

PM SHRI KENDRIYA VIDYALAYA MEG & CENTRE, BENGALURU-42

LIST OF COMMITTEES & THE DUTIES ALLOTTED FOR 2024-25

Co ordinator: - Vice-Principal/Senior PGT

“You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.”

W.e.f : 01.04.2024

S. No.	Committee	Members	Designation	Duties
1	Academics & Administrative Council	<u>Vice Principal I/C / Senior</u> Mrs. P Subbalakshmi I/C 1. Mrs. Rekha Devan 2. Mr. KSP Reddy 3. Mrs. Jaya Shaji 4. PGT Hindi 5. Mrs. Ranjana Pandey 6. Mrs. Bhagyalakshmi R 7. All Subject Convenors & Senior Primary Teachers 8. Mr. Sudheer Kumar	Vice Principal PGT (Biology) PGT (History) PGT (Math) PGT (Hindi) PGT (English) Head Mistress Primary Section Office Staff (SSA)	1. To guide, suggest and chalk out all action plan for academic activities. 2. To plan the Split-up of syllabus subject wise and class wise on or before 31st March and check the monthly completion of syllabus. 3. To list the weak students on the basis of session ending examination result and prepare action plan on or before 5th April and to ensure its implementation. 4. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation as per action plan. 5. To maintain class wise and subject wise monthly academic performance 6. Collection & distribution of study material. 7. DO letter preparation and dispatch. 8. Maintain appropriate standards of conduct of students, including expelling. 9. Coordinate and manage institutional advancement programs. 10. Ensure institutional resources are used in the most effective and efficient 11. To assist in all other administrative works.
2	PMSHRI SQUAAF & Implementation of NEP	Mrs. P Subbalakshmi I/C (Overall) Mrs. Rekha Devan Mr Rajendra Nath Mrs. Sumitha S Mr. KSP Reddy Mrs. Jaya Shaji (I/C -SQUAAF) PGT Hindi Mrs. Dorothy Rov Mrs. Bhagyalakshmi R Mrs. Manu Pathak	Vice Principal PGT (Comp.) PGT (Biology) PGT (History) PGT (Math) PGT (Hindi) PGT (English) Head Mistress	1. To carry out all the work related to PMSHRI as per the instructions from time to time. 2. Follow the guidelines while conducting activities. 3. Assign the work to the faculty members and ensure its timely completion. 4. Place order for items through GeM portal and maintain all records. 5. Write the reports for various activities or tasks taken up. 6. Ensure uploading of the data as and when asked by KVS (HOR)
3	Admission	Mrs. P Subbalakshmi I/C Mrs. Rekha Devan I/C 1. Mrs. Sumitha S 2. Ms. Saba Naaz 3. Mrs. Usha Kumari 4. Mr. Ashwin Bhat 5. Mrs. Bhagyalakshmi R 6. Mrs. Nivedita 7. Mrs. A Praveena All Class Trs. of class I Mrs. Sangeetha P Mrs. Swarnalatha	Vice Principal PGT (Biology) PGT (Comp.) PGT (Chemistry) TGT (AE) TGT (SKT) HM PRT PRT Bal Vatika Bal Vatika	1. To plan & complete admissions as per KVS guidelines. 2. To keep ready admission forms, prospectus well in advance. 3. To issue & collect the admission registration form. 4. To Co- ordinate with exam dept to conduct tests, if any for admissions 5. To make the entries in Admission register.
	Examination i) Internal	Mrs. Aruna Guvvada I/C Mr. Hiralal Prasad Mrs. Shakha Thakur Mrs. Satva Tiwari Ms. Anjali Mr. Manoj Kumar Mrs. Usha Ms. Vyanjana Mrs. Jaya Shaji I/C Mrs. Preeti Dhama	PGT (Chemistry) PGT (Chemistry) PGT (Geography) TGT (Math) TGT (Science) TGT (Hindi) TGT (Hindi) TGT (SKT) PGT (Math) PGT (Math)	1. To conduct Formative and Summative Assessments/ Exam and Supplementary Exams as per KVS Norms. (PT-1,2,3, HYE, SEE) 2. To maintain all exam related records. 3. Preparation of Result Analysis for classes VI to IX and class XI as per KVS direction. 4. Collecting & sending marks statement of transferred students from VI to XII. 5. To conduct Monthly tests/ Pre Boards' for class X and XII. 1. All kinds of correspondence with CBSE. 2. CBSE examinations as per the schedule. 3. Online registration for class IX / XI and CBSE related matters.

4	ii) CBSE	Mr. Animesh Kumar Mishra Mr. Ashwin Bhat Mr. Siddarth	TGT (SST) TGT (SKT) Sub-staff	4. Fee collection for classes IX to XII as per the guidelines. 5. CBSE Result Analysis for classes X and XII. 6. To conduct PT Meeting for class X & XII.	
	iii) External	Mr. KSP Reddy I/C	PGT (History)	1. To conduct all competitive examinations as per need & necessity. 2. Conduct of NIOS exams as per the schedule. 3. Dispatch of answersheets as per the instructions. 4. Completion of all official correspondence in a time bound manner.	
