p> <ul style="list-style-type: none"> Projects should not be simply replicated from the net 	
41.	Social Science Exhibition /Ek Bharat Shrestha Bharat	<p>Mrs Glory Gnanaselvi PGT Comm.(I/C)</p> <p>Mrs. K. Beena PGT Eco</p> <p>Mr. S K BasappaTGT (SSt)</p> <p>Mr Ravinder Singh TGT SSt</p> <p>Mr P D Joseph TGT Eng</p> <p>Mrs Prathibha Menon TGT Eng</p> <p>Mrs Alka rastogi TGT HIN</p> <p>TGT SSC</p>		<ul style="list-style-type: none"> To give 1st Term project for each class based on the topics for Social sc Exhibition Ensure the proper distribution of work to students roll number wise Choose the appropriate song and dance from the website Select the right costumes, take help from parents or other teachers Monitor the practise schedule of the students, allocate duties to teachers Organise an exhibition, select the best projects 	
42.	<p>Green Olympiad</p> <p>KVS National Science Olympiad</p> <p>KVS Maths Olympiad</p>	<p>Mrs Anupama C PGT Bio (I/C)</p> <p>Mrs Sweta Sharma TGT SCI</p> <p>Mrs Rohini Gaur TGT SCI</p> <p>Mrs Arlene Costa PGT Chem</p> <p>Mrs Susmitha I K PGT Phy</p> <p>Mr. Harinath Babu PGT Phy</p> <p>Mr Muthuswamy PGT Maths (I/C)</p> <p>Mrs. Solly P J PGT Maths</p> <p>Mrs.Lalitha M PGT Maths</p>	NA	<ul style="list-style-type: none"> To inform students about these competitions To encourage students to participate in these competitions To conduct the exam To give a report about the Prize winners to VP in soft copy 	
43.	VMC meetings	<p>Mrs Beena PGT (eco)</p> <p>Smt Anupama C PGT Bio</p> <p>Comp Inst</p> <p>Mr Suriya (SSA)</p>		<ul style="list-style-type: none"> To inform and invite VMC members for the meetings. 	

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				<ul style="list-style-type: none"> ● To arrange for refreshments for such meetings ● To note down the minutes of VMC meetings. ● To arrange for stationery material like files, pens etc and maintain a record of such meetings. 	
44.	<p>Laboratory Physics</p> <p>Chemistry</p> <p>Biology</p> <p>Computer Labs</p> <p>Mathematics Lab</p> <p>Junior Science Lab</p> <p>Language Lab</p>	<p>Mrs.Sushmitha I K PGT Phy</p> <p>MrsP.Mangeswari PGT Chem</p> <p>Mrs Aupama C PGT Bio</p> <p>Mrs. Leena A PGT CS</p> <p>Mr. R Muthuswamy PGT Maths</p> <p>Mrs Rohini Gaur TGT SCi</p> <p>Mrs. Kalashree PGT Eng</p>	NA	<ul style="list-style-type: none"> ● To make necessary arrangements for procuring the materials for the lab as per the needs. ● To train lab attendant, to maintain the lab for students use, update the stock and make necessary arrangement of apparatus for the use of students for practical periods. ● The required practical /activities to be conducted for different classes as per prescribed syllabus . ● Organize exhibitions at various level ● To check the practical or activity record regularly ● To give sufficient practice in practical for the board class students ● Conduct examinations as per CBSE guidelines 	
45.	Refreshment Team	<p>Mrs. Solly P J PGT Maths</p> <p>Mrs Susmitha I K PGT Phy</p> <p>Mrs Anupama C PGT Bio</p> <p>Mrs Prathibha Menon TGT Eng</p> <p>Mrs Maya V K TGT Hin</p>	<p>Mrs Shikha Sharma PRT</p> <p>Mrs Ritu PRT</p> <p>Ms Nikita PRT</p>	<ul style="list-style-type: none"> ● Mess arrangement during events and exigencies ● Collecting and processing quotations ● Verification of bills 	

