

PM SHRI KENDRIYA VIDYALAYA MEG & CENTRE, BENGALURU-560042

LIST OF COMMITTEE MEMBERS & THE DUTIES 2026-27

Coordinator: - Vice-Principal/Senior PGT

W.e.f : 01.04.2026

S. No.	Committee	Members	Designation	Duties
1	Academic Council & Administrative Council & VMC	Vice Principal, I/C / Senior PGTs		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 analysis. 6. Collection & distribution of study material. 7. DO letter preparation and dispatch. 8. Maintain appropriate standards of conduct of students, including suspending, and to levy penalties for disciplinary violations, subject to procedures of due process. 9. Coordinate and manage institutional advancement programs. 10. Ensure institutional resources are used in the most effective and efficient ways. 11. To assist in all other administrative works. 12. Plan for the VMC Meeting and ensure its smooth conduct as per the schedule and norms.
		All Subject Convenors		
		Mrs. P Subbalakshmi, Overall I/C	VICE PRINCIPAL	
		1. Mr. KSP Reddy	PGT (History)	
		2. Mrs. Monica Malhotra	PGT (Biology)	
		3. Mrs. Ranjana Pandey	PGT (English)	
		4. Mrs. Preeti Dhama	PGT (Math)	
		5. Mrs. Kamlesh	PGT (Hindi)	
		Mrs. Dorothy Roy (VMC)	PGT (English)	
		6. Mrs. Bhagyalakshmi R, I/C	Head Mistress	
		All Subject Convenors	PRT	
Mr. Sudheer Kumar	ASO			
2	PM SHRI SQUAAF & Implementation of NEP	Mrs. P Subbalakshmi, I/C (Overall)	Vice Principal	1. To carry out all the work related to PM SHRI 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 (HQR)
		Mrs. Monica Malhotra, I/C (PM SHRI)	PGT (Biology)	
		Mrs. Preeti Dhama, I/C (SQUAAF)	PGT (Math)	
		Mrs. Dorothy Roy (PM SHRI)	PGT (English)	
		Mr. Hiralal Prasad (PM SHRI)	PGT (Chemistry)	
		Mrs. Saba Naaz (PM SHRI)	PGT (Chemistry)	
		Mrs. Sreelakshmi A P (PM SHRI)	TGT (English)	
		Mr. Ashwin Bhat (PM SHRI)	TGT (Sanskrit)	
		Mrs. Satya Tiwari (SQUAAF)	TGT (Math)	
		Mrs. Bhagyalakshmi R I/C (Primary)	Head Mistress	
		Mrs. S Malathi	PRT	
		Mrs. Manu Pathak	PRT	
		Mrs. Nivedita B	PRT	
3	Admission Secondary Section & Primary Section (Balvatika Class I)	Mrs. P Subbalakshmi Overall, I/C	Vice Principal	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 required for fresh admission. 5. To make the entries in Admission register.
		Mrs. Vijayalakshmi G, I/C (Secondary)	PGT (Math)	
		Mrs. Saba Naaz	PGT (Chemistry)	
		Mrs. Monica Malhotra	PGT (Biology)	
		Mr. Joseph Sunil	TGT (SST)	
		Comp. Instructor	Comp. Instructor	
		Mrs. Bhagyalakshmi R Overall, I/C	Head Mistress	
		Mrs. Jeya Chandra, I/C (Class I)	PRT	
		Ms. Rajnesh	PRT	
		Mrs. A Praveena, I/C (Balvatika)	PRT	
		All Class Teachers of class I		
		All Balvatika Teachers		
Computer Instructor				
4	CPD & Samagam Portal	Mrs. Preeti Dhama, I/C (CPD)	PGT (Math)	1. Plan for the offline activities/ workshops for the calendar year. 2. Maintain records of all the sessions - Attendance sheet, report, photographs and videos. 3. Keeping a track of records and updation on the Samagam Portal, generation of final certificate and printing.
		Mrs. Vandana	PGT (Commerce)	
		PGT Economics	PGT (Economics)	
		Mrs. Nirmala Joachim	TGT (English)	
		Mrs. Indumathi K	PRT	
		Mrs. Manu Pathak	PRT	
		Mrs. Satya Tiwari, I/C (Samagam)	TGT (Math)	
		Mrs. Jeya Chandra, I/C (Samagam)	PRT	