		Mr. Ramesh Kr. Chaurasia Ms. Anarkali Nishad	TGT (Math) TGT (English)		
	iv) NIOS	Mr. Vijendra Mahich I/C Mr. Yashveer Mr. Deepanshu	TGT (Hindi) PRT PRT		
	<u>Examination</u> <u>Primary Section</u> (i) Internal	Mrs. Nivedita K I/C Ms. Rajneesh Mr. Somraj	PRT PRT PRT		1. To conduct Formative and Summative Assessments/ Exam and Supplementary Exams as per KVS Norms. (PT-1,2,3, HYE, SEE) 2. To maintain all exam related Records 3. Preparation of Result Analysis for BalVatika, classes I to V as per KVS direction.
	(ii) External / SOF / Spell Bee	Ms. Ishika I/C Ms. Moonam Rawat Mrs. Tulsi	PRT PRT PRT		To conduct all competitive examinations as per the need & necessity.
	PTM	Mrs. P Subbalakshmi I/C (Overall) Mrs. Jaya Shah Ji I/C Mrs Bhagyalakshmi (HM) Ms. Indumati I/C	Vice Principal PGT (Chemistry) PRT		1.To plan and conduct PTMs as per the need and schedule. 2. Maintain all records in collaboration with the class teachers.
5	<u>Time Table</u> Secondary	Mrs. Preeti Dhama I/C Mrs. Rashmi K Mr. Joseph Sunil Mr. Manoj Kumar Ms. Anjali	PGT (Math) PGT (Physics) TGT (SST) TGT (Hindi) TGT (Science)		1. To prepare the Timetable as per KVS Norms- Class wise, Teacher wise and Day wise. 2. To make Daily arrangements/ substitution for the teachers on leave/ on duty. 3. In- charge for certifying expenditure incurred on the engagement of part time teachers on contractual basis.
	Primary	Mrs. Shiv Nanda I/C Mrs. Alisha Gupta Mrs. Vasanthi Murali Mrs. Jeya Chandra Mrs. S Malathi	PRT PRT PRT PRT PRT		
6.	CCA - Secondary Internal & External House Masters Associate House Masters Members	Mrs. Ranjana Pandey I/C Mrs. Dorothy Roy I/C Mrs. Deepa Manoj Nair Mrs. Komal Kanak Ms. Anarkali Nishad Mr. Ashwin Bhat Mrs. Usha Ms. Shakuntala Class Teachers of XI, Class Teacher of XII Class Teachers of classes 6 to 10	PGT (English) PGT (English) TGT (English) TGT (Science) TGT (English) TGT (Sanskrit) TGT (Hindi) TGT (Hindi)	1.To divide students into four Houses. 2.To select Student Council, House Captains and conduct Investiture Ceremony. 3. To prepare the Calendar of Co- Curricular Activities for the ensuing year & implementation as per plan. 4. To ensure the presentation of quality Morning Assembly Program. 5. To maintain Record of the Morning Assembly presented by the classes. 6. To celebrate important festivals and days. 7. To send ATR to RO as per the requirement. 8. To maintain a register with a brief report and photograph of all important activities taking place in the school in the chronological order.	
	CCA-Primary Internal	Mrs. Shijina P T I/C Mrs. Mithlesh Mrs. Manu Pathak	PRT PRT PRT		
	Assembly	Mr. Sandeep Ms. Indumati Ms. Shallu Jain I/C Ms. Ishika	PRT PRT PRT PRT		
	CCA- External				
7.	Pustakopahar Secondary & Primary	Mrs. Deepa Manoj Nair I/C Mr. Animesh Kumar Mishra Mrs. Nivedita K I/C All Class Teachers	TGT (English) TGT (SST) PRT	1. To prepare a digital banner regarding the significance of gifting used books 2. Ensure it is sent to Whats App class groups for the reference of the parents and students. 3. Maintain a classwise record.	
8.	Tarunotsava	Mrs. Rashmi K I/C Mrs. Preeti Dhama	PGT (Physics) PGT (Math)	1. Prepare a concrete plan to conduct the program for the class X students who appeared in the Board exam in March 2024. 2. Prepare a timetable, circular and obtain consent from the willing students.	

9.	VIDYANJALI	Mrs. P Subbalakshmi I/C Mrs. Nivedita K Mrs. Dorothy Roy	Vice Principal PRT PGT (English)	1. To ensure the work is taken up as per the plan. 2. Updating of data as per the instructions.
