

COMMITTEE FOR THE SESSION 2024-25

Sr No	Committee	Secondary	Primary	Duties
1	ADMISSIONS	TC & CLASS XI : 1. Mrs. Tresa Joseph 2. Mrs.V. Sunitha (I/C) 3. Ms. Shipra Singh 4. Mr Pramod Kamble 5. Jairaj Raghavendra Hegde		To check all documents vigilantly, Recommend Granting admission to students based on application received and as per KVS Admission Guidelines. Maintain proper record of all registration and admission. Submit monthly report on students enrolment position and student vacancy position to the office and to the Website I/C.
		CLASS 1 & BALVATIKA 1. Mrs. Tresa Joseph 2. Mr Vimal Sharma (I/C) 3. Mr. Chetan Astekar	1. Ms. Gayatri M (I/C) 2. Mrs. Renuka K 4. Mrs Ritu Rani 5. Ms. Riya Singh 6. Ms. Diksha Gupta 7. Ms. Sweta Singh 8. Shalini Goswami	
2	1. Examination (Internal) & PTM	1. Mr. Prakash Patil I/C 2. Mr. Samrat Kamble 3. Mr. Suraj Magdum J 4. Mr Ajay Kumar	1. Mrs. Preeti (I/C) 2. Mrs. Sarojini. H 3. Mr. Devender 4. Ms.Sudha	Smooth conduct of examinations , timely submission of required data/reports,ensure vigilant evaluation, ensure correction of answer sheets in time, coordination with the class teachers and subject teachers and maintenance of examination records , filling up the google sheet with the data, that is to be sent to RO from time to time.
	2. CBSE, SAFAL, SQUAF	1. Mrs. G K Vinayagam, I/C 2. Mr. Satish Kumar 3. Mr. Rahul Karkera	NA	VIGILANT CONDUCT OF ALL CBSE EXAMINATIONS AS PER CBSE RULES, TIMELY COMPLETION OF Registration and all other ONLINE task including OASIS assigned by CBSE of the students and quick correspondence with CBSE whenever needed. Timely and accurate completion of CBSE Registration. To ensure that CBSE Registration is done as per the school records.(No mismatch in CBSE and school records) Appointment of checkers for Registrations of Class IX to XII
3	Time Table and Leave Arrangement	1. Mr. Satish Kumar S (I/C) 2. Mr. Vimal Sharma 3. Mrs. CH. Vijayashree 4. Mr. Chetan Astekar	1. Mrs. Hemlata N (I/C) 2. Mrs. Renuka K	Prepare the time - table and modify it as and when a need arises. Daily arrangement against teachers on leave for smooth functioning of school without chaos.
4	Morning Assembly	1. Mr. B.S.Bhosge 2. Mrs. Biji T V (I/C) 3. Vishnu Ningangoud 4. Mr. Nand Kishor 5. Mr S A Bhende 6. Yoga Instructor 7. Mr. Avinash Kumar Singh	1. Mrs. Subhadra N (I/C) 2. Mr. Bhuvnesh 3. Class teacher on duty	Organize daily morning assembly in a presentable manner ensuring maximum participation of students with a view to bringing out the innate talents and encouraging them for further enrichment