Examination				
5	i) Internal	Mrs. Shakha Thakur I/C (Sec)	PGT (Geography)	<ol style="list-style-type: none"> 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 Balvatika to V, 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.
		Mrs. Preeti Dhama	PGT (Math)	
		Mrs. Rachna Phogat	TGT (Math)	
		Mr. Joseph Sunil	TGT (SST)	
		Mrs. Hemlata	TGT (Math)	
		Mrs. Usha Thakur	TGT (English)	
		Mrs. Usha	TGT (Hindi)	
		Ms. K M Vyanjana	TGT (Sanskrit)	
		Mrs. A Praveena, I/C (Primary)	PRT	
		Mrs. Alisha Gupta	PRT	
Mrs. Tulsi (Worksheet)				
5	ii) CBSE	Mr. Rajendranath Udaygiri, I/C	PGT (Physics)	<ol style="list-style-type: none"> 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. Fee collection for classes IX to XII as per the guidelines. 5. CBSE Result Analysis for classes X & XII. 6. To conduct PT Meeting for class X & XII
		Mr. Hiralal Prasad	PGT (Chemistry)	
		Mr. Asiht Kumar Mandal	TGT (Hindi)	
		Mr. Ashwin Bhat	TGT (Sanskrit)	
		Mr. Sidharth	Sub-staff	
5	iii) External-Olympiads/SOF, SPOT, LAT, VVM etc.	Mrs. Saba Naaz, I/C	PGT (Chemistry)	<ol style="list-style-type: none"> 1. To conduct all competitive examinations as per need & necessity. (SPOT- Subject Proficiency (Online) Test, VVM-Vidyarthi Vigyan Manthan, SOF- Student Olympiad Foundation, LAT- Learner's Achievement Test)
		Mrs. Usha Thakur	TGT (English)	
		Ms. K M Vyanjana	TGT (Sanskrit)	
		Mrs. A Praveena (LAT)	PRT	
		Mrs. Sanju G (SOF)	PRT	
Mrs. Sushila Yadav (Spell Bee)	PRT			
5	iv) NIOS	Mr. Vijendra Mahich, I/C	TGT (Hindi)	<ol style="list-style-type: none"> 1. Conduct of NIOS exams as per the schedule. 2. Dispatch of answersheets as per the instructions. 3. Completion of all official correspondence in a time bound manner.
		Mr. Deepanshu Yadav	PRT	
		Mr. Joseph Sunil	TGT (SST)	
		Mr. Gourav Pandey	PRT	
6	Time Table	Mrs. Aruna Guvvada, I/C	PGT (Chemistry)	<ol style="list-style-type: none"> 1. To prepare the Timetable as per KVS Norms- Class wise, Teacher wise and Day wise. 2. To make Daily arrangements for the teachers on leave/ on duty. 3. In- charge for certifying expenditure incurred on the engagement of part time teachers on contractual basis. 4. To keep the monthly record of arrangement/ substitution teacher wise. 5. To make special timetable, remedial time timetable as and when required/ as instructed by the Chair.
		Mr. Hiralal Prasad	PGT (Chemistry)	
		Mrs. Anjali	TGT (Science)	
		Mr. Manoj Kumar	TGT (Hindi)	
		Comp. Instructor	Comp. Instructor	
		Mrs. Indumathi K, I/C (Primary)	PRT	
		Mrs. Nivedita B	PRT	
		Mrs. Sarita Shukla	PRT	
Mrs. Manu Pathak	PRT			
7	External Activities, Events & Workshops	Mrs. Ranjana Pandey, I/C	PGT (English)	<ol style="list-style-type: none"> 1. To plan and conduct external activities (KVS, RO & outside KVS) and events as per the instructions from the Chair. 2. To Coordinate all programs and ensure smooth conduct and telecast of the program for students. 3. To prepare the e-banner, invitations, name placards, report and wide publicity on social media platforms. 4. Capture photos and videos of the events conducted. 5. Send report along with good quality photos and videos to the KVS, RO, Bengaluru / HQR, Delhi.
		Mrs. Neha Pathak	PGT (Comp. Sc.)	
		Mrs. Saba Naaz	PGT (Chemistry)	
		Mr. Ashwin Bhat	TGT (Sanskrit)	
		Mrs. Sreelakshmi A P	TGT (English)	
		Mrs. Minakshi Bisen	PRT	
		Mr. Gourav Pandey	PRT	
Computer Instructor	Comp. Instructor			
8	CLA - Secondary & Primary Section House Masters Associate House Masters Members	Mrs. Kamlesh, I/C (Secondary)	PGT (Hindi)	<ol style="list-style-type: none"> 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
		Mrs. Deepa Manoj Nair	TGT (English)	
		Mrs. Komal Kanak (Record of Activities- External & Internal)	TGT (Science)	
		Mrs. Usha	TGT (Hindi)	
		Mrs. Anarkali Nishad	TGT (English)	
		Class Teachers		
		House Masters & Associates of all four Houses		

9.		Mrs. Shiv Nanda, I/C (Primary)	PRT	important activities taking place in the school in the chronological order. (Both External and Internal Activities)
		Mrs. Moonam Rawat	PRT	
		Ms. Rajnesh	PRT	
		CLA Committee Members & All Class Teachers (Assembly)		
		Ms. Archana (CLA External Activities KVS)	PRT	
		Mrs. Moonam Rawat	PRT	
		Mr. Gourav Pandey	PRT	
9.	Pustakopahar Secondary & Primary	Mrs. Deepa Manoj Nair, I/C	TGT (English)	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.
		Mr. Asih Kumar Mandal	TGT (Hindi)	
		Mr. Sashikant Mishra	TGT (Librarian)	
		Mrs. Nivedita B, I/C	PRT	
		All Class Teachers		
10.	Tarunotsava	Mrs. Rashmi K, I/C	PGT (Physics)	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.
		Mrs. Vijayalakshmi G	PGT (Math)	
11.	VIDYANJALI & Alumni	Mrs. Sumitha S, I/C	PGT (Comp. Sc.)	1. To ensure the work is taken up as per the plan. 2. Updating of data as per the instructions. 3. To collect data from the alumni and coordinate with them.
		Mrs. Rashmi K	PGT (Physics)	
		Mrs. Nirmala Joachim	TGT (English)	
		Mrs. Nivedita B	PRT	
12.	PTM	Mrs. Nirmala Joachim, I/C	TGT (English)	1. To plan and conduct PTM as per the need and instruction from the Chair, and academic calendar of activities. 2. Maintain all records in collaboration with the class teachers..
		Mrs. Saba Naaz	PGT (Chemistry)	
		Mrs. Bhagyakakshmi R	Head Mistress	
		Mrs. Alisha Gupta, I/C	PRT	
		Ms. Samiksha	PRT	
13.	Staff Meeting (Writing minutes & keeping attendance)	Mrs. Sreelakshmi A P	TGT (English)	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
		Mrs. Deepa Manoj Nair	TGT (English)	
		Mrs. Usha	TGT (Hindi)	
		Mr. Manoj Kumar	TGT (Hindi)	