10	Club Activities	Mrs. Shakha Thakur, Overall I/C	PGT (Geography)	1. To prepare annual plan for clubs. 2. To prepare class wise magazines / subject wise magazines. 3. To conduct the activities and record the same.
	i) Readers' Club	Mrs. Usha Thakur I/C All language Teachers (English, Hindi & Sanskrit)	TGT (English)	1. To organize 'Spell Bee' contest, reading contest, quiz, storytelling, meet the author, Book Exhibitions, presenting book reviews, etc. 2. To record all the activities conducted and submit weekly report to the I/C.
	ii) Eco & Health Club	Ms. Mahima Tiwari I/C Nurse/Counsellor All Science Teachers	TGT (Biology)	1. To prepare a plan for student's health checkup twice in the session by authorized Medical Officer. 2. To make available stock of First Aid. 3. A special care must be taken for girl students as per their natural need. 4. To organize expert talks related to health & hygiene. 5. Maintenance of drinking water. 6. To organize nature camps and maintain green space. 7. Segregation of wastes into degradable and non- biodegradable. 8. To develop the allotted areas and maintain it as per the requirement. Carry out the activities as planned. 9. To record all the activities conducted and to submit weekly report to I/C
	iii) EBSB & Integrity Club	Mrs. Anuja Bharadwaj I/C All SST Teachers	TGT (SST)	1. To plan and organise EBSB activities during the year as per KVS circular 2. To prepare students for competitions at various levels. 3. To instill patriotic values through cultural program. 4. To record all the activities conducted and to submit weekly report to I/C
	iv) Art, Culture & Heritage Club	Mrs. Usha Kumari I/C PGT Pol. Science Mrs. Nirmala Joachim Ms. Vyanjana	TGT (AE) PGT (Pol. Science) TGT (English) TGT (SKT)	1. To organize drawing, painting and poster making competition 2. To prepare students for competitions at various levels. 3. To instill patriotic values through cultural program. 4. To record all the activities conducted and to submit weekly report to I/C
	v) Tourism & Adventure Club	Mr. Animesh Kumar Mishra I/C PGT Commerce Mrs. Rachna Phogat	PGT (SST) TGT (Commerce) TGT (Math)	1. To organise excursion for all classes as per the KVS norms. 2. To plan for various adventure activities for interested students. 3. To conduct competitions and seminars about tourism in India. 4. To record all the activities conducted and to submit weekly report to I/C
	Primary Section CMP	Mrs. A Praveena I/C Mrs. Vasanthi Murali Mr. Sandeep Ms. Samiksha Ms. Ishika	PRT PRT PRT PRT PRT	
	TLM	Mrs. Sangeeta Chauhan I/C Mr. Sandeep Ms. Ishika	PRT PRT PRT	
	Teaching Aids	Mrs. Alisha Gupta I/C Mrs. Moonam Rawat Mr. Somraj	PRT PRT PRT	
	Class Library	Ms. Archana I/C Mr. Sandeep	PRT PRT	
Worksheets	Mrs. Mithlesh I/C Ms. Shallu Jain	PRT PRT		
Club Activities (i) English Literary Club	Mrs. Jeya Chandra I/C Ms. Moonam Rawat All English Teachers	PRT PRT		
(ii) Hindi Literary Club	Mrs. Mithlesh I/C Mrs. Sangeeta All Hindi Teachers	PRT PRT		

	(iii) Math Club	Mrs. Manu Pathak I/C Ms. Samiksha All Math Teachers	PRT PRT	
	(iv) Eco Club	Ms. Ishika I/C Mr. Yashveer All EVS Teachers	PRT PRT	
	(v) Art & Culture Club	Mrs. Anandamoyee Dutta I/C Ms. Moonam Rawat Mr. Sandeep Mr. Somraj	PRT PRT PRT PRT	
11	Raj Bhasha (HINDI)	PGT Hindi Ms. Shakuntala I/C All Hindi & Sanskrit teachers	PGT (Hindi) TGT (Hindi)	1.To attend to correspondence (KVS letters within the time frame) in Hindi. 2. To follow policy guidelines. 3. To promote the usage of Hindi.
12	Staff Meeting (Writng minutes)	Mrs. Deepa Manoj Nair (English) Ms. Anarkali Nishad (English) Ms. Shakuntala (Hindi) Mr. Manoj Kumar (Hindi)	TGT (English) TGT (English) TGT (Hindi) TGT (Hindi)	1. Writing the minutes of all the staff meetings both in English and Hindi. 2. Staff attendance sheet to be enclosed. / Countersigned by all teachers. 3. Submit the Staff meeting register to the Principal on time.
13	Scouts & Guides	Mrs. Hemalata I/C Mr. Ramesh Kumar Chaurasia Mr. Yashveer Mr. Joseph Sunil Mrs. Manoj Mrs. Sreelakshmi Mr. Odeti Hari Kiran All Trained Teachers	TGT(Math) TGT (Math) PRT TGT (SST) TGT (Hindi) TGT (English) TGT (PH & E)	1. Coordinating all scouts & guides activities at local, cluster, regional and national levels. 2. To prepare Scout & Guide activity plan with tentative date & months for organizing activities. 3. To select student for scout & guide enrolment. 4. To make arrangements for proper training of the students.
	Cubs	Mrs. Nivedita K I/C Mr. Naveen Kumar Mr. Gourav Pandey	PRT PRT PRT	1. Coordinating all Cubs & Bulbul activities at local, cluster, regional and national levels. 2. To prepare Cubs & Bulbul activity plan with tentative date & months for organizing activities.
	Bulbul	Mrs. S Malathi I/C Ms. Rajneesh Ms. Archana	PRT PRT PRT	3. To select student for Cubs & Bulbuls enrolment. 4. To make arrangements for proper training of the students.
