

PM SHRI VIDYALAYA NO 2 AFS JALAHALLI EAST BENGALURU

ACADEMIC SESSION 2025-26

COMMITTEE LIST

COMMITTEES AND THEIR DUTIES – 2025-26

REPORTING OFFICERS AT VIDYALAYA LEVEL

SECTION	FIRST LEVEL REPORTING OFFICER	SECOND LEVEL REPORTING OFFICER	FINAL AUTHORITY
PRIMARY SECTION	SMT ARUN KUMAR PATHAK(PRT)	SMT CHEMMALAR SHANMUGHAM HEADMISTRESS	PRINCIPAL
SECONDARY SECTION VI TO VIII	SMT PRATHIBHA MENON TGT ENGLISH	SMT GLORY GNANASELVI PGT COMMERCE	
SENIOR SECONDARY IX TO VIII	SMT K BEENA PGT ECONOMICS		

COORDINATORS FOR VARIOUS COMMITTEES

S.No	Committee	Members(Secondary)	Members(Primary)	DUTIES	Sign
1.	<u>ACADEMIC CO ORDINATORS</u>	<p>Mrs Glory Gnanaselvi PGT Commerce- Overall I/C</p> <p>Mrs Arlene Costa PGT Chem</p> <p>Mr R Muthuswamy PGT Maths</p> <p>Mrs Beena K PGT Eco</p> <p>Mrs Kalashree PGT English</p> <p>All members of the department</p>	<p>Mrs Chemmalar Shanmugam HM</p> <p>Mrs Arty Dwivedi</p> <p>Mrs Shikha Sharma PRT</p> <p>Mrs Gayathri 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	<p>Mrs Glory Gnanaselvi PGT Comm. Overall I/C</p> <p>Mrs. P.Arlene Costa 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</p>	<p>Mrs Chemmalar Shanmugam HM</p>	<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				of projects/ subject enrichment activities/work sheets/ TLM etc for various classes.	
3.	Time Table committee	Mrs Susmitha I K PGT Phy I/C Mrs Arlene Costa PGT Chem Mrs Minakshi Rawat TGT Maths Mrs Mrs Sheela Margaret Lib	Mrs Shikha Sharma Mrs Aashu	<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)	Mrs Solly P J PGT Maths (I/C) Mrs Anupama C PGT Bio Mrs Minakshi Rawat TGT Maths Mr Ravinder Singh TGT SSt Mrs Shivamma Sub Staff Mr Diwakar Conservancy staff	Mrs Gayathri Mrs Ritu	<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<ul style="list-style-type: none"> ● 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. ● 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 Mrs N Sathyalaskhmi PGT Hindi Mr Ravinder Singh TGT SST Mr Ranjan Kumar TGT AE	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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
		Mrs Shivamma Sub Staff Mr Diwakar Conservancy staff		agencies for conducting examinations. <ul style="list-style-type: none"> ● 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 A Savitri TGT P &HE Mr Abhishek Prajapat TGT WE Mrs Shivamma Sub Staff Mr Divakar Sub Staff	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 ● 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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<p>of exam in prescribed formats</p> <ul style="list-style-type: none"> • Preparing CBSE result analysis for classes X and XII Class wise and teacher wise as per the directions of KVS 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 Sheela Margrette TGT LIBRARY</p> <p>Mr Abhishek Prajapat, TGT WE Comp Inst</p>	<p>MRS CHEMMALAR SHANMUGAM ,HM(CLASS I ADMN)</p> <p>Mrs Ritu</p> <p>Mr Sandeep</p> <p>Ms Nikita</p> <p>Admission Register</p> <p>Ms Poonam</p> <p>Ms Soni</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 • 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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
8..	CCA(Internal)	<p>Mrs Kalashree PGT Eng (I/C)</p> <p>Mrs. Alka Rastogi TGT Hin (II I/C)</p> <p>Mrs Prathibha Menon TGT Eng</p> <p>TGT Hindi</p> <p>Mrs. Prameela K V TGT Eng</p> <p>Mr Abhishek Prajapat, TGT WE</p> <p>Mr Ranjan Kumar TGT AE</p> <p>PRT Music</p> <p>TGT SKT</p> <p>All house Masters and Associates</p>	<p>Mrs Arty</p> <p>Ms Soni</p> <p>Mr Sandeep</p>	<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 ● 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) 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
9.	CCA(External)	Mrs Arlene Costa PGT Chem(I/C) Mrs .Sushmitha I K PGT Phy Mrs. K. Beena PGT Eco Mrs. Sheela Margaret Lib Mrs. Swetha Sharma TGT Sci	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 	
10.	Club Activities Literary club	Mrs Glory Gnanaselvi (PGT Commerce) Mr PD Joseph TGT English(Overall I/C) Mrs. Prameela K V TGT (English) Mrs Prathibha Menon (TGT Eng) Mrs. Alka Rastogi (Hindi) TGT (Sanskrit) TGT Hindi	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 Sweta Sharma TGT Science Mr. Ranjan Kumar TGT AE Mr Abhishek Prajapat TGT WE	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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<ul style="list-style-type: none"> To celebrate National Science Day 	