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5	CCA/STUDENT COUNCIL/Celebration of important days & KVS activities	1. Mr. B.S.Bhosge 2. Mr. Bhujabali M 3. Mrs. Jyoti K 4. Mr. Nand Kishor 5. Mr. Vishnu N 6. Mrs. Chintapalli Vijaya Shree	1. Mrs. Subhadra N (I/C) 2. Mrs. Bhagyashree S 3. Ms. Riya Singh	House Distribution, Prepare CCA Calendar of Activities, organize activities at regular interval and encourage students to participate in all the Co-Curricular activities of the Vidyalaya. Decorate all Display Boards, Conduct of activities like Bhasha Sangam , Important days, Teachers day, Childrens day, . Farewell etc. and Other Programmes given by RO , HQ. or cbse AND PROPER MAINTAINANCE OF RECORDS
6	Quarter Allotment & Quarter Maintenance	1. Pramod Gulab Kamble 2. Mr. Mahesh Kumar Jat 3. Mr. Maxwell H	1. Mrs. Sarojani H 2. Ms. Deepshika	Prepare panel, Recommend Quarter Allotment to Eligible Staff, maintain inventory of staff quarters, check quarter Recommendation for Quarter Maintenance.
7	Scouts & Guides, Cubs And Bulbul	1. Mr. S.A.Bhende (I/C) 2. Mr. Samrat K 3. Mrs. Jyothi Koshti 4. Mr. Vimal Sharma	1. Mrs. Anjum Shaikh (I/C) 2. Mrs. Sarojani H 3. Mrs. Renuka K	Ensure adequate enrolment of students as scouts and guides as per guidelines. Ensure participation in all activities as per instructions from KVS. Smooth conduct of all the activities related to Scout and Guide , Encouraging students for maximum participation , maintainance of records.
8	Adventure and Excursion / Field Trip/ Exposure Visit/ transport arrangement	1. Mr. Jairaj Hegde (I/C) 2. Mr. Bhujabali M 3. Mr. Shashank N Rao 4. Mr. Vishnu N 5. Ms. Tanvi Manchanda	1. Mrs Sarojani H (I/C) 2. Mr. Devender	Plan yearly picnics, adventure activities and excursions. Arrange the planned programmes taking care of the security of the children and usefulness to the students.
9	Medical check-up, Deworming, counselling, Health & Hygiene, First Aid and Civic Sense	1. Mrs. Reena Kumari (I/C) 2. Mrs. Preeti Yadav 3. Mr. Shashank Rao 4. Mr Sukhdev Singh 5. TGT Sci-4 6. PGT Chem-2 5. Nurse	1. Mrs. Pinki 2. Ms. Pranati Singh	To ensure the availability of the First Aid Equipment in Medical Room, sports room and HM room. Conduct Medical check-up, organize counselling session for students, sensitize students for the health and hygiene etc. Instant and Prompt action wherever medical Aid required, Monitoring the requirements of medicines , Medical check up (twice) in a year.
10	Discipline & Punctuality enforcement & Checking of uniforms	1. Mr. Avinash K Singh (I/C) 2. Mr. Rahul K 3. Mr. M Deshpande 4. Mr. Mahesh K Jat 5. Mrs. Sunil Kumari 6. Mrs. Kamlaxi G 7. Sukhdev Singh 8. All class teachers	1. Mr. Gyan Prakash 2. Ms. Shalini G Sports Coaches	Maintainance of discipline of the students throughout the day, at the time of arrival of the students, departure of the students and during lunch break, Maintainance of records of Indisciplined students, action taken, follow up, interaction with the parents , coordination with the class teacher and timely report to Principal/V.P/HM, Monitoring of the activities of the students inside and outside the class, Monitor the functioning of the council of volunteers. Maintain discipline during morning assembly as well as during any special programmes. Check uniform & cleanliness of students.

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11	Examination (NIOS)	1. Dr. Suresh H (I/C) 2. Mr Vimal Sharma 3.Mr. Rahul K 4.Mr. Ajay Kumar 5.Mr.Tribhuwan P	1. Mr Ravindra Vaze 2. Subhadra N 3. Renuka K	Conduct NIOS Practical and Theory Exams as per the norms.
12	Implementation of PM SHRI Scheme	1.Mrs. Tresa Joseph 2.Mr. Satish Kumar S (I/C) 3. Mr Vimal Sharma 4.Mr.Mahesh K Jat 5.Mr. S A Bhende 6.TGT (AE) 7.Mr. Suresh H	1. Mr Ravindra Vaze	Implementation of PM SHRI.
13	Cleanliness Monitoring.	1.Reena Kumari I/C 2.Mr S A Bhende 3. Mr. Pramod Kamble 4.Mrs. Jyoti Khoshti 5. Ms. Tanvi Manchanda	1. Mr. Amit Kumar 2. Mr. Jeevan 3. Ms. Kiran	Monitoring work of security guard, Sweepers and gardener on daily basis, check their attendance and verify the bill produced by the Agency and submit to the office.To allot wingwise duty to conservancy staff, maintain the record of daily clealing of class rooms, departments, toilets,staff room,principal room, coomon area in and around the vidyalaya, drinking water points etc
14	Maintenance & Repair of Vidyalaya Campus, Staff Quarter	1.Mr. S A Bhende (I/C) 2.Mr. Suraj Magdum 3.Mr. Avinash Singh 4.Mr. Samrat Kamble	1.Ms. Pranci Tripathi 2. Ms. Bharti, 3. Mr. Amit Kumar	Ensure timely maintenance of the Vidyalaya Building. Recommend maintenance, repair and construction work required for the Vidyalaya, Supervise the work as and when they are undertaken..Maintain the records of all work
15	Purchase committee	1.Mr. Rahul K (I/C) 2.Mr.S A Bhende 3.Mr. Avinash Kumar 4.Mr.Mahesh Jat 5.Dr. Suresh H	1. Mrs Bhagyashree S 2. Mr. Jeevan	Collect details for purchasing any item for the vidyalaya and ensure the quality and usability of the item for the benefit of the vidyalaya.
16	Beutification of the Vidyalaya	1. Mrs. G K Vinayagam I/C 2.Mr. S A Bhende 3. TGT AE 4. Ms. Tanvi M 5. Ms. Shipra 6.Mrs. Kamlaxi G 7. Mrs. Biji T V		Beutification of school garden/corridors and registering in GSP Audit and completion of audit