14	Educational Tours	Mr. K S P Reddy I/C Mr. Odeti Hari Kiran Mr. Vijendra Mahich Ms. Samiksha I/C Mrs. Nivedita K All Class Teachers	PGT (History) TGT (PH & E) TGT (Hindi) PRT PRT	1.To plan the excursion/ Field trips 2. To decide the place, make arrangement for conveyance. 3. Estimate the amount to be collected from students. 4. Keep the willingness form ready.
	Adventure Activities	Mr. Odeti Hari Kiran I/C Mr. Joseph Sunil Mr. Gourav Pandey Mr. Naveen Kumar Sports Coaches	TGT (PH & E) TGT (SST) PRT PRT	5. Arrangement of refreshments. 6. Documentation of expenditure, timely submission and settlement of bills.
15	Adolescent Education Program Guidance & Counseling	Mrs Rekha I/C All Science Teachers Mrs. Dorothy Roy I/C Mrs. Nirmala Joachim Counsellor	PGT (Biology) PGT(English) TGT (English)	1.To coordinate and conduct adolescent education program in the school 2.To attend all AEP programs and to send monthly reports to KVS 3. To hold Guidance and Counselling program in the school 4. Career Guidance Program.
16	Awakened Citizen Program	Mrs. Nirmala Joachim I/C All Trained Teachers	TGT (English)	To complete all modules as per the schedule given. Maintain record. and present report during inspection.
17	CS - 54	Mrs. Aruna Guvvada I/C Mrs. Rachna Phogat Mrs. Manu Pathak I/C All Math Teachers	PGT (Chemistry) TGT (Math) PRT PRT	1.To check the fee entries in the attendance register/ Quarterly class IX-XII 2.To check the fee entries in the attendance register/ Quarterly class VI-VIII 3. To check the fee entries in the attendance register/ Quarterly class Balvatika, I V
18	Library Committee	Mr. Amarender Bahadur I/C Mr. Animesh Kumar Mishra PGT Economics Mrs. Usha Thakur Mrs. Mahima Tiwari Mrs. Rachna Phogat	TGT (Lib) TGT SST PGT (Economics) TGT (English) TGT (Science) TGT (Math)	1. To purchase the required books, daily, journals, periodicals and magazines etc. 2. To find out the requirements of books from various faculties in the beginning of the year. 3. To select two student representatives.

		Mrs. Usha Ms. Vyanjana Two Student Members	TGT (Hindi) TGT (SKT)	4. To coordinate the NIE program.
19	Sports Committee Medical Check-up Children's Park	Mr. Odeti Hari Kiran I/C Mr. Manoj Kumar Mrs. Satya Tiwari Mr. Vijender Mahich Ms. Anjali Mr. Yashveer Mr. Deepanshu I/C Mr. Yashveer Ms. Rajneesh I/C Ms. Archana	TGT (PH & E) TGT (Hindi) TGT (Math) TGT (Hindi) TGT (Science) PRT PRT PRT PRT	1. To plan and conduct Vidyalaya, regional & national level sports activities for both primary & secondary. 2. To conduct mini sports meet & sports day celebrations. 3. To conduct International Yoga Day on 21st June. 4. To conduct online quiz activities related to sports like Fit India Quiz, SBSB, etc.
20	Purchase & Condemnation	Mrs. P Subbalakshmi I/C (Overall) Mrs. Jayashaji (VMC Teacher Member) Mrs. Bhagyalakshmi R Department Incharge/Stock holder Mr. Sudheer Kumar	Vice Principal PGT (Chemistry) PGT (Math) Head Mistress Office Staff (SSA)	1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure 3. To take into stock. 4. To conduct meeting for condemnation of materials, prepare the minutes.
21	Furniture	Mr. Ramesh Kumar Chaurasia I/C Mr. Joseph Sunil Mrs. Satya Tiwari Ms. Shakuntala Mrs. Rachana Phogat TGT Math Mr. Sandeep I/C (Primary) Mr. Somraj Ms. Samiksha	TGT (Math) PGT (Chemistry) TGT (SST) TGT (Math) TGT (Hindi) TGT (Math) TGT Math PRT PRT PRT	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted the unutilized furniture. 4. To get classroom black boards, name boards, etc. painted and maintained.
22	GeM	Mrs. Neha Pathak I/C Mr. Rajendranath U Ms. Saba Naaz Mr. Odeti Hari Kiran Mr. Ashwin Bhat Mrs. Shiv Nanda Mrs. Alisha Gupta Mrs. Shijina P T Mrs. Sangeeta Chauhan Mr. Yashveer Mrs. Sangeetha Mr. Gourav Pandey Mrs. Minakshi Bisen Mr. Naveen Kumar	PGT (Comp. Science) PGT (Physics) PGT (Chemistry) TGT (PH&E) TGT (Sanskrit) PRT PRT PRT PRT PRT PRT PRT PRT	1. To co-ordinate with all department incharges in placing order for various items through GeM. 2. To generate CRAC and follow up the order. 3. Assist other staff members whenever needed to use the GeM portal.