	Club Activities Maths club	Mr R Muthuswamy PGT Maths(I/C) Mrs Solly PJ PGT 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) 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 Health &wellness Club	Mrs. A Savitri TGT P&HE Mrs I K Sushmita PGT Phy Mrs Anupama C PGT Bio Mrs Sweta Sharma TGT Sci Nurse	NA	<ul style="list-style-type: none"> To create awareness about good health To organize Nutricheck To organize Dental check up To plan activities as per School Health Manual of CBSE. 	
	Art Club	Mr Ranjan Kumar TGT AE (I/C) TGT SST	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. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
11.	Guidance & Counselling	MRS. K Beena PGT Economics (I/C) Mrs I K Sushmita PGT Physics 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 Glory Gnanaselvi PGT Commerce 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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
13	PM Shri Committee	<p>Smt Arlene Costa PGT Chem (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>		<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. SNV Harinath Babu PGT Phy</p> <p>Mrs Glory Gnana Selvi PGT Comm</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</p> <p>Mr Sandeep</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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<p>members to monitor the uniform of students & late comers</p> <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 I K Sushmita PGT Phy</p> <p>Mrs N Sathylakshmi PGT Hindi</p> <p>Mrs. Minakshi Rawat TGT Maths</p> <p>School Captains</p>	<p>Mrs Chemmalar Shanmugam (HM)</p> <p>Mrs Shikha Sharma</p>	<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 K Beena PGT Economics</p> <p>Mrs Prathibha Menon, TGT Eng</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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
	Internal Complaints Committee ICC	P O Smt. Hema K Assistant Commissioner KVS RO Bangalore Mrs K Beena PGT Economics (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) TGT Hindi Mrs Prathibha menon TGT Eng Mrs Sheela Margrate,Librarian TGT Skt Comp Inst	Mrs Shikha Sharma Ms Nikita	<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	Mrs Prameela K V TGT Eng	Mrs Gayathri	<ul style="list-style-type: none"> To write the minutes of the meeting and to circulate it among 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
	meeting	Mrs Alka Rastogi TGT Hindi Mrs. Prathibha Menon TGT Eng.		the teachers	
19.	Sports	Mrs.A Savitri TGT P&HE Mr. Ranjan Kumar TGT AE Mr Ravinder Singh TGT SSt Coaches	Ms Nikita Ms Sejal	<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 Sweta Sharma TGT Scinece Nurse	Ms Poonam Mr Sandeep	<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 ● To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				ointments/ medicines	
21.	Students' Council	Mrs Arlene Costa PGT Chem Mrs Kalashree PGT Eng Mr. Joseph P D TGT Eng Mrs Prathibha menon TGT Eng Mrs. A Savitri TGT P&HE Mr Ranjan Kumar TGT AE	Mrs Arty Ms Soni	<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	Mr.Joseph P D TGT Eng Mr Abhishek Prajapat TGT WE Mrs Sheela Margrette TGT Librarian	Mr Sandeep PRT Ms Nikita Jha PRT	<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 Tiritiya Sopan, Tiritiya Charan camps in the Vidyalaya ● To ensure students maintain log books 	
23.	NCC	Mr.Ranjan Kumar TGT AE & CTO Mr Ravinder Singh TGT SST & CTO	NA	<ul style="list-style-type: none"> ● To prepare cadets for A, B,C certificate exams ● To involve cadets in developmental 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<p>works in the Vidyalaya</p> <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</p> <p>All class teachers</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. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<ul style="list-style-type: none"> Library policy to be displayed in the Library 	
25.	NIE (Newspaper in education)	Mrs Kalashree PGT Eng Mrs P D Joseph TGT Eng Mrs.Prameela KV TGT Eng	NA	<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
26.	Parent Teacher Association	Mrs Solly P J PGT Maths I/C Mr. R. Muthuswamy PGT Maths Mr Ravinder Singh TGT SST 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 R Muthuswamy PGT Maths Mr Ravinder Singh TGT SST	Mr Arun Kumar Mr Sandeep	<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<ul style="list-style-type: none"> To get the old furniture repaired 	
