

KENDRIYA VIDYALAYA NAL BANGALORE

LIST OF COMMITTEE MEMBERS AND THEIR DUTIES 2025-26

Co-coordinator: MR.V UGIN DELLAAS LEEN *PGT-ENGLISH* & MS. AMANDEEP SANDHU HM

S.N	The Committee	Members	Designation	Duties	Sign
1	Academic & Administrative Council	<p>.....</p> <p>.....</p> <p>MR.V UGIN DELLAAS LEEN</p> <p>MS. KALPANA VERMA IC</p> <p>MR.ANIL KUMAR C</p> <p>MS.SUSHMA KUMARI</p> <p>MS.KRISHNA SINGH</p> <p>MS.PUSHPA KUMARI</p> <p>MS.AMANDEEP SANDHU</p> <p>MS. PURNIMA B(HINDI)</p> <p>MS. SILKY JAIN(EVS)</p> <p>MS. MAYA YADAV(MATHS)</p>	<p>PGT-PHYSICS</p> <p>PGT-ENGLISH</p> <p>PGT CHEMISTRY</p> <p>PGT ECONOMICS</p> <p>PGT HINDI</p> <p>PGT-COMMERCE</p> <p>TGT-MATHEMATICS</p> <p>HM</p> <p>PRT</p> <p>PRT</p> <p>PRT</p> <p>PRT</p>	<ul style="list-style-type: none"> ➤ Convening of Subject Committee Meetings ➤ Monitoring, implementation and execution of syllabus coverage. ➤ Preparation of comprehensive list of projects for each class. ➤ Discussing policy matters, improvement of academics, planning and execution. ➤ Scrutiny & moderation of question papers. ➤ Collection & distribution of study material. ➤ DO letter preparation and dispatch. ➤ Checking of attendance register and fee- collection (CS- 11 & CS- 54) ➤ Maintaining remedial & extra class details ➤ Maintaining the details of PTM ➤ Maintaining the details of CAT ➤ Distribution of teachers diary ➤ Distribution of other registers for day to day academic monitoring ➤ Tarunotsav / Bridge Course for Class XI 	

		MS. RUPESH SHEORAN(ENGLISH) MS. SULEKHA SAROLIA (CORE SUBJECT)	PRT		
2	Time-table Committee	MS. VVK LEELA IC MS. RUKMANI MS.KANCHAN RANI MS.ANANYA MS. MITALI SHARMA IC MS.KIRTI AHIRWAR MS.MAYA YADAV	PGT – CHEMISTRY TGT-HINDI TGT-HINDI TGT-SCIENCE PRT PRT PRT	<ul style="list-style-type: none"> ➤ Preparation of Timetable as per KVS Norms- Class wise, Teacher wise and Day wise. ➤ Daily arrangements for the teachers on leave ➤ In- charge of certifying expenditure incurred on the engagement of part time teachers on contractual basis. 	
3	Admission Committee	MR.V UGIN DELLAAS LEEN IC MS. H R PUTTALAKSHMI CO-IC MS.KALPANA VERMA MR.ANIL KUMAR C MS.MAYA YADAV MS. AARTI YADAV MS.MANISHA YADAV MS.MONIKA	PGT-ENGLISH PGT-CS PGT-CHEMISTRY PGT-ECONOMICS PRT PRT PRT PRT	<ul style="list-style-type: none"> ➤ Scrutiny of Registration forms, preparing the list of selected candidates, conducting Admission Tests, regular website updation. ➤ Recording and sending of class wise and category wise enrolment position with reference to KV NAL to RO every month 	

4	Examinations (Internal)	MS. SUSHMA KUMARI IC MS.PUSHPA KUMARI CO-IC MS.KANCHAN RANI MS.RUKMINI MS.B. POORNIMA(I/C) MS.PRIYA MANDAL MS.RUKMANI KUMARI MS.KUSUM PAHARIA	PGT-HINDI TGT- MATHEMATICS TGT-HINDI TGT-HINDI PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ Conducting <i>all</i> Exams and Supplementary Exams as per KVS Norms. ➤ Maintenance of Records ➤ Preparation of Result Analysis for classes <i>I TO V AND VI</i> to X as per KVS direction ➤ Collecting & sending marks statement of transferred students. 	
	External Examinations a)CBSE	MR..ANIL KUMAR C IC MS.SUPREETA SURESH	PGT-ECONOMICS LIBRARIAN PRT		<ul style="list-style-type: none"> ➤ Correspondence with CBSE ➤ Checking of nominal rolls ➤ Online registration <i>with</i> CBSE related matters ➤ Checking biodata of students & verification of marks uploaded ➤ Technical assistance 	

		MR.RISHABH RAI MR.HARI KUMAR MR.MAHENDRA SINGH	TGT-WE SUB-STAFF		<ul style="list-style-type: none"> ➤ Preparation of CBSE Result Analysis for classes X - Class wise and Teacher wise ➤ Conducting competitive examinations as per need & necessity. 	
5	C C A (CLA)	MR. KHUSHNAM P I/C MS.SAINA K SUKUMARAN CO-IC MR.KHEM CHAND <u>PRIMARY WING</u> MS. JANVI SINGH(I/C) MR.AJAY KAUSHAL PANDEY (ASSEMBLY I/C) MS.MONIKA MS.KIRTI AHIRWAR	TGT-SOCIAL SCIENCE TGT-ENGLISH TGT – SANSKRIT PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ Distribution of students into Houses and House Activities ➤ Selection of House Captains and conducting Investiture