23	Publications i. Student Diary ii. School Magazine iii. News letter (iv) Class/ Subject Magazine (v) Certificates, Invitation cards and ID cards	Mrs. Dorothy Roy Overall I/C Mrs. Ranjana Pandey I/C Mrs. Manu Pathak I/C One Teacher/ Language English: Mrs. Nirmala Joachim Hindi: Mr. Vijendra Mahich Sanskrit: Mr. Ashwin Bhat Mrs. Neha Pathak Mrs. Bhagyalakshmi R Mrs. Vasanthi Murali I/C Mrs. Jeya Chandra All Subject Committee Convenors Class Teachers Mrs. Usha Kumari I/C Comp. Instructor 1	PGT (English) PGT (English) PRT TGT (English) TGT (Hindi) TGT (Sanskrit) PGT (Comp.) Head Mistress PRT PRT	1. To note down all important events / functions etc. held in the Vidyalaya. 2. To record and maintain all achievements of students in chronological order by collecting information from primary and secondary CCA I/C. 3. To coordinate all publication works of the vidyalaya. 1. To prepare Bimonthly newsletter and to send to RO and other Officials of KVS. 2. To collect and edit articles and publish subject magazines. 3. To Maintain a diary of events. To plan & prepare certificates, invitation cards and IDs based on the requirement by following the KVS procedures.

	Primary-Newsletter	Mrs. S Malathi I/C Mrs. Shiv Nanda Mrs. Sangeetha P Mrs. Swarnalatha	PRT PRT PRT PRT	1. Collection of data- write ups and photographs. 2. Compilation and publication of e-newsletter. 3. Providing an e-copy to all students and parents.
	NIE	Mrs. Nirmala Joachim I/C Mrs. Usha Thakur Mrs. Tulsi I/C Ms. Ishika	TGT (English) TGT (English) PRT PRT	1. To motivate students to take up the NIE. 2. Collect class wise number of the willing students and the amount. 3. Coordinate with the News agency and select the best option. 4. Ensure timely and regular distribution of the newspaper among all the students enrolled. 5. Coordinate for the coverage of all important school events.
24	Staff Quarters	Mrs. Usha Thakur I/C Mr. Deepanshu Mrs. Shiv Nanda Mr. Yashveer	TGT (English) PRT PRT PRT	1. Utilization of funds allocated by KVS towards maintenance of staff quarters 2. Report & get the required work of urgent nature done.
25	Maintenance and repair -Civil & Plumbing Electrical Security	Mr. Rajendra Nath I/C Mrs. Rekha Devan Mrs. Sumitha S Mr. Animesh Kumar Mishra Mrs. Usha Kumari Mr. Odeti Hari Kiran Mr. Manoj Kumar Mr. Naveen Kumar Mr. Sandeep Mr. Gourav Pandey Mrs. Minakshi Bisen Mr. Chanchlesh Pal	PGT (Physics) PGT (Biology) PGT (Comp. Science) TGT (SST) TGT (AE) TGT (PH&E) TGT (Hindi) PRT PRT PRT PRT Office Staff (SSA)	1. Maintenance /Repair of basic requirements in the campus for both civil & electrical. 2. Purchase of essential materials required to complete all assignment in time. 3. To ensure proper utilization of water and electrical power.
26	Arrival/Departure / Lunch Time Supervision/Transition Period/ Morning Assembly Supervision	HOUSE MASTERS & MEMBERS First Week - Shivaji House Second Week - Tagore House Third Week - Ashoka House Fourth Week - Raman House	SHIVAJI HOUSE TAGORE HOUSE ASHOKA HOUSE RAMAN HOUSE	1. House Masters to prepare the daily duty chart on rotation basis for House Student Council members. 2. To ensure the safety and security of students during lunch time by maintaining proper discipline. 3. To monitor parents' and students' movement during lunch break. 4. To monitor students' movement during arrival and dispersal at the main gate, back gate, inside the building and corridors, passage, etc. 5. All members of a specific House will be placed at allotted point and ensure that students move in a disciplined manner, maintaining a proper line without making any noise. 6. Once the assembly starts, two members of the House on duty would take a round, check all the classrooms and see that no student is inside the classroom.
27	House Keeping & Cleanliness Committee	Ms. Deepa Manoj Nair I/C Mrs. Rashmi K Mrs. Hemlata Ms. Shakuntala Mrs. Komal Kanak Mr. Animesh Kumar Mishra Mrs. Rachna Phogat Mrs. Usha Thakur Ms. Anarkali Nishad Mrs. Usha Kumari Mr. Manoj Kumar Ms. K M Vvanjana TGT Math Mr. Yashveer Mrs. Tulsi Ms. Archana Mrs. Moonam Rawat Ms. Samiksha Ms. Rajneesh	PGT (Chemistry) PGT (Physics) TGT (Math) TGT (Hindi) TGT (Science) TGT (SST) TGT (Math) TGT (English) TGT (English) TGT (Hindi) TGT (Hindi) TGT (Sanskrit) TGT (Math) PRT PRT PRT PRT PRT	1. To monitor the work and attendance of laborers provided by the agency. 2. To verify and certify the bills submitted by the agency. 3. To inspect day to day sanitation condition. 4. To check the cleanliness of corridors, classrooms and toilets on each floor. 5. To maintain sanitation report and review periodically. 6. To report repair work (Civil / Electrical) to the incharge. 7. Maintenance of Aqua guard, Water cooler cum purifier and to ensure the availability of water throughout the day. 8. Ensure the availability of the dustbins and cleanliness of the classrooms in all aspects including the computer system, furniture, window panes, cobwebs on the walls etc. 9. Conduct biweekly / monthly meetings with all members to get the feedback and plan for further improvement.