28.	Vidyalaya Decoration	Mr. Ranjan (I/C) TGT AE Mrs Prameela KV TGT English Mrs Sweta Sharma TGT Science Mrs Alka Rastogi TGT Hindi	Ms Nikita Ms Ritu Ms Aashu Mr Sandeep	<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.Ravinder Singh TGT SST	Mr Arun Kumar Pathak PRT Mr Sandep 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 To monitor the cleanliness of the area around the water points. 	
29.	Sanitation/ House Keeping & Security	Mr P D Joseph TGT English (I/C) Mrs A Savitri TGT P&HE II (I/c) Mr Abhishek Prajapat TGT WE Ms. Sweta Sharma TGT Sci Mr. Ranjan Kumar TGT AE Nurse	Mrs Ritu PRT Mrs Sejal PRT Mr Sandeep	<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. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				<ul style="list-style-type: none"> ● 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. 	
30.	<p>Maintenance & Repair work Maintenance of building including Electrical works. Maintenance</p> <p>Maintenance and Repair of Staff Quarters Painting</p>	<p>Mr abhishek Prjapat (I/C) Mr R Muthuswamy PGT Math Mr. Ranjan Kumar TGT AE Mr Joseph P D TGT Eng</p> <p>Mr Harinath Babu PGT Phy Mr Surya (SSA) Mr Abhishek Prajapat TGT WE</p>	<p>Mrs Ritu PRT Mrs Sejal PRT Mr Sandeep</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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				class teachers for transmission to parents <ul style="list-style-type: none"> 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/ Fit India Program Artificial Intelligence EBSB & National Day Celebrations	Mrs Leena A (I/C) Comp. Inst – I Comp Inst (Primary) Mrs. A Savitri, TGT PHE All coaches All class teachers Mrs. Leena A PGT CS Comp. Inst. Mr Ravinder Singh (I/C) Mrs Kalashree PGT Eng Mr Joseph P D TGT Eng Mrs Minakshi Rawat TGT Maths	Mrs Shikha Sharma PRT Comp Instructor	<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 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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
	All external CCA programmes	Mr Ranjan Kumar TGT AE Mrs. Arlene Costa Mrs Prathibha Menon TGT Eng			
34.	Teaching Aids and Audio Visual Aids	Mr Ravinder Singh TGT SST TGT SST	Mrs Arty Ms Sejal	<ul 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. ● 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	Mrs Glory Gnana Selvi PGT Comm Mr Muthuswamy PGT Maths Mr Surya Bhilware SSA	Mrs Arty Mrs Shikha	<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	Mrs Leena A PGT CS Mrs Sheela Margrette TGT Librarian Mrs Arlene Costa (PGT Commerce) Mrs A Savitri (TGT P&HE)	All Class 1 and 2 teachers	<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	Mrs N Sathyalakshmi(I/C)	Mr Sandeep	<ul style="list-style-type: none"> ● To ensure the names of staff members in attendance register is 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
		Mrs Minakshi Rawat TGT Maths Mrs Pratibha Menon TGT English Mr Surya B – Office RAJBHASHA I/C (SSA) Mrs Alka Rastogi TGT Hindi TGT Hindi		bilingual <ul style="list-style-type: none"> ● 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 	
38.	Notice Board and House Display Board	Mrs Kalashree PGT Eng Mrs Pratibha Menon TGT English Mrs Alka Rastogi TGT Hindi 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 Ms Poonam	<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
40.	Science Exhibition	<p>Mrs.Arlene Costa PGT Chem (I/C)</p> <p>Mrs.Sushmitha IK PGT Phy</p> <p>Mr. Harinath Babu PGT Phy</p> <p>Mrs.Anupama C PGT Bio</p> <p>Mrs Sweta Sharma TGT Sci</p> <p>Mr.R Muthuswamy PGT Maths</p> <p>Mrs. Solly P J PGT Maths</p>	All EVS teachers	<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 choose the right project from data collected from the net ● 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>TGT SST</p> <p>Mr Ravinder Singh TGT SSt</p>	NA	<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