14	Club Activities	Mrs. Dorothy Roy, Overall I/C	PGT (English)	1. To prepare annual plan for clubs. 2. To prepare class wise magazines / subject wise
	i) Literary & Language Club	Mrs. Usha Thakur, I/C	TGT (English)	1. To organize spell bee contest, reading contest, quiz, storytelling, meet the author, Book Exhibitions, presenting book review. 2. To record all the activities conducted and to submit weekly report to the I/c.
		Mrs. Sreelakshmi A P	TGT (English)	
		Mr. Vijendra Mahich	TGT (Hindi)	
		Mr. Sashikant Mishra	TGT (Librarian)	
	ii) Health, Wellness & Eco Club	Mrs. Anjali, I/C	TGT (Science)	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.
		Mrs. Komal Kanak	TGT (Science)	
		Mrs. Saraswati	TGT (Science)	
		Nurse/Counsellor		
	iii) EBSB & Integrity Club	Mrs. Anuja Bhardwaj, I/C	TGT (SST)	1. To organize nature camps and maintain green space. 2. To conduct EBSB activities weekly basis as per the calendar and pairing State. 3. Segregation of wastes into degradable and non- biodegradable. 4. To record all the activities conducted and to submit weekly report to I/c.
		Mr. Joseph Sunil	TGT (SST)	
		Mr. Sandeep	TGT (SST)	
		Mrs. Deepti	TGT (SST)	
	iv) Performing & Visual Arts, Heritage Club	Ms. K M Vyanjana, I/C	TGT (Sanskrit)	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.
PGT Economics		PGT (Economics)		
Mrs. Usha		TGT (Hindi)		
v) Social Empowerment & Tourism Club	Mrs. Vandana, I/C	PGT (Commerce)	1. To plan for adventure activities and educational tours in and around the city. 2. To inform parents and obtain NOC for the same at the time of the trip.	
	Mr. Ashwin Bhat	TGT (Sanskrit)		
	Mr. Som Raj	PRT		
vi) Media & Journalism Club	Mrs. Anarkali Nishad, I/C	TGT (English)	1. To coordinate and prepare videos with voiceover on various activities conducted in the school - external and internal from time to time besides infrastructural development and creating awareness among stakeholders. 2. To train students to capture proper videos and prepare video	
	Ms. K M Vyanjana	TGT (Sanskrit)		
	Mrs. Nirmala Joachim	TGT (English)		
vii) STEM, SIM, Science & Math Club	Mrs. Mahima Tiwari, I/C	TGT (Science)	1. To plan and conduct activities as per the instructions and circulars received from time to time and as the plan chalked down for the academic year. 2. To prepare students for various activities and competitions.	
	PGT Physics	PGT (Physics)		
	Mrs. Rachna Phogat	TGT (Math)		
viii) Sports Club	Mr. Vijendra Mahich, I/C	TGT (Hindi)	1. To coordinate various sports activities conducted in the school from time to time. 2. To plan for Housewise sports activities. 3. To train students in specific sports as per their interest.	
	Mrs. Satya Tiwari	TGT Math		
	All Sports Coaches			
PRIMARY SECTION				
15	English Literary Club	Ms. Samiksha I/C	PRT	1. Plan activities aligned with the school's vision and academic calendar. 2. Guide and mentor students to participate actively and creatively. 3. Coordinate with faculty and administration for smooth execution. 4. Organize events, competitions with dignity and discipline. 5. Maintain records and reports of activities and achievements. 6. Ensure inclusivity and equal opportunities for all students. 7. Manage resources and logistics effectively and responsibly. 8. Evaluate outcomes and suggest improvements for future activities.
		All English Teachers		
	Hindi Literary Club	Mr. Sanju S I/C	PRT	
		All Hindi Teachers		
	Math Club	Mr. Gourav Pandey I/C	PRT	
		All Math Teachers		
	Eco Club	Ms. Ishika I/C	PRT	
		All EVS Teachers		
	Art & Culture Club	Mrs. Anandamoyee Dutta I/C	PRT	
		Mrs. Priscilla B	PRT	
Raj Bhasha		PGT (Hindi)	1. To attend to correspondence (KV letters with in the time frame) in Hindi 2. To follow policy guidelines. 3. To promote the usage of Hindi.	
	Mr. Asih Kumar Mandal	TGT (Hindi)		
	Mr. Vijendra Mahich	TGT (Hindi)		
	Mrs. Usha	TGT (Hindi)		
	Mr. Manoj Kumar	TGT (Hindi)		
	Ms. K M Vyanjana	TGT (Sanskrit)		
	Mr. Ashwin Bhat	TGT (Sanskrit)		
Mrs. Sangeeta Chauhan, I/C (Primary)	PRT			
Adolescent Education Program Guidance & Counseling	Mrs. Monica Malhotra, I/C	PGT (Biology)	1. To coordinate and conduct adolescent education program in the school 2. To attend all NAEP programs and to send monthly reports to KVS 3. To hold Guidance and Counselling program in the school 4. Career Guidance Program.	
	Mrs. Ranjana Pandey	PGT (English)		
	Mrs. Nirmala Joachim	TGT (English)		
	Mrs. Manu Pathak	PRT		
	Special Educator/ Counsellor All trained teachers			