28	Private Agency i) Security	PGT Economics I/C Mr. Hiralal Prasad Mr. Somraj	PGT (Economics) PGT (Chemistry) PRT	1. To supervise the duty, change of security guards and their availability. 2. Movement of students outside school during school hours. 3. Maintenance of permission slips for students for outside movement.

		Mr. Sudheer Kumar All Sub-Staff	Office Staff (SSA)	4. To verify and certify the bill submitted by the agency.
29	ii) Gardening (Harit Vidyalaya Team) & Beautification/ GSP Audit/ Green School	PGT Biology 2 I/C Mrs. Komal Kanak Ms. Anjali Mrs. Mahima Tiwari PGT Physics 3 TGT Biology Mrs. A Praveena Mrs. Mithlesh All Sub-Staff	PGT (Biology) TGT (Science) TGT (Science) TGT (Science) PGT (Physics) TGT (Biology) PRT PRT	1. To monitor the work and attendance of laborers provided by agency. 2. To verify and certify the bill submitted by the agency. 3. Maintenance and monitoring of garden and aquarium. 4. Beautification and horticultural development of the school campus.
30	Functional System of ICT/CAL/TAL/S D School Website/ Social media/ UBI/Sarn/ Photography / Film Show	Mrs. Neha Pathak I/C (Overall) Ms. Saba Naaz Mrs. Usha Kumari Mrs. Komal Kanak Mrs. Sreelakshmi Ms. Anarkali Nishad Mr. Ashwin Bhat Mr. Joseph Sunil Mr. Yashveer Mr. Gourav Pandey Mrs. Minakshi Bisen Ms. Moonam Rawat Mr. Naveen Kumar Ms. Shalu Jain Mrs. Tulsi Mrs. Swarnlata	PGT (Comp.Science) PGT (Chemistry) TGT (AE) TGT (Science) TGT (English) TGT (English) TGT (Sanskrit) TGT (SST) PRT PRT PRT PRT PRT PRT PRT	1. Maintenance and repair of computers 2. Updating the Vidyalaya Website, social media- X (Twitter), Facebook, Instagram, etc. 3. Uploading of the photographs and videos with a brief report/ captions. 4. To take print out and maintain record of e-class rooms, ICT/CAL/TAL classes. 5. To Update Saransh portal with the help of Class teachers of IX-XI 6. To take photographs of all important functions/ occasions/ events including morning assembly program 7. To take print out and maintain a register with a brief report of all important activities taking place in the vidyalaya. 8. To collect the photos and reports from various incharges of the various programme. 9. To display on the display boards 10. To take the photographs into stock & maintain it.
31	Teaching Aids & Audio -Visual Aids	Mrs. Shakha Thakur I/C Mrs. Anuja Bharadwaj	PGT (Geography) TGT (SST)	1. Purchase and maintenance of Teaching Aids. 2. To Ensure the usage of Audio- Visual and Teaching aids 3. To issue Audio- Visual aids to all the departments as per their requirement 4. To maintain record of use of teaching aids by teachers.
32	PA System	TGT (WE) Mr. Joseph Sunil I/C Mrs. Usha Kumari Mr. Manoj Kumar Physics department for	TGT (WE) TGT(SST) TGT (AE) TGT (Hindi)	1. To keep the PA system in good condition for the Morning Assembly and other important occasions/ program. 2. To train the students to use the PA system effectively. 3. Students from various classes to be trained.
33	<u>Subject Conveners</u> i) English ii) Hindi & iii) Mathematics iv) Science v) Social Science vi) Miscellaneous <u>Primary Section</u> i) English ii) Hindi iii) Mathematics iv) EVS	Mrs. Ranjana Pandey PGT Hindi/Mrs Shakuntla Mrs. Jaya Shaji Mrs. Rekha Devan Mr. KSP Reddy Mrs. Usha Kumari Mrs. Nivedita K Mrs. Mithlesh Mrs. A Praveena Mrs. S Malathi	PGT (English) PGT (Hindi) PGT (Math) PGT (Biology) PGT (History) TGT (AE) PRT PRT PRT PRT	1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance. 2. To check class wise monthly academic performance analysis & discuss for further course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. 4. Prepare the report on last working day of every month & submit it to Principal. 5. To keep a vigil on class wise progress of subject. 6. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to the subject concerned.