		Mr P D Joseph TGT Eng Mrs Prathibha Menon TGT Eng Mrs Alka rastogi TGT HIN		<ul style="list-style-type: none"> 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.	Green Olympiad KVS National Science Olympiad KVS Maths Olympiad	Mrs Anupama C PGT Bio (I/C) Mrs Sweta Sharma TGT SCI Mrs Arlene Costa PGT Chem Mrs Susmitha I K PGT Phy Mr. Harinath Babu PGT Phy Mr Muthuswamy PGT Maths (I/C) Mrs. Solly P J PGT Maths TGT Maths	Mr Arun Kumar Pathak	<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	Mrs I K Sushmita PGT Physcis Smt Anupama C PGT Bio Comp Inst Mr Surya Bilware(SSA)	NA	<ul style="list-style-type: none"> To inform and invite VMC members for the meetings. 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. 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
44.	Laboratory Physics Chemistry Biology Computer Labs Mathematics Lab Junior Science Lab Language Lab	Mrs.Sushmitha I K PGT Phy Mrs Arlene Costa PGT Chem Mrs Aupama C PGT Bio Mrs. Leena A PGT CS Mr. R Muthuswamy PGT Maths Mrs Sweta Sharma TGT SCi Mr PD Joseph TGT English	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	Mrs. Solly P J PGT Maths Mrs Susmitha I K PGT Phy Mrs Anupama C PGT Bio Mrs Prathibha Menon TGT Eng Mrs Minakshi Rawat TGT Maths Mr Ranjan Kumar TGT AE (NCC)	Mr Sandeep Ms Ritu Ms Sejal Ms Soni Ms Nikita Ms Poonam Ms Aashu Ms Shikha	<ul style="list-style-type: none"> ● Mess arrangement during events and exigencies ● Collecting and processing quotations ● Verification of bills 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
46.	Accommodation for teams / teachers on escorting	Mr Harinath Babau PGT Phy (I/C) Mr Muthuswamy PGT Maths Mrs. Sweta Sharma TGT Sci Mr Ravinder Singh TGT SSt Mr. Ranjan Kumar TGT AE Mrs Minakshi Rawat TGT Maths	Mrs. Ritu PRT Mrs. Aashu PRT Mr Sandeep PRT Ms Poonam	<ul style="list-style-type: none"> ● Providing accommodation during various events ● Collecting and processing quotations ● Verification of Bills 	
47.	Tranportation-Booking/Escorts	Mr. R Muthuswamy PGT I/C Mrs A Savitri TGT P&HE Mr Joseph P D TGT Eng Mr Ranjan Kumar TGT AE Mr Ravinder Singh TGT SSt	NA	<ul style="list-style-type: none"> ● Arranging transport for students ● Collecting and processing quotations ● Verification of bills 	
48.	Gem Purchase committee	Mr surya I/c Mr Muthuswamy Mrs Leena A PGT CS Mrs Anupama C PGT Bio Mrs A Savitri TGT P&HE Mr Abhishek Prajapat TGT WE Mr. Ranjan Kumar TGT AE		<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
49.	AWAKENED CITIZEN PROGRAM	Mrs Alka Rastogi TGT HINDI (I/C) Mrs Prameela KV TGT English		<ul style="list-style-type: none"> Conducting Classes Co ordinating with ACP Faculty Report & maintenance of records 	
50.	UDISE and SATS	Mrs Sheela Margrate LIB (I/C) All Class Teachers COMP INST .1 COMP. NST -2	Ms Soni Ms Aashu	<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 Glory Gnana selvi PGT COMM(I/C) 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 Mr Abhishek Prajapat TGT WE Comp. Instructor	All PRTs	<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 	
53.	PA System	Mr Abhishek Prajapat TGT WE Mr. Ravinder Singh TGT SSt Mr Ranjan Kumar TGT AE	Mr Sandeep Ms Sejal	<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 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
				occasions/programmes	
54.	Late comers' Record	Mrs Savitri TGT P&HE Coaches	Mr Arun Kumar	<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 Arty	<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		Ms Sejal Ms Soni	<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 Ms Sejal	<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 <p>Any other related work assigned by the Headmistress/ Principal</p>	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
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	CPD	Mrs Sushmita IK PGT Physics (I/C) Mrs N Sathyalakshmi PGT Hindi Mrs Leena A PGT CS Mrs K Beena PGT Economcis	Mrs Shikha	<ul style="list-style-type: none"> To plan for the entire year CPD Calendar Issue of certificate for the participants Arrangement of Internal or External Speakers. Verification of CPD Enteries in Samagam Portal 	
61	Primary Assembly		Ms Poonam	<ul style="list-style-type: none"> To plan and conduct activities for Primary Assembly as per KVS Guidelines 	
62	Bus pass Verification(BMTC)	Mr Abhishek Prajapat TGT WE	Mr Sandeep PRT	<ul style="list-style-type: none"> Verification of BMTC bus passes within 3 days of applying based on the recent fee receipt. Keep a record of verified student on a particular academic year. Monthly record to be counter signed by Principal 	
63	Accounts Committee	Principal (Chairman)		<ul style="list-style-type: none"> The committee would ensure transparency, accuracy and proper 	