17	Scouts & Guides	Mr. Sashikant Mishra, I/C	TGT (Librarian)	<ol style="list-style-type: none"> 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.
		Mrs. Hemlata	TGT (Math)	
		Mrs. Diksha	TGT (WE)	
		Mrs. Nivedita B, I/C (CUBS)	PRT	
		Mr. Gourav Pandey	PRT	
	Cubs & Bulbuls	Mr. Som Raj	PRT	
		Mrs. S Malathi, I/C (Bulbul)	PRT	
		Mrs. Moonam Rawat	PRT	
		Ms. Archana	PRT	
		Mrs. Sanju G	PRT	
NCC	Mrs. Sreelakshmi A P, I/C	TGT (English)		
	Mr. Ashwin Bhat	TGT (Sanskrit)		
	Sports Coach	Sports Coach		
18	Educational Tours	Mr. K S P Reddy, I/C	PGT (History)	<ol style="list-style-type: none"> 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 5. Arrangement of refreshments 6. Documentation of expenditure
		Mr. Vijendra Mahich	TGT (Hindi)	
		Mrs. Rachna Phogat	TGT (Math)	
		Mrs. Satya Tiwari	TGT (Math)	
		Mrs. Nivedita B, I/C (Primary)	PRT	
		All Class Teachers		
	Adventure Activities	TGT (P&HE) I/C	TGT (P& HE)	
		Mr. Joseph Sunil	TGT (SST)	
		All Sports Coaches		
19	Awakened Citizen Program	Mrs. Nirmala Joachim, I/C All Trained Teachers	TGT (English)	To complete all modules as per the schedule given and present report during inspection.
20	Functional System of ICT/CAL/TAL/SD School Website/Social Media/UBI/Sarn./Film Show	Mrs. Neha Pathak, Overall I/C	PGT (Comp. Sc.)	<ol style="list-style-type: none"> 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 monitor 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
		Mrs. Saba Naaz, I/C (Social Media)	PGT (Chemistry)	
		Mrs. Komal Kanak	TGT (Science)	
		Mrs. Anarkali Nishad	TGT (English)	
		Mr. Ashwin Bhat	TGT (Sanskrit)	
		Mr. Joseph Sunil	TGT (SST)	
		Mrs. Sreelakshmi A P	TGT (English)	
		Mrs. Minakshi Bisen (UBI)	PRT	
	Photography & Videography	Mr. Gourav Pandey (ICT/CAL/TAL)	PRT	
		Mrs. Shallu Jain (Social media, photography, etc)	PRT	
	Computer Instructors			
21	Library Committee	Mr. Sashikant Mishra, I/C	TGT (Lib)	<ol style="list-style-type: none"> 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. 4. To coordinate the NIE program.
		Mrs. Ranjana Pandey	PGT (English)	
		Mrs. Kamlesh	PGT (Hindi)	
		PGT Economics	PGT (Economics)	
		Mrs. Saraswati	TGT (Science)	
		Mrs. Rachna Phogat	TGT (Math)	
		Ms. K M Vyanjana	TGT (Sanskrit)	
		Mrs. Indumathi K (Primary Class Library)	PRT	
		Mrs. Pushpa Gandhi		
		Two Student Members		
22	Sports Committee	Mr. Hiralal Prasad / TGT (P&HE), I/C	PGT Chemistry/ TGT (P&HE)	<ol style="list-style-type: none"> 1. To plan and conduct Vidyalaya, regional & national level sports activities for both primary & secondary. 2. To conduct mini sports meet & sports day celebrations.
		Mrs. Satya Tiwari	TGT (Math)	
		Mr. Vijendra Mahich	TGT (Hindi)	
		Mr. Manoj Kumar	TGT (Hindi)	
		Mr. Som Raj	PRT	
		All Sports Coaches	Sports Coach	
		Mr. Deepanshu Yadav, I/C- Primary	PRT	

23	GeM	Mrs. Neha Pathak, I/C	PGT (Comp. Sc.)	<ol style="list-style-type: none"> 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.
		Mr. Rajendranath Udaygiri	PGT (Physics)	
		Mrs. Aruna Guvada	PGT (Biology)	
		Mrs. Monica Malhotra	PGT (Chemistry)	
		Mrs. Saba Naaz	PGT (Chemistry)	
		Mrs. Diksha	TGT (WE)	
		Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		Mr. Ashwin Bhat	TGT (Sanskrit)	
		Mr. Joseph Sunil	TGT (SST)	
		Mrs. Sangeeta Chauhan	PRT	
Mrs. Saubhagya Ravindranath	JSA			
24	Purchase & Condemnation	Mrs. P Subbalakshmi, I/C	Vice Principal	<ol style="list-style-type: none"> 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
		Mr. Rajendranath Udaygiri	PGT (Physics)	
		VMC Teacher Member		
		Mrs. Bhagyalakshmi R	Head Mistress	
		Department Incharge/Stock holder		
		Mr. Sudheer Kumar	ASO	
25	Accounts Committee	Principal/ Vice Principal - Overall Coordinator		<ol style="list-style-type: none"> 1. Budget Preparation & Monitoring – To ensure the school budget is planned, approved, and strictly followed. 2. Financial Record Keeping – To maintain accurate and transparent records of all income and expenditure. 3. Audit & Compliance – To review accounts regularly and ensures adherence to rules and regulations. 4. Resource Utilization Oversight – To monitor that funds are used effectively for student and institutional needs.
		Mrs. Vandana, I/C	PGT (Commerce)	
		Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		Mr. Sudheer Kumar	ASO	
		Mrs. Saubhagya Ravindranath	JSA	
26	Furniture	Mr. Ramesh Kumar Chaurasia, I/C	TGT (Math)	<ol style="list-style-type: none"> 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.
		Mrs. Vijayalakshmi G	PGT (Math)	
		Mr. Asih Kumar Mandal	TGT (Hindi)	
		Mrs. Hemlata	TGT (Math)	
		Mrs. Rachna Phogat	TGT (Math)	
		Mr. Sashikant Mishra	TGT (Lib.)	
		Mr. Sandeep I/C	PRT	
		Mr. Deepanshu Yadav	PRT	
Mrs. Moonam Rawat	PRT			
27	Publications i. Student Diary ii. School Magazine iii. News letter (iv) Class Magazine (v) Certificates, Invitation cards and ID cards	Mrs. Dorothy Roy I/C	PGT (English)	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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. <p>To plan & prepare certificates, invitation cards and IDs based on the requirement by following the KVS procedures.</p> <ol style="list-style-type: none"> 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.
		Mrs. Kamlesh	PGT (Hindi)	
		All Class Teachers (Primary & Secondary)		
		Mrs. Anarkali Nishad	TGT (English)	
		Mrs. Usha	TGT (Hindi)	
		Mr. Manoj Kumar	TGT (Hindi)	
		Ms. K M Vyanjana	TGT (Sanskrit)	
		TGT (AE)	TGT (AE)	
		Mrs. Usha Thakur I/C (ID Cards & Photos)	TGT (English)	
		Secondary Computer Instructor	Comp. Instructor	
		Mrs. Bhagyalakshmi R, I/C (Newsletter)	Head Mistress	
		Mrs. Jeya Chandra	PRT	
		Mrs. Shiv Nanda	PRT	
		Primary Computer Instructor	Comp. Instructor	
All Subject Committee Convenors / Class Teachers				