34	Laboratories i) Physics ii) Chemistry iii) Biology iv) Computer Labs v) Geography Lab vi) English Dept. vii) Math Lab viii) Junior Science Lab	Mr. Rashmi K I/C Mrs. Aruna Guvvada I/C Mrs. Rekha Devan I/C Mrs. Neha Pathak I/C Mrs. Shakha Thakur I/C Mrs. Ranjana Pandey I/C Mrs. Jaya Shaji I/C Mrs. Komal Kanak I/C	PGT (Physics) PGT (Chemistry) PGT (Biology) PGT (Comp. PGT (Geography) PGT (English) PGT (Math) TGT (Science)	1. Purchase of Lab equipment. 2. Maintenance of Laboratories & Departments 3. Display of prescribed practical in the lab. 4. Conduct of all activities as per the plan. 5. Maintain all records.
35	Science Department (i) NCSC (ii) Science Exhibition &	Mrs. Rekha Devan I/C All Science Teachers Mr. Rajendranath U I/C All Science Teachers	PGT (Biology) (PGT (Physics)	1. Ensure maximum participation of students in all these programs/ competitions. 2. Guide students to do innovative projects as per the KVS guidelines. 3. Based on the themes, train students to present qualitative projects. 4. Conduct school level competitions, select the best projects for the Cluster/ Regional level.

36	Anti-Sexual Harassment	Mrs. Rekha Devan I/C Mrs. Aruna Guvvada Mrs. Satya Tiwari Mrs. S Malathi NGO Member	PGT (Biology) PGT (Chemistry) TGT (Math) PRT	1. To address grievances received from the students, staff or parents on sexual harassment. 2. To maintain a register to enter all the details pertaining to complaints. 3. To conduct meeting on every Wednesday. 4. If there are no complaints the same should be recorded in the register. 5. If any case is received the matter should immediately be brought to the notice of Chairman VMC and DC KVS RO.
37	Complaint Box & Grievance Redressal/ SC/ST Cell	Mrs. P Subbalakshmi I/C (Overall) Mrs. Dorothy Roy I/C Mr. Rajendranath U Mrs. Deepa Manoj Nair Mrs. Bhagyalakshmi Mrs. Vasanthi Murali	Vice Principal PGT (English) PGT (Physics) TGT (English) Head Mistress PRT PRT	1. To keep a record of suggestions or grievances received from the students, staff or parents. 2. To maintain a register to enter all the details pertaining to complaints. 3. To conduct meeting on every Wednesday. 4. If there are no complaints the same should be recorded in the register.
38	Alumni, Fee Concession/ Fee Payment, Scholarship, etc.	Mrs. Nivedita K R I/C Mrs. Nirmala Joachim Mrs. S Malathi	PRT TGT (English) PRT	1. To coordinate with the Alumni association for paying fee of the students belonging to EWS/ BPL. 2. To seek assistance from the alumni for the infra-structural development of the vidyalaya To collect, maintain the data of students joining various professional colleges.
39	Partnership with Neighbouring Schools	Mrs. P Subbalakshmi Mr. KSP Reddy Mrs. S Malathi	Vice Principal PGT (History) PRT	1. Identification of a government school in the neighbourhood. 2. To constitute a Joint Action Committee. 3. List out the areas where resource sharing may be done. (Scholastic- and Co scholastic- 1) 4. Preparation of joint action plan for submission and approval of the DC. 5. Implementation of the activities. 6. Submission of periodical report.
40	Discipline	<u>Vice Principal / Senior PGTs</u> <u>/All Subject Convenors</u> Mrs. P Subbalakshmi I/C 1. Mrs. Rekha Devan I/C 2. Mr. KSP Reddy 3. Mrs. Shakha Thakur 3. Mrs. Sumitha S 4. Mr. Hiralal Prasad 5. PGT Hindi 6. Mrs. Deepa Manoj Nair 7. Mrs. Satya Tiwari 8. Mrs. Hemlata 9. Mr. Ramesh Kr. Chaurasia 10. Mrs. Sreelakshmi 11. Mrs. Bhagyalakshmi 12. All Class Teachers 13. Mr. Odeti Harikiran 14. All Sports Coach	Vice Principal PGT (Biology) PGT (History) PGT (Geography) PGT (Comp. Science) PGT (Chemistry) PGT (Hindi) TGT (English) TGT (Math) TGT (Math) TGT (Math) TGT (English) Head Mistress PRT	1. Checking of Late coming students. 2. Maintaining register and informing parents. 3. To monitor student activities in the school premises. 4. To maintain record of students with aggressive behavior. 5. To check nails / uniform / hairstyle of students. 6. To ensure no class is left without teacher during the day, discipline is maintained throughout the day. 7. While leaving vidyalaya, take round and submit report to the Principal that not child is left inside the classrooms / vidyalaya. Ground Floor monitoring - Mrs. Rekha Devan & Mr. Hiralal First Floor monitoring Mr. KSP Reddy & Mrs. Shakha Thakur Second Floor monitoring Mrs. Deepa Nair & Mr. Ramesh Kr. Chaurasia NCC Cadets will also be on duty as allotted by the I/C during arrival and dispersal of students, lunch break. Besides, as and when required they would be instructed to perform duty to monitor the students' discipline.