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17	Furniture	1.Mr.Shashi Bhooshan (I/C) 2.Mr. Ajay Kumar 3. Mr. Mahesh Kumar jat 4. Mr. Shivam Singh 5.Mr. Sukhdev Singh 6 Ms. Shipra 7. Mr. Nandkishor	1Mrs. Renuka K 2. Mrs. Preeti 3. Ms. Kiran 4.Ms. Sweta Singh	Supervise and ensure proper upkeep of all furniture of the vidyalaya. Report any breakage of furniture, window panes, floor etc. and make all efforts to identify the faulty student.Proper recording,verification of the furniture of the entire school , maintanance of furniture register , repairing of broken furniture
18	LM (CMP, BALASABHA)		Mrs. Subhadra	
19	Library	1.Dr. Suresh H (I/C) 2. Mrs. Biji T V 3.Mr. Shivam S 4.Mrs. Kamlaxi G 5.Mr.Vishnu N 6. Ms. Aparna Dubey	1. Ms. Sonal 2. Ms. Diksha	Keep the vidyalaya library in a presentable manner by arranging the furniture and books in proper order. Keep stock of all the books and display list of new arrivals in notice boards and in library display board as soon as they are procured. Suggest useful books from all strems which could be of use for students as well as teachers. The suggestioons from students could also be sought while making recommendations.
20	Photography, Digitization & Uploading on website / Social media	1.Ms. Tanvi M (I/C) 2. Mr. Tribhuvan P 3. Mr. Ajay Kumar All Comp Instructors.	1. Mr Jeevan 2. Computer Instructor	To Ensure the photography of events of Vidyalaya and Uploading photos and videos on website& social Media
21	ACTIVITY ROOM		1. Mrs Renuka K	Decoration and Beautification of Room and maintaining all records
22	Eco Club & School, Beautification Club, Green School, Prog. GSP Audit	1. Mrs. G K Vinayagam (I/C) 2.Mr. Jairaj Hegde 3.Mr. Sukhdev Singh 4.Mrs. Jyoti K 5.Mrs. Preeti Yadav 6. Mr Shashank Rao 7. TGT scie-4 8. TGT Scie-5	1. Ms Ritu 2 Mrs Bharati	Place recommendations on giving a better image for the Vidyalaya. Maintain all the gardens of the Vidyalaya with the help of the gardener. Plant seasonal flowering plants recommend purchase of flowering plants, manure and fertilizers.
23	Student ID card Printing and Distribution	1. Mr. Shivam Singh (I/C) All Class Teachers All Comp Instructors. 2. Mr. Suraj Magadum	All Class Teachers Computer instructor	Market survey, design of ID Card, rate fixing, collection of ID Card preparation charges, distribution and manintaing all records.
24	Staff Club	1.Mr. Pramod Kamble 2. Mr Vishnu N 3. Mrs. Jyoti Khoshti All staff members of school		Staff welfare activities