28	NIE & Publication of articles/ reports of significant events in the Newspaper	Mrs. Nirmala Joachim, I/C	TGT (English)	<ol style="list-style-type: none"> 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 in English, Kannada and Hindi Newspapers.
		Mrs. Usha Thakur	TGT (English)	
		Mr. Sashikant Mishra	TGT (Librarian)	
		Ms. Ishika, I/C	PRT	
		Ms. Archana	PRT	
		Mrs. Tulsi	PRT	
29	KVS Staff Quarters Allotment Committee	Mrs. P Subbalakshmi, Overall Coordinator	PRT	<ol style="list-style-type: none"> 1. Utilization of funds allocated by KVS towards maintenance of staff quarters 2. Report & get the required work of urgent nature done.
		Mrs. Shiv Nanda, I/C	PRT	
		Mrs. Diksha	TGT (WE)	
		Mr. Deepanshu Yadav	PRT	
30	Maintenance & Repair Civil & Plumbing Electrical Work	Mrs. Saubhagya Ravindranath	JSA	<ol style="list-style-type: none"> 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.
		Mr. Rajendranath Udaygiri, I/C	PGT (Physics)	
		Mr. Hiralal	PGT (Chemistry)	
		Mrs. Diksha	TGT (WE)	
		Mr. Sashikant Mishra	TGT (Lib.)	
		Mr. Manoj Kumar	TGT (Hindi)	
		Mr. Sandeep	PRT	
31	Arrival/Departure / Lunch Time Supervision/Transition Period/ Morning Assembly Supervision	Mr. Chanchalesh Pal	SSA	<ol style="list-style-type: none"> 1. The Subject Convenors to prepare the daily duty chart for all 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 department 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 department on duty would take a round, check all the classrooms and see that no student is inside the classroom. 7. The Discipline Committee and NCC Cadets will coordinate with the department on duty.
		Discipline Committee, NCC Cadets, Scouts & Guides		
		DEPARTMENT / CLASS ON		
		Monday- HINDI Dept. / Class I class Teachers	All Hindi & Sanskrit Teachers	
		Tuesday - ENGLISH Dept./Class II Class Teachers	All English Teachers	
		Wednesday -SCIENCE Dept./Class III Class Teachers	All Science Teachers	
		Thursday -MATH Dept./Class IV Class Teachers	All Mathematics Teachers	
Friday -SOCIAL SCIENCE Dept./ Class V Class Teachers	All Social Science Teachers			
32	House Keeping & Cleanliness Committee	Saturday -MISCELLANEOUS (Sports, WE, Art, Counsellors, Bobotile Teachers, etc.) / Non	All Miscellaneous Teachers	<ol style="list-style-type: none"> 1. To monitor the work and attendance of laborers provided by agency. 2. To verify and certify the bill submitted by the agency. 3. To inspect day to day sanitation condition. 4. To check the cleanliness of corridors, toilets. Toilets should be cleaned thrice a day. 5. To maintain sanitation report and review periodically 6. To report repair work (Civil / Electrical) to in charge. 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. Make a duty list corridor wise and near the washroom area for the members to monitor the cleanliness on a daily basis and submit report.
		Mrs. Deepa Manoj Nair, Overall	TGT English	
		Mrs. Rashmi K, I/C -2	PGT (Physics)	
		Mrs. Usha Thakur	TGT (English)	
		Mrs. Komal Kanak	TGT (Science)	
		Mrs. Deepti	TGT (SST)	
		Mr. Joseph Sunil (Procurement of)	TGT (SST)	
		Mr. Asihit Kumar Mandal	TGT (Hindi)	
		Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		Mrs. Anarkali Nishad	TGT (English)	
		Mrs. Anuja Bhardwaj	TGT (SST)	
		Mrs. Mahima Tiwari	TGT (Science)	
		Ms. K M Vyanjana	TGT (Sanskrit)	
		Mrs. Saraswati	TGT (Science)	
		Mrs. Usha	TGT (Hindi)	
		Mr. Manoj Kumar	TGT (Hindi)	
		Mr. Sandeep	TGT (SST)	
		Mrs. Sarita Shukla I/C (Primary)	PRT	
		Mr. Som Raj	PRT	
		Mrs. Tulsi	PRT	
Mrs. Shallu Jain	PRT			
Ms. Archana	PRT			
Ms. Samiksha	PRT			
Ms. Rajnesh	PRT			
House Keeping Staff				
Balvatika Caregivers				