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
		Mrs Glory Gnana Selvei (PGT Commerce) Mrs K Beena PGT Economics Mr Surya Bilware SSA		financial management fostering a culture of Accountability. <ul style="list-style-type: none"> Primary role would be to see the schools financial transactions ,review annual budgets and ensure compliance with accounting norms 	

House masters, Associate HM and Members

Ashoka	Raman	Tagore	Shivaji
Mrs Alka Rastogi TGT Hindi	Mrs Prameela K V HM	Mrs Minakshi Rawat HM	Mrs Sweta Sharma HM
TGT Hindi	TGT Maths AHM	Mr Ravinder Singh AHM	TGT SKT-I
Mrs Anupama C	Mrs Arlene Costa	PGT Chem	Mrs Sushmitha
Mr R MuthuSwamy	Mrs Glory Gnana Selvi	Mr P D Joseph	Mrs N Sathyalakshmi
Mrs A Leena	Mr S N V Harinath	Mrs Solly PJ	Mrs K Beena
TGT SKT II	TGT SST -I	TGT SST II	TGT Science

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 for any enteries/carrying from one place to another.

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS / SUBJECT TEACHERS

1. Items provided in the classroom is the classroom is the responsibility of class teacher. Its upkeep, maintenance & supervision has to be taken care by Class Teacher .Incase any repair is required Class Teacher should inform the concerned department. Any damage or theft of any of the items provided, will the responsibility of the class teacher.
2. **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.
3. All unwanted materials should be removed from the Classrooms.
4. 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.
5. 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.
6. 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.
7. Each class room should have a dustbin which should be used properly. The class teachers should instruct the students accordingly.
8. 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.
9. Lights and fans should be switched off when not in use.
10. 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.

- 11. 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 2025. Students may be called for extra classes to complete the syllabus in time if necessary with proper intimation and permission from the Principal.**
- 12. Remedial classes as per Remedial Time Table should commence from April for class XII and by July for other classes.**
- 13. Teachers should ensure that the students note down /complete the task given in classwork/homework.**
- 14. 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.**
- 15. Class room discipline must be maintained during all the periods.**
- 16. 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.**
- 17. Teachers please ensure that no child is discouraged or given any disparaging remarks**