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25	Life Skills Disha & AEP Club	1.Mr. Jairaj Hegde (I/C) 2.Mr.Chetan Astekar 3.Mrs.CH. Vijayashree 4. Ms. Tanvi Manchanda 5. Mrs. Reena Kumari 6.Mrs. Sunil Kumari 7. PGT Phy 8. PGT Che 9. TGT Scie-4 10. Nurse		Arranging Guidance sessions , arrangement of activities, seminars, lectures etc to inculcate life skills in students and proper records, Conduct guidance counselling sessions related to AEP
26	Vidyalaya Swacchata Mission & Cleanlines Club & Health Wellness	1. Mrs. Pushpa Nigam (I/C) 2.Mrs Reena Kumari 3. Mrs Jyoti Koshti 4. TGT Scie-5 5. Mr. Shivam S 6.TGT Maths -6 7. Mrs. Sunil Kumari 8. Mrs. Kamlaxi G 9. Ms. Tanvi Manchanda 10 Mr. Nandkishor J 11. Mr. Sukhdev Singh	Ms. Gayatri & team	Supervise the Cleanlines of the classes, corridors, walls and toilets and report any deficiency to the principal on daily basis Report any breakage of furniture, window panes, floor etc. and make all efforts to identify the faulty student. To allot wingwise duty to teachers and conservancy staff
27	Preperation of CS 54, Fees and Fine Checking	1. Mrs. Tresa Joseph 2. Mr. Shivam Singh Mr. Suraj Magdum	Mrs. Pinky	To the check the fee details from UBI PORTAL and to inform teachers about the fee defaulters, to ensure that all students of the school have paid the fees
28	SPC Student police Cadet Programme	1. Mr Avinash Kumar Singh		As per instruction of KVS/ Higher authorities.
29	School Website Updating/ ICT Committee/ E- Content/ E- Gadgets/ Social Media Platform maintenance	1. Mr Vimal Sharma (I/C) 2. Members of CCA 3. Sports Incharges All Computer Instructors	1. Ms Himani 2. Computer Instructor 3. Members of CCA 4. Sports Incharges	Update the Vidyalaya webiste with required and relevant information. Ensure proper usage of the webiste. Maintain the computer Labs in a neat and tidy manner. Ensure proper working of all computer systems and peripherals. Help in proper digital documentations of the Vidyalaya as per requirements.
30	Income Tax calculation GST, TDS etc	1. Mr Rahul K (I/C) 2. Maxwell H	1. Mr Ravindra Vaze	To prepare and maintain income tax detail of all the employees of the Vidyalaya.
31	Sports & SBSB	1. Mr Avinash Singh (I/C) 2. Mr Mahesh Jat 3. Mr Tribhuvan P 4. Yoga Coach All Sports coaches	1. Mr. Debender 2 Ms. Pariniti 3. Sports Coach	Provide guidance for students by organizing sports and games activities at Vidyalaya level as well as Cluster and national level. Ensure participation of students in all games as per instructions from KVS.Celebration of Sports day, smooth conduct of various sports activities throughout the year with complete safety and security of the students, maintainance of proper records

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32	CCT Reader Club & ENGLISH Subject Committee	1. Mrs Sunitha V (I/C) 2. Mrs. Biji T V 3. Mr. Samrat Kamble 4. Mr. Pramod Kamble 5. Ms. Aparna Dubey 6. Mr. Bhujabali M Mr. Vishnu Ninganagoud	1. Mrs Anjum Shaikh	To organise subject committee meetings to discuss & interact syllabus, question paper pattern, syllabus completion, difficulty, improvement, innovation, use of ICT- Worksheets- Activity Sheets, Basic skill in particular subject in the light of Back to basis, CCT implementation and Demo lessons
33	CCT Reader Club & HINDI Subject Committee.	1. Mrs Pushpa Nigam (I/C) 2. Mr Bharatesh Bhosge 3. Mr. Tribhuvan Punetha 4. Mrs. Kamlaxi G 5. Mr. Suraj M 6. Mrs. Jyoti Koshti 7. Mr Nand Kishor 8. Mrs Sunil Kumari	1. Mrs. Pinky K	To organise meetings to discuss & interact syllabus completion, difficulty, improvement, innovation, use of ICT-worksheets - Activity Sheets, Basic Skill in particular subject in the light of Back to Basics and Demo lessons.
35	MATHEMATICS Subject Committee and other exams/Olympiads related maths	1. Mrs Reena Kumari (I/C) 2. Ms. Shipra Singh 3. Mr. M A Deshpande 4. Mr. Chetan A 5. Mrs. Chintapalli Vijaya Shree 6. Mr. Shivam Singh 7. Ms. Tanvi Manchanda	1. Mrs. Sarojani	To organise meetings to discuss & interact syllabus completion, difficulty, improvement, innovation, use of ICT- worksheets - Activity Sheets, Basic skill in particular subject in the light of back to basics and demo lessons. To organise Maths exhibitions, Olympiad, and all activities related to Maths.
36	SCIENCE Subject Committee and CCT Science Club Olympiad, Science exhibition & other exams	1. Mrs G K Vinayagam (I/C) 2. Mrs. Satish Kumar 3. Mr. Jairaj Hegde 4. Mr. Shashank N Rao 5. Mr. Sukhdev Singh 6. Mrs. Priti Yadav 7. TGT Scie-4 8. TGT Scie-5 9. Mr. Vimal Sharma	1. Mrs. Bhagyashree	To organise meetings to discuss & interact syllabus, pattern of question paper, syllabus completion, difficulty, improvement, innovation, use of ICT- worksheets - Activity Sheets, Basic skill in particular subject in the light of back to basics and Demo lessons. To arrange Science exhibition NCSC, Inspire, Science Olympiad and other science activities
37	SOCIAL SCIENCE Subject Committee	1. Mr. Rahul Karkera 2. Prakash Patil 3. Mr. Shashibhooshan 4. Mr. Ajay Kumar 5. Mr. Mahesh Jat 6. TGT So St 7. TGT (Eco)		To organise meetings to discuss & interact syllabus, pattern of question paper, syllabus completion, difficulty, improvement, innovation, use of ICT- worksheets- Activity Sheets, Basic skill in particular Subject in the light of Back to Basics and Demo lessons.
38	NIPUN BHARAT		1. Mrs. Hemlata N 2. Mrs. Anjum Shaikh	As per instruction of KVS/Higher authorities