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		<p>Mrs Minakshi Rawat TGT Maths</p> <p>Mr Ranjan Kumar TGT AE (NCC)</p>			
46.	Accommodation for teams / teachers on escorting	<p>Mr Harinath PGT Phy (I/C)</p> <p>Mr Muthuswamy PGT Maths</p> <p>Mr. S K Basappa TGT SSt</p> <p>Mrs. Sweta Sharma TGT Sci</p> <p>Mr Ravinder Singh TGT SSt</p> <p>Mr. Ranjan Kumar TGT AE</p>	<p>Mrs. Ritu PRT</p> <p>Mrs. Aashu PRT</p> <p>Mr Sandeep PRT</p> <p>Mrs Nisha PRT</p>	<ul style="list-style-type: none"> ● Providing accommodation during various events ● Collecting and processing quotations ● Verification of Bills 	
47.	Transportation-Booking/Escorts	<p>Mr. R Muthuswamy PGT I/C</p> <p>Mrs A Savitri TGT P&HE</p> <p>Mr Joseph P D TGT Eng</p> <p>Mr Ranjan Kumar TGT AE</p> <p>Mr Ravinder Singh TGT SSt</p>	NA	<ul style="list-style-type: none"> ● Arranging transport for students ● Collecting and processing quotations ● Verification of bills 	
48.	Gem Purchase committee	<p>Mr surya I/c</p> <p>Mr Muthuswamy</p> <p>Mrs Leena A PGT CS</p> <p>Mrs Anupama C PGT Bio</p> <p>Mrs A Savitri TGT P&HE</p> <p>Mr Abhishek Prajapat TGT WE</p> <p>Mr. Ranjan Kumar TGT AE</p>		<ul style="list-style-type: none"> ● Placing order as per norms ● Maintaining the requirement & Order placed ● Entry in the consumable register duly signed by the Dept Head & Principal ● Settlement of bills ● Any other related work assigned by the Principal 	

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49.	AWAKENED CITIZEN PROGRAM	Mrs M Lalitha TGT MATH (I/C) Mrs Alka Rastogi TGT HIN Mrs Rohini Gaur TGT SCI	Mrs Sunita Diwedi PRT Mrs Arty Diwedi PRT Mrs Shikha Sharma PRT	<ul style="list-style-type: none"> ● Conducting Classes ● Co ordinating with ACP Faculty ● Report & maintenance of records 	
50.	UDISE	Mrs Sheela Margrate LIB COMP INST .1 COMP. NST -2	Mrs Arty Dwivedi PRT Mr Sandeep PRT	<ul style="list-style-type: none"> ● Registration ● Addition & Deletion as per requirement ● Collecting the data ● Updating the data ● Co-ordinating with Class teachers 	
51.	POCSO	Mrs P Mangeswari PGT CHEM I/C Mrs Glory Gnana selvi PGT COMM Mrs A Savitri TGT P& HE Mr P D JOSEPH TGT Eng	Mrs Chemmalar Shanmugam HM	<ul style="list-style-type: none"> ● Grievance box ● Addressing the grievances ● Maintaining the Record ● ATR 	
52.	Film Show/TAL/CAL Record	Mrs. Leena A Comp. Instructor	Mrs Arty Dwivedi PRT Ms Nikita Jha PRT	<ul style="list-style-type: none"> ● Issue of CDs to teachers with the help of MB and maintaining a record-term wise ● Maintaining a record of film shows conducted every week/month ● Maintaining record of TAL/CAL classes by teachers 	

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53.	PA System	Mr Abhishek Prajapat TGT WE Mr. Ravinder Singh TGT SSt Mr Ranjan Kumar TGT AE Mr. Arun Kumar Pathak PRT	Mr Arun Kumar Pathak- I/C	<ul style="list-style-type: none"> ● Keeping the PA System ready and in good condition for the morning assembly on all working days and other important occasions/programmes 	
54.	Late comers' Record	Mrs Savitri TGT P&HE Coaches	Mr Arun Kumar Pathak- PRT I/C Mr Sandeep PRT	<ul style="list-style-type: none"> ● To maintain a register with the names of late comers ● To check out on the reason and counsel perpetual latecomers ● To inform the class teachers about the latecomers 	
55.	CMP		Mrs Ambili- PRT I/C	<ul style="list-style-type: none"> ● All activities under CMP -procuring items ● stock register entry ● resolutions ● bills ● Any other related work assigned by the Headmistress/Principal 	
56	Resource room		Mrs. Arty (I/C) Mrs Rupa Nandi PRT	<ul style="list-style-type: none"> ● General upkeep of the room ● Prepare the room for events other than TAL or Film show ● Decoration and cleanliness of the room ● Maintaining record of TAL/CAL classes by teachers 	
57.	TLM		Mrs Arty Diwedi PRT Mrs Sunita Diwedi PRT	<ul style="list-style-type: none"> ● Placing order for TLMs ● Issuing the TLM as per teachers' requirements. ● Maintaining the request and issue register ● Entry in the consumable register duly signed by the Principal ● Settlement of bills 	

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				Any other related work assigned by the Headmistress/ Principal	
58.	Bell Timing	Mr. Abhishek TGT WE Mrs. Shivamma		<ul style="list-style-type: none"> To Monitor the bell timings and maintain EPABX system. 	
59.	Income Tax calculations	Mr Surya SSA(I/C) Mr R Muthuswamy Mrs Glory Gnanaselvi Mrs K Beena		<ul style="list-style-type: none"> To calculate income tax for employees of the vuidyalaya Verification of the supporting documents submitted by the employees for TDS 	
60	Fun Day		Mrs Gayatri PRT I/C Ms Sejal PRT Mrs Nisha PRT	<ul style="list-style-type: none"> Conduct activities for Fun Day as per KVS Guidelines 	
61	Primary Assembly		Mrs Rupa Nandi PRT(I/C) Mrs Gayatri PRT Mr Sandeep PRT Mrs Soni PRT	<ul style="list-style-type: none"> To plan and conduct activities for Primary Assembly as per KVS Guidelines 	