33	Teaching Aids & Audio Visual Aids TLM	Mrs. Shakha Thakur I/C (Secondary)	PGT (Geography)	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 1. To ensure proper and effective usage of TLM for teaching learning activities on a daily basis
		Mrs. Anuja Bharadwaj	TGT (SST)	
		Mrs. Alisha Gupta, I/C (Primary)	PRT	
		Mrs. Moonam Rawat (TLM)	PRT	
		Ms. Samiksha	PRT	
34	PA System	Mrs. Diksha, I/C	TGT (WE)	To keep the PA system in good condition for the Morning Assembly and other important occasions/ program.
		Mr. Sidharth	Sub Staff	
		Physics Dept. for assistance		
35	Private Agency i) Security	Mr. KSP Reddy, I/C	PGT (History)	<ol style="list-style-type: none"> 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. 4. To verify and certify the bill submitted by the agency.
		Mr. Sashikant Mishra	TGT (Librarian)	
		Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		Mr. Gourav Pandey	PRT	
		Sports Coaches		
		All Sub-Staff		
	ii) Gardening & beautification: Herbal garden, Kitchen garden(Harit Vidyalaya Team) Green audit	Mrs. P Subbalakshmi, Overall Coordinator	Vice Principal	<ol style="list-style-type: none"> 1. To monitor the work and attendance of labourers provided by agency. 2. To verify and certify the bills submitted by the agency. 3. Maintenance and monitoring of garden and aquarium. 4. Beautification and horticultural development of the school campus. To conduct green olympiad, Green audit and other environment related activities.
		Mrs. Rashmi K, I/C	PGT (Physics)	
		Mrs. Komal Kanak	TGT (Science)	
		Mrs. Anjali	TGT (Science)	
		Mrs. Mahima Tiwari	TGT (Science)	
		Mrs. Saraswati	TGT (Science)	
		Mrs. S Malathi, I/C	PRT	
		Mrs. Sushila Yadav	PRT	
	Mrs. Tulsi	PRT		
All Sub-Staff				
Subject Convenors (Secondary Section)				
36	i) English	Mrs. Ranjana Pandey	PGT (English)	<ol style="list-style-type: none"> 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.
	ii) Hindi & Sanskrit	Mrs. Kamlesh	PGT (Hindi)	
	iii) Mathematics	Mrs. Preeti Dhama	PGT (Math)	
	iv) Science	Mrs. Monica Malhotra	PGT (Biology)	
	v) Social Science	Mr. KSP Reddy	PGT (History)	
	vi) Miscellaneous	Mrs. Anandamoyee Dutta, I/C	PRT (Music)	
	Subject Covenors	Primary Section		
	i) English	Mrs. Jeya Chandra	PRT	
	ii) Hindi	Mrs. Sangeeta Chauhan	PRT	
	iii) Mathematics	Mrs. Sarita Shukla	PRT	
iv) EVS	Mrs. Indumathi K	PRT		

Laboratories Dept.				
37	i) Physics	Mrs. Rashmi, K I/C	PGT (Physics)	<ol style="list-style-type: none"> 1. Purchase of Lab equipment. 2. Maintenance of laboratories. 3. Display of prescribed practical in the lab. 4. Conduct of practicals as per the schedule. 5. Conduct of various activities and ALS in English language. 6. Math Lab - Provide hands-on activities and interactive tools to strengthen conceptual understanding and problem-solving skills in mathematics. 7. Jr Sci / STEM Lab - Provide hands-on experiments and activities to nurture scientific curiosity and innovation among students. 8. AI / Smart Lab- Introduce learners to artificial intelligence tools and digital technologies for future-ready skills. 9. Vocational Lab - Equip students with practical training in trades and skills for career readiness and self-reliance.
	ii) Chemistry	Mrs. Aruna Guvvada, I/C	PGT (Chemistry)	
	iii) Biology	Mrs. Monica Malhotra, I/C	PGT (Biology)	
	iv) Computer Labs	Mrs. Neha Pathak, I/C	PGT (Comp. Sc.)	
	v) Geography Lab	Mrs. Shakha Thakur, I/C	PGT (Geography)	
	vi) English	Mrs. Ranjana Pandey, I/C	PGT (English)	
	vii) Math	Mrs. Preeti Dhama, I/C	PGT (Math)	
	viii) Jr Sci / STEM Lab	Mrs. Komal Kanak, I/C	TGT (Science)	
	ix) AI / Smart Lab	Mrs. Sumitha S	PGT (Comp. Sc.)	
	x) Vocational Lab	Mrs. Diksha	TGT (WE)	
38	Internal Complaint Committee (ICC)	AC, KVS, RO Concerned, Overall I/C	AC, KVS, RO, BGR	1. To address grievances received from the students, staff or parents on sexual harassment.
		Mrs. P Subbalakshmi, I/C	Vice Principal	2. To maintain a register to enter all the details pertaining to complaints.
		Mrs. Ranjana Pandey	PGT (English)	3. To conduct meeting on every Wednesday.
		Mr. Rajendranath Udaygiri	PGT (Physics)	4. If there are no complaints the same should be recorded in the register.
		Mrs. S Malathi	PRT	5. If any case is received, the matter should immediately be brought to the notice of Chairman, VMC and DC, KVS, RO.
		NGO Member		
39	Complaint Box & Grievance Redressal SC/ST	Mrs. P Subbalakshmi, Overall I/C	Vice Principal	<ol style="list-style-type: none"> 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/ weekly meeting. 4. If there are no complaints the same should be recorded in the register.
		Mrs. Monica Malhotra, I/C (Others)	PGT (Biology) PGT (English)	
		Mrs. Ranjana Pandey		
		Mrs. Vijayalakshmi G	PGT (Math)	
		Mrs. Manu Pathak	PRT	
		Mrs. Dorothy Roy, I/C (SC/ST)	PGT (English)	
		Mrs. Deepa Manoj Nair	TGT (English)	
		Mrs. Bhagyalakshmi R	Head Mistress	
Mrs. Nivedita B	PRT			
40	Alumni, Fee Concession/ Fee Payment, Scholarship, etc.	Mrs. Nivedita B, I/C	PRT	<ol style="list-style-type: none"> 1. To coordinate with the Alumni association. 2. To collect, maintain the data of students joining various professional colleges.
		Mrs. Rashmi K	PGT (Physics)	
		Mrs. Nirmala Joachim	TGT (English)	
		Mr. Vijendra Mahich	TGT (Hindi)	
		Mrs. S Malathi	PRT	
41	CS-54	Mrs. Hemlata, I/C	PGT (Math)	1. To check the fee entries in the attendance register/ Quarter class IX-XII
		Mrs. Rachna Phogat	TGT (Math)	1. To check the fee entries in the attendance register/ Quarter class VI-VIII
		Mrs. Satya Tiwari	TGT (Math)	2. To collect and record the particulars of students availing fee concessions.
		Mrs. A Praveena	PRT	1. To check the fee entries in the attendance register/ Quarter class Balvatika to V
		Mrs. Manu Pathak	PRT	
42	Income Tax Calculation	Mrs. Preeti Dhama, I/C	PGT (Math)	<ol style="list-style-type: none"> 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
		Mrs. Vijayalakshmi G	PGT (Math)	
		Mrs. Hemlata	TGT (Math)	
		Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		Mrs. Rachna Phogat	TGT (Math)	
		Mrs. Satya Tiwari	TGT (Math)	
		Mrs. A Praveena	PRT	
43	Partnership with Neighbouring Schools	Mrs. P Subbalakshmi, Overall I/C	Vice Principal	1. Identification of a government school in the neighbourhood.
		Mr. KSP Reddy, I/C	PGT (History)	2. To constitute a Joint Action Committee.
		Mr. Joseph Sunil	TGT (SST)	3. List out the areas where resource sharing may be done. (Scholastic- and Co scholastic)
		Mrs. Nivedita B	PRT	4. Preparation of joint action plan for submission and approval of the DC. 5. Implementation of the activities. 6. Evaluation of the activities.
44	Social Science Exhibition/ EBSB/ Kala Utsav	Mr. KSP Reddy, I/C	PGT (History)	<ol style="list-style-type: none"> 1. To organise school level activities and select students for Cluster level/ Regional level / National Level, and train them accordingly
		Mrs. Shakha Thakur	PGT (Geography)	
		Mrs. Vandana	PGT (Commerce)	
		PGT Economics	PGT (Economics)	
		Mrs. Anuja Bharadwaj	TGT (SST)	