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39	Rajbhasha Samiti	1. Mrs. Pushpa Nigam (I/C) 2. Mr. Tribhuvan P 3. Sakshi, JSA 4. Mr. Nand Kishor 5. Mr. Maxwell H <u>All Hindi & Sanskrit teachers</u>	1 Mr. Amit 2. Mr. Gyanprakash	Collect articles from students and teachers Scrutinize the articles received and arrange them for the timely publication of the Vidyalaya Patrika Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika. Encourage the use of HINDI in day to day life and official tasks.
40	Internal complaint Committee Sexual Harassment against women employees.	1. Mrs. Tresa Joseph 2. Mrs. G K Vinayagam (I/C) 3. Mrs Sunitha V 4. Mrs Sunil Kumari 5. Mrs. Reena Kumari	1. Mrs Hemlata 2. Mrs Anjum S	To report to the principal immediately follow the procedures and take necessary measures as per the need sexual harrasment.
41	Sexual offences against children (POCSO Act) & child safety and security. ICC	1. Ms. Shipra Singh (I/C) 2. Ms. Aparna Dubey 3. Mrs. CH Vijayashree 4. Dr. Suresh H 5. Mr. Vishnu N	1. Mr. R Vaze 2. Mrs Hemlata	Develop improved response system and alert administrative machinery is required to take immediate action on reported cases of misbehaviour. Close monitoring of academic performance and psychological behaviour particularly in cases of sudden decline in performance, lack of interest, depression and aloofness should be noticed to give proper counselling to the children.
42	Media, Press & Local newspaper Publishing	1. Mr Bhujabali M (I/C) 2. Mrs. Sunitha V 3. Mr B S Bhosge 4. Members of CCA Committee	1. Ms Sonal 2. Ms Ritu 3. Members of CCA Committee	Prepare Press Note and Sending to Media.
43	P A System & Electrical repairs & Connections. Water Management including upkeep of R.O./Aqua guards/Pump House/Water coolers etc.	1. Mr S A Bhende (I/C) 2. Mrs. Biji T V 3. Mr. Avinash 4. Mr. Pramod Kamble 5. Ms. Tanvi 6. Mr. Tribhuvan P 7. Chetan Astekar	1. Mr. Bhuvnesh 2. Mrs. Preeti 3. Mrs. Pinky	Ensure proper installation and operations of P A system during morning assembly and during special programmes. Supervise proper functioning of all electrical installations and sanitation in toilets. Report any damage to the installation in time. Recommend purchase of items in PA System and electrical and sanitary equipment. To ensure that pure drinking water is available to the students. Monitoring the cleanliness of the area near the source of drinking water, water filters etc on daily basis. Date of Cleanliness of Water Tank, water coolers, filters etc regularly.
44	Student Dairy	1. Ms. Biji PGT (ENG) I/C 2. Mrs Pushpa Nigam 2. Mr. Bhujabali M 3. PGT Eco 4. Mr. Sukhdev Singh		Procurement and distribution of students dairy
45	Resource Room/ CMP Room		1. Ms. Riya Singh 2. Ms. Pranci Tripathi	

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46	Vidyalaya Patrika	1. Mrs Pushpa Nigam 2. Mrs Sunitha V I/C 3. Ms Tanvi M 4 Mr. Nand Kishor 5. Mrs. Sunil Kumari 6. Ms. Aparna Dubey 7. Mr. Suraj M	1. Mrs. Subhadra N 2. Ms Shalini 3. Mr Jeevan	Collect articles from studenst and teachers Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Patrika Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya patrika.
47	Vidyalaya Newsletter(Primary)		1. Mrs Subhadra N (I/C) 2. Ms Shalini 3. Mr. Jeevan	Collect articles from students and teachers Scrutinize the articles received and arrange them for timely publication of the Vidyalaya Ptriaka Collect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya Patrika.
48	Event Mangement	1. Mr. Samrat Kamble (I/C) 2. Mr. Vishnu N 3. Mr Shashank Rao 4. Mr Sukhdev 5. PGT (ECO)	1. Mrs Pinky K 2. Mr Devender	To ensure the registration of outer/inner candidates whenever any program like games, Scouts, exhibition etc. Held in the Vidyalaya. To arrange Food & Refreshment including sweet distribution.
49	CCTV	1. Mr. Pramod Kamble I/C 2. Mr. Vimal Sharma 3. Computer Instructor		Installation of CCTV, maintenance etc
50	Food & Refreshment including sweet distribution on all important occasion & Hospitality	1. Ms. Shipra I/C 2. Mrs. Chintapalli Vijaya Shree 3. Mr. Mahesh Kumar 4. Mr. Tribhuwan Punetha 5. Mr. Ajay Kumar	1. Mrs. Anjum Shaikh	Hospitality services to be provided whenever needed on various occasions in the vidyalaya
51	Lab and Class Maintenace, Display boards, Quotations in the classrooms and the corridors, Flex Board Development Etc.	Lab In charges for labs All Class teachers and co-teachers for classes House masters& associates of house display boards and Display boards in the corridors TGT AE (I/C)	1. Mrs. Bhagyashree S	To maintain Neat & clean the assigned Lab and others works assigned by the School Authority.
52	Fire Extinguisher, Disaster Management & Building Safety.	1. Mr. S A Bhende (I/C) 2. Mr Avinash Singh 3. Mrs. Sunitha V 4. Mr. Ajay Kumar	1. Mr Gyan Prakash 2. Mr Jeevan Kumar	To ensure the Cleanliness of Vidyalaya and availability and usage of fire safety equipments for the safety and security of Vidyalaya.

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53	Alumni Reg. Students achivement/ Samagam Portal & Distinguished passed out	1. Mrs. G K Vinayagam 2. Mr Vimal Sharma (I/C) 3. Mr Satish K 4. Mr Prakash Patil 5. Mr. M A Deshpande		Maintain a database of alumni and keep in contact with them. Organize alumni meetings when required. Ensure their registration in the Vidyanjali portal, Motivate them to participate in Vidyanjali activities,
54	Youth Parliament and social science exhibition/ EBSB	1. Mr Prakash Patil (I/C) 2. Mr. Bharatesh Bhosge 3. Mr. Santosh Puri 4. Mr. Shashibhooshan 5. Mr. Mahesh Kumar Jat 6. Mr. Ajay Kumar 7. TGT AE 8. PGT ECO	Mr Santosh Puri	To constitute Youth parliament, Train the members at school olevel for Youth parliament, Constitution of EBSB club, smooth conduct of all the activities as per the EBSB calender , Encouraging maximum participation of the students in various activities/project work of EBSB with proper guidance and maintaining its proper record. Sending Monthly report , Preparation of Display Boards. Performing all the activities assigned without any reminder.
55	Flag Hoisting	1. Mr Avinash Singh (I/C) 2. Sports Coaches	1. Sports Coach	Ensure Flag Hoisting and lowering on all working days.
56	Scholarship & RTE	All Class Teachers	1. Ms Gayatri M	To ensure the detail of all RTE Case and maintain the record carefully.
57	UBI Fee Verification	Mrs. Tresa Joseph 1. Suraj M (I/C) 2. Mr. Chetan Astekar 3. Computr Instructors 4. All Class Teachers	1. Mrs Renuka	To ensure fee reconciliation, UBI fees income tax, Shala Darpan, Class Registers, websites are properly maintained.
58	Academic Advisory & Planning Committee	1. Tresa Joseph 2. Mrs G K Vinayagam 3. Mrs. Pushpa N 4. Mrs. V Sunitha 5. Mrs. Reena Kumari 6. Mr. Prakash Patil 7. Mr. Rahul Karkera	1. Mr. R Vaze 2. Mrs Hemlata 3. Mrs Anjum	Supervise all academic activities of the Vidyalaya Suggest remedial/corrective measures for the improvement.
59	RTI Handling	1. Mr Maxwell H	1. Mr Ravindra Vaze	Timely redressal of RTI matters.
60	Teaching / A V Aids	1. Mr Pramod Kamble (I/C) 2. Mrs Jyoti Koshti	1. Ms Sonal 2. Ms Diksha 3. Computer Instructor	To ensure the proper functioning of Activities
61	Grievances and Redressal Committee	1. Mrs. Tresa Joseph 2. Mrs Pushpa N (I/C) 3. Mrs Sunitha V 4. Mr Chetan Astekar 5. Mrs Kamlaxi G	1. Mr. R Vaze 2. Mrs. Hemlata 3. Mrs Anjum	Putting forward the Grievances of the staff to the principal Based on received compalints, the committee will immediatley redress the complaint as per norms. Conducting monthly meeting of the committee