41	Transport Committee	Mrs. Usha Thakur I/C Ms. Shakuntala Ms. Vyanjana Mr. Manoj Kumar Ms. Ishika Ms. Shallu Jain Mr. Sandeep Mr. Somraj	TGT (English) TGT (Hindi) TGT (SKT) PRT PRT PRT PRT PRT	1. Class teachers to prepare the list of all students and the mode of transport used by them along with the vehicle number. 2. The phone number of the drivers of the private vehicle to be collected. 3. One copy of the same list will be submitted to the committee. 4. The committee will coordinate with the class teachers in case of any emergency. 5. The safe arrival and dispersal of the students must be ensured.
42	Child Rights Protection Cell / Team for CWSN/ DIVYANG/ Inclusive Education	Mrs. P Subbalakshmi I/C (Overall) Mrs. Rashmi K I/C Mrs. Jeya Chandra Mr. Deepanshu Mr. Somraj Special Educator Counsellor	Vice Principal PGT (Physics) PRT PRT PRT	1. Understand children's rights as human rights and create such awareness in the teacher community as well. 2. Disseminate positive reinforcement techniques like dialogue and counselling to discipline children. 3. Ensure that no corporal punishment happens in the school. 4. Take effective steps to stop negative stereotyping and discrimination. 5. Involve children in organising events. 6. Identifying and providing assistance on curriculum, options and subject selection to parents and students of class IX and above. 7. Coordinate planning processes and resourcing for CWSN.

43	Income Tax Calculation	Mrs. Preeti Dhama I/C Mrs. Rachna Phogat Mrs. Hemlata Mrs. Satya Tiwari Mrs. Nivedita K	PGT (Math) TGT (Math) TGT (Math) TGT (math) PRT	1. To Calculate Income Tax of Staff. 2. To Collect required documentry proof. 3. To display Monthly Amount of Tax and finalise IT by December
44	Evacuation Team, Search & Rescue	Mr. Hari Kiran I/C (Sports Dept.) Mrs. Sreelakshmi I/C (NCC) Mr. Somraj Sports Coaches Scouts & Guides Cubs & Bulbuls All class teachers	TGT (PH&E) TGT (English) PRT	1. Prepare students to respond to any emergency situation. 2. Address the safety concerns of the school and conduct safety drills during morning assembly. 3. Be aware of all locations of Fire extinguishers and emergency exits. 4. Twice in a year mock evacuation to be conducted to keep everyone aware and vigilant to face any critical situation.
45	Music & Girl Pipe Band Committee	Mrs. Anandamoyee Dutta I/C Mrs. Anuja Bharadwaj Mrs. Sreelakshmi Mr. Odeti Hari Kiran Mrs. Nivedita K Mr. Gourav Pandey Mr. Sunny Mr. Verma	PRT (Music) TGT (SST) TGT (English) TGT (PH&E) PRT PRT Sports Coach Bag Pipe Coach	1. Select the students for the Girl Pipe Band. 2. Procure the required instruments and train the students as per the need on a regular basis. 3. Ensure student's participation in various competitions organised from time to time. 4. Conduct practice session for musical instruments & singing. 5. Train and monitor the Band party students for proper usage of the drum set / bagpipe/ musical instruments during the morning assembly, and on other occasions. Coordinate during any cultural or specific program conducted at School/ Regional/ National Level.
46	Social Media & KVS Programme, Ministry Broadcasting & other Events	Mrs. Neha Pathak I/C Mrs. Dorothy Roy Mrs. Usha Kumari Comp. Instructor 1	PGT (Comp. Science) PGT (English) TGT (AE) Computer Instructor	To Coordinate all programs and ensure its smooth conduct in collaboration with the committees constituted.
	UBI Portal	Mrs. Neha Pathak I/C Mrs. Mahima Tiwari Mrs. Minakshi Bisen Mr. Gourav Pandey Comp. Instructor	PGT (Comp.Science) TGT (Science) PRT PRT Comp. Instructor	1. Timely updating of the UBI Portal. 2. To give necessary instructions to all class teachers for first verification and updating student's profile from time to time. 3. Update the new admission and TC cases as and when informed by the class teachers. 4. Maintain the list of fee defaulters and give instructions to the class teachers for necessary action.
47	UDISE Plus / SATS	Mrs. Sumitha S I/C Mrs. Satya Tiwari Computer Instructor Secondary Computer Instructor Primary	PGT (Comp. Science) TGT (Math) Computer Instructor Computer Instructor	1. To Monitor all the students and classes for updating the Udise+ website. 2. To give instructions and collaborate all class teachers for timely update. 3. To provide technical assistance whenever needed.
<p>1. All Conveners are requested to plan the work for the year with respect to Institutional Plan and Calendar of activities, involving other members of the committee and to intimate the same to Vice-Principal.</p> <p>2. Activities to be completed as per target dates & reported the undersigned on completion of tasks.</p> <p>3. All teachers are requested to co-operate with the conveners and ensure successful completion of program.</p> <p>4. All contractual teachers will be assisting in charge as & when required.</p> <p>5. All conveners are instructed to take up any other related work assigned by the Principal as and when required.</p> <p style="text-align: right;">PRINCIPAL</p>				
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