		Mr. Joseph Sunil	TGT (SST)	them accordingly.
		Mrs. Deepti	TGT (SST)	
		Mr. Sandeep	TGT (SST)	
45	Science Exhibition/ SIM / INSPIRE / NCSC	Mrs. Saba Naaz, I/C (NCSC)	PGT (Biology)	1. To organise school level science exhibition and select students for Cluster / Regional / National Level. 2. To mentor students and prepare them for SIM, INSPIRE, NCSC, etc.
		Mr. Rajendranath Udaygiri, I/C (Science Exhibition)	PGT (Physics)	
		Mrs. Rashmi K	PGT (Physics)	
		Mrs. Aruna Guvvada	PGT (Chemistry)	
		Mr. Hiralal	PGT (Chemistry)	
		Mrs. Anjali I/C (INSPIRE)	TGT (Bio)	
		Mrs. Saraswati	TGT (Science)	
		All Science Teachers		
46	ATAL TINKERING LAB	Mrs. Diksha, I/C	TGT (WE)	1. To monitor the infrastructural development of the lab. 2. To ensure appropriate use of the lab for all classes. 3. To maintain a record of all activities.
		Mr. Rajendranath Udaygiri	PGT (Physics)	
		PGT Physics	PGT (Physics)	
		Mrs. Saba Naaz	PGT (Chemistry)	
		Mrs. Anjali	TGT (Science)	
		Mrs. Mahima Tiwari	TGT (Science)	
		Mrs. Saraswati	TGT (Science)	
47	Discipline	Mrs. P Subbalakshmi, I/C / Senior PGTs	VP	1. To check of Late coming among students. 2. To maintain a register and inform parents. 3. To monitor students' activities on the school premises. 4. To maintain record of students with aggressive behavior. 5. To check nails/uniform/hairdo of students. Ground Floor monitoring - Mrs. Kamlesh & Preeti Dhama First Floor monitoring Mr. KSP Reddy & Mrs. Dorothy Roy Second Floor monitoring Mrs. Deepa Manoj Nair & Mrs. Sreelakshmi A P
		All Subject Convenors		
		1. Mr. Asiht Kumar Mandal, I/C	TGT (Hindi)	
		2. Mr. KSP Reddy	PGT (History)	
		3. Mrs. Preeti Dhama	PGT (Math)	
		4. Mrs. Dorothy Roy	PGT (English)	
		5. Mrs. Kamlesh	PGT (Hindi)	
		6. Mrs. Usha Thakur	TGT (English)	
		7. Mrs. Deepa Manoj Nair	TGT (English)	
		8. Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		9. Mrs. Sreelakshmi A P	TGT (English)	
		10. Mr. Vijendra Mahcih	TGT (Hindi)	
		11. Mrs. Bhagyalakshmi R	Head Mistress	
		Sr. Primary Trs.		
		All Sports Coaches	Sports Coaches	
48	Transport Safety Committee	Mrs. Usha Thakur, I/C	TGT (Hindi)	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.
		Mr. Manoj Kumar	TGT (Hindi)	
		Mrs. Hemlata	TGT (Math)	
		Ms. Ishika	PRT	
		Mrs. Tulsi	PRT	
		Mr. Sandeep	PRT	
		Mr. Gourav Pandey	PRT	
49	Fire & Safety, Evacuation Team	TGT (P&HE) / Mr. Asiht Kumar Mandal, I/C	TGT (P&HE) / TGT (Hindi)	1. To train students about the safety precaution and evacuation in case of fire or any other calamity. 2. To get mock-drill done twice a year. 3. To ensure all precautionary measures are in place including fire extinguishers.
		Mr. Ramesh Kumar Chaurasia	TGT (Math)	
		Mr. Som Raj, I/C	PRT	
		All Class Teachers		
		Sports Coaches		
		Scouts & Guides, Cubs & Bulbuls		
50	Search & Rescue Team	Mrs. Sreelakshmi A P, I/C	TGT (English)	1. Prepare students to respond to any emergency situation. 2. Address the safety concerns of the school and conduct safety drills. 3. Be aware all locations of Fire extinguishers and emergency exits.
		Mrs. Hemlata	TGT (Math)	
		Mr. Sashikant Mishra	TGT (Librarian)	
		Mr. Deepanshu Yadav, I/C	PRT	
		Mr. Som Raj	PRT	
		Sports Coaches Scouts & Guides		
	Child Rights Protection Cell	Mrs. Monica Malhotra, I/C	PGT (Biology)	1. Understand children's rights as human rights and create such
		Mr. KSP Reddy	PGT (History)	

51	Inclusive Education	Mr. Deepanshu Yadav I/C (Primary) Special Educator/ Counsellor	PRT	<ol style="list-style-type: none"> 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.
52	Team for CWSN/ DIVYANG	Mrs. Monica Malhotra, I/C Mrs. Vijayalakshmi G Mrs. Usha Thakur Mr. Vijendra Mahich Mr. Som Raj Special Educator/ Counsellor	PGT (Biology) PGT (Math) TGT (English) TGT (Hindi) PRT	<ol style="list-style-type: none"> 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.
53	First Aid & Medical Team	Mrs. Mahima Tiwari, I/C Nurse Mrs. Rachna Phogat Mr. Manoj Kumar Ms. Ishika	TGT (Science) TGT (Math) TGT (Hindi) PRT	<p>To take care of medical eergenices and first aid for children's safety and well-being.</p> <p>To provide medical assistance.</p> <p>To inform parents in case of emergency.</p>
54	Music Band/ Girl & Boy Pipe Band Committee	Mrs. Anandamoyee Dutta, I/C Mrs. Nivedita B Mr. Joseph Sunil Mr. Sunny Mr. Verma Mrs. Sarita Shukla Mr. Som Raj	PRT (Music) PRT TGT (SST) Sports Coach Bagpipe Trainer PRT PRT	<ol style="list-style-type: none"> 1. Select the students for the Girl /Boy 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. 6. Coordinate during any cultural or specific program conducted at School/ Regional/ National Level.
55	UDISE PLUS/ SATS/ PEN/STS/ APAAR	Mrs. Sumitha S, I/C Mrs. Mahima Tiwari Ms. Samiksha, I/C (UDISE PLUS) Ms. Rajnesh, I/C (APAAR/ PEN) Mr. Gourav Pandey Mrs. Minakshi Bisen I/C (Primary) Mr. Deepanshu Yadav (SATS) All Computer Instructors	PGT (Comp.Sc.) TGT (Science) PRT PRT PRT PRT 	<ol style="list-style-type: none"> 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.
56	Food & Refreshment Committee	Ms. Saba Naaz, I/C Mrs. Dorothy Roy, I/C - 2 Mrs. Shiv Nanda, I/C - 3 Mrs. Anjali Mrs. Alisha Gupta Mrs. Sangeeta Chauhan Mr. Som Raj Sub Staff	PGT (Chemistry) PGT (Physics) PRT TGT (Science) PRT PRT PRT	<ol style="list-style-type: none"> 1. Discuss and plan for the arrangement of food and refreshment for all activities at school level, Cluster level, Regional and National level program through GeM. 2. Coordinate with the food supplier. 3. Timely settlement of bills as per the norms.
57	Recruitment of Contractual Staff	Mrs. P Subbalakshmi, Overall Coordinator Mrs. Dorothy Roy, I/C Mrs. Kamlesh Mrs. Rachna Phogat Mrs. Bhagyalakshmi R	Vice Principal PGT (English) PGT (Hindi) TGT (Math) Head Mistress	<ol style="list-style-type: none"> 1. Planning for the interview of contractual staff as per the existing vacancies. 2. Wide publicity through the advertisement in Hindi & English in the newspaper, website and social media. 3. Keeping all documents ready as per the requirement. 4. Compiling of the documents and informing the selected candidates.
58	Decoration & Welcome Committee	Mrs. Rashmi K, I/C Mrs. Diksha Mr. Ashwin Bhat Mrs. Anarkali Nishad Mrs. Anjali Mrs. Usha All Balvatika Teachers	PGT (Physics) TGT (WE) TGT (Sanskrit) TGT (English) TGT (Biology) TGT (Hindi)	<ol style="list-style-type: none"> 1. To plan and do the stage /venue decoration as per the requirement. 2. To make Rangoli and arrangement of lamp, etc. 3. To prepare name boards for the special guests. 4. To prepare banner and e-banner. 5. To make arrangement for Purnakumbh for special guests. 6. To prepare welcome cards and files. 7. To purchase materials required through GeM portal. 8. To get ready the welcome board. 9. Arrangement for red carpet welcome.
	Primary Section Sports Medical Health	Mrs. Shallu Jain I/C Ms. Archana Mr. Som Raj Mrs. Sarita Shukla I/C	PRT PRT PRT PRT	<p>Ensures smooth academic and co-curricular functioning for young learners.</p> <ol style="list-style-type: none"> 1. Sports – Promotes physical fitness and organizes games and athletic activities. 2. Medical Health & Check-up – Conduct regular health check-ups and maintain student medical records. 3. Provide mentoring support to enhance student learning and well-being. 4. Toy Library – Facilitate play-based learning through access to educational toys

59	CMP	Mr. Sandeep	PRT	and resources.
		Ms. Ishika	PRT	5. NIPUN– Strengthen foundational literacy and numeracy skills in early grades.
		Ms. Samiksha	PRT	6. ORF (Oral Reading Fluency) – Improve students’ reading speed, accuracy, and comprehension through practice.
	Toy Library	Mrs. S Malathi, I/C	PRT	7. PBL (Project-Based Learning) – Encourage inquiry and teamwork by engaging students in hands-on projects.
		Mrs. Indumathi K	PRT	
	NIPUN	Mrs. Nivedita B, I/C	PRT	To ensure its appropriate usage and maintenance of the equipments.
	ORF	Mrs. Sushila Yadav, I/C	PRT	
	PBL	Ms. Samiksha, I/C	PRT	
	Children's Park	Mr. Som Raj, I/C	PRT	