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62	CSR & Community Participation in school Development (Vidyanjali)	MrsBiji Mr.Satish Mr.Chetan Mr. Jairaj H Mr Vishnu N Mr.Suresh H Mr. Bhujabali Computer Instructors	1. Mrs. Bhagyashree	To work in co-ordination with Alumni committee & to get help from alumni and all stake holders like teachers and parents to register as volunteers for development of Vidyalaya.To register volunteers in vidyanjali portal before taking any services /facilities from the vidyalaya, To post the vidyanjali nactivities in the social media
63	ACP Awakened Citizen Prog.	1. Mr Bhujabali M (I/C) 2. Mr Suresh H All ACP trained teachers		Proper implementation of ACP,Inclusion ACP periods in the regular time table, maintaining the Record of activities conducted, Completion of all modules on time.
64	Condemnation on/Record Disposal	1. Mr. Samrat Kamble (I/C) 2. Mr. Vimal Sharma 3. Mr Shashi Bhooshan 4. Mr Maxwell H All department Incharges	1. Mr Amit 2. Mr Bhuvnesh	Stock Verification. Identification of Old/Obsolete record recommendation and disposal as per KVS Record Retaining and Disposal norms.
65	Ganga House	1. Mrs. Reena 2. Mrs. Biji T V 3. PGT Chem 4. Mr. Vimal Sharma 5.Mr. Bhujabhali 6.Mr. Tribhuwan P 7. Mr. Suraj M 8. Mrs. Ch. Vijayashree 9.Mr.Shashank Rao 10 Mr.Prakash Patil	1. Ms Pinky K 2. Ms Sudha 3. Ms Sonal 4. Ms Ritu 5. Ms Bharati 6. Mr Debender	To follow up all the activities assigned by CCA incharge and to encourage students in participation in all the co-curricular activities of the Vidyalaya and to decorate boards.
66	Yamuna House	1. Mr. Rahul K 2. Mrs. Sunitha V 3.PGT (Phy) 4. Ms. Aparna Dubey 5. Mr. Nandkishore 6.Mrs.Sunil Kumari 7. Ms. Tanvi M 8. Mr. Shivam Singh 9.TGT SCI 4 10.Shashi Bhushan	Ms. Sweta Singh	To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the co-curricular activities of the Vidyalaya and to decore boards.

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67	Krishna House	1.Mr. Jairaj Hegde 2. Mrs. G K Vinayagam 3. PGT (Eco) 4. Mr. Pramod Kamble 5 Mrs. Jyoti Khoshti 6. Mr. M A Deshpande 7.TGT So Sci 8.Mr.Sukhdev Singh 9.Comp.Instructor 2 10.TGT Sci 3	Ms. Sudha	To follow up all the activities assigned by CCA incharge and to encourage students in participation in all the co-curricular activities of the Vidyalaya and to decorate boards.
68	Kaveri House	1. Ms. Shipra 2. Mr.Satish Kumar 3. PGT (CS) 4.Mrs. Pushpa Nigam 5 Mr. Samrat Kamble 6.TGT SCI 5 7. Mr. Chetan Astekar 8.Mahesh Jat 9.Ajay Kumar 10.Compuetr Instructor	Mrs. Anuradha	To follow up all the activities assigned by CCA incharge and to encourage students in participating in all the co-curriculars activities of the Vidyalaya and to decorate boards.
69	Vocational Skills/Art/Craft	1. Mr. S A Bhende I/C 2. TGT AE 3.Mr. Vishnu Ninganagoud 4.Mr. Pramod Kamble 5. Mr Vimal Sharma	Ms, Himani	
70	Maths Circle/Club	1. Ms Shipra Singh (I/C) 2. Mrs Reena K 3. Mr M Deshpande 4. Mr Chetan Astekar 5. Mrs. Chintapalli Vijaya Shree 6. Shivam Singh 7. TGT maths 5	1. Mrs Sarojini	To conduct maths circle/club activties to develop mathematical skills in students and to create interest in maths
71	Science Circle/Club	1. Mrs. G K Vinayagam 2. Mr Satish K 3. Mr Jairaj H 4. Mrs Preeti Y 5. Mr Shashank Raol/C 6. Mr Sukhdev Singh 7. TGT Sci 4 8. TGT Sci 5	1. Mrs Bhagyashree	To conduct science activities to inculcate scientific skills and aptitude in students and to get encouraged to relate science with everyday life

COMMITTEE FOR THE SESSION 2024-25

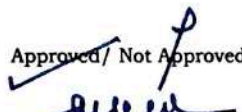
Sr No	Committee	Secondary	Primary	Duties
72	Career Guidance & Counselling	1. Mrs. Pushpa Nigam I/C 2. Mr. Satish Kumar 3. Mr. Bhujabali M 4. Ms Aparna Dubey 5. Mrs Sunil Kumari 6. Ms. Shipra 7. School Counsellor 8. Special Educator		To give proper guidance to the students to enhance students' academic experience to make suitable career choices, To help the students in selecting proper stream of study To organize individual or group counselling for students , developing personal and social skills. School counsellor should give kind and Proper guidance to the students whenever required , critical cases to be reported to VP/Principal, coordination with the parents, maintenance of the records/reports
73	Tarunostav	1. Mrs. Biji T V I/C 2. Mr. Jairaj Hegde 3. Ms. Shipra 4. Mr. Rahul Karkera 5. Mr. Avinash Kumar 6. PGT Comp.Sci		
74	Mission Life & Meri Life	1. Ms. Shipra I/C 2. Mrs. Chintapalli Vijaya Shree 3. Mr. Shashank 4. Ms. Tanvi Manchanda 5. PGT (Phy) 6. Mr. Ajay Kumar 7.PGT (CS)	1. Sonal I/C 2. Pranci 3. Bhuvanesh 4. Himani 5. Sonal	
75	STS and UDISE	1. Mr. Ajay Kumar -UDISE I/C 2. Mrs CH Vijaya Shree- STS I/C 3. All Class Teachers	1. Mr Ravindra Vaze 2. All Class Teachers	Verification and entry of students' data, Promotion in STS and UDISE Portal
76	TEACHING AID	1. Mr Shashibhooshan All Social Science teacher		
77	Minutes of the staff meeting	1. Mr. Bharatesh Bhosge 2. Ms. Aparna Dubey		
	Transfer portal	1. Mrs Tresa Joseph 2. Mr Chetan Astekar		To verify the data of of regular employees in the transfer portal

All the committees are fully responsible for all the duties/ work assigned to them, all the routine work and all the work directly or indirectly related to their committees. Any kind of negligence, casualness towards duties will be viewed seriously and all the committee members including In-Charge will be held responsible.


 (MAHENDRA KALRA)
 PRINCIPAL

ಪ್ರಾಂಶುಪಾಲರು/ಪ್ರಾಚಾರ್ಯ/PRINCIPAL
 ಪಿಎಂ ಶ್ರೀ ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ಕ್ರ. 2
 पीएम श्री केन्द्रीय विद्यालय नं. २
 PM SHRI Kendriya Vidyalaya No. 2
 ಬೆಲಗಾವಿ ವಂಪು/ಬೆಲಗಾವಿ ತಾ.ಬ.ನಿ./Belagavi Cantt-590009

Approved/ Not Approved


 Brig. Joydip Mukherjee
 Chairman, VMC,

ಅಧ್ಯಕ್ಷ/CHAIRMAN

ಪಿಎಂ ಶ್ರೀ ಕೇಂದ್ರೀಯ ವಿದ್ಯಾಲಯ ಕ್ರ. 2

पीएम श्री केन्द्रीय विद्यालय नं. २

PM SHRI Kendriya Vidyalaya No. 2

ಬೆಲಗಾವಿ ವಂಪು/ಬೆಲಗಾವಿ ತಾ.ಬ.ನಿ./Belagavi Cantt-590009