House masters, Associate HM and Members

Ashoka	Raman	Tagore	Shivaji
Mrs Rohini Gaur HM	Mrs Prameela K V HM	Mrs Minakshi Rawat HM	Mrs Sweta Sharma HM
Mrs Ramadevi U AHM	Mr O P Sinha AHM	Mrs Alka rastogi A HM	Mr Ravinder Singh AHM
Mrs Anupama C	Mrs Arlene Costa	Mrs P Mangeswari	Mrs Sushmitha
Mr R MuthuSwamy	Mrs Glory Gnana Selvi	Mrs M Kalashree	Mrs N Sathyalakshmi
Mrs A Leena	Mr S N V Harinath	Mrs Solly PJ	Mrs K Beena
TGT SKT	TGT SSC	Mr S K Basappa	Mrs M lalitha

PRINCIPAL

Maintenance of Student Attendance Register

All the class teachers and co- class teachers are requested to go through and strictly comply the following to avoid any unnecessary and unwanted comments or objections from the Internal Audit and Inspection Team.

The Students' Attendance register is a very important document and deserves to be maintained appropriately. Hence, the following points must be strictly adhered to, to maintain the document :

- Students' details/profile is to be filled accurately after verifying the details from the Admission Record Register available in the office.
- Every detail of the fee deposited such as the separate amount for admission fees, tuition fees, computer fees , VVN ,Challan number and date etc must be entered against each student .
- Date wise details need to be filled in the columns of "TOTAL FEES AND FINES FOR THE MONTH " in blue /black ink .At the end of the month, the total amount collected should be written in red ink
- All the columns at the right hand side like "CATEGORY OF PARENTS ", Aadhar No. , Phone No. needs to be filled in.
- The class teachers should sign at the place of "TEACHER- IN CHARGE "and must get the details checked from the co class teacher and get it attested, for having checked, monthly.
- The "MONTHWISE SUMMARY OF FEES COLLECTION" at the last page of the register must be filled in correctly and signature of ASO taken every month

- Finally the signatures of the principal should be taken at the end of every month . The class teachers will also ensure the no loose paper or document is kept in the students register .
- **Attendance registers should not be given to students under any circumstances.**

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS / SUBJECT TEACHERS

1. **Please, daily check, the cleanliness of the class room.** If Cleanliness is not up to the mark, please inform /HM/Mrs. Savitri (I/C). The upkeep and maintenance of the classroom should be taken seriously.
2. All unwanted materials should be removed from the Classrooms.
3. In case of E class Rooms, Class Teachers and subject Teachers should ensure the usage of facility given and see to it that it is kept in good condition.
4. All Class Teachers and Subject Teachers should be present in the Vidyalaya latest by 8.20 AM on all working days and also instruct Children to be present on or before 8.25 AM in their respective class rooms. Ensure that attendance is taken at 8.25 AM and absentees are marked immediately. Tendency of late coming to be curbed from the beginning itself. In case of absentees, Parents should be instructed to inform Class Teacher before 8.00 AM through SMS or Message or call. If any of the student is absent without any intimation, Parents should be called and informed immediately and ensure whereabouts of the absent child.
5. Teachers should check the attendance of students during each period and also ensure that the monitor is writing the correct attendance on the black board, and if any student is found absent during any period, matter should be brought to the notice of the undersigned immediately.
6. Each class room should have a dustbin which should be used properly. The class teachers should instruct the students accordingly.
7. All students should be made to sit according to their heights in an ascending order from front and middle area towards wall sides, so that all students will have good view of black board.

- 8. Lights and fans should be switched off when not in use.**
- 9. Proper arrangement for keeping the Class Room under lock and key to be ensured, when the students move out for periods like games, lib, morning assembly etc.**
- 10. All subject teachers have to prepare term wise annual teaching plan to complete the syllabus in time. The syllabus for Class XII should be completed by November 2024. Students may be called for extra classes to complete the syllabus in time if necessary with proper intimation and permission from the Principal.**
- 11. Remedial classes as per Remedial Time Table should commence from April for class XII and by July for other classes.**
- 12. Teachers should ensure that the students note down /complete the task given in classwork/homework.**
- 13. Pairing of students should be done in a way that each pair can support each other academically so that slow bloomers can be brought up into the mainstream.**
- 14. Class room discipline must be maintained during all the periods.**
- 15. Home work must be given regularly and checked as per the Homework schedule. Positive suggestions and remarks should be given instead of negative /discouraging remarks.**
- 16. Teachers please ensure that no child is discouraged or given any disparaging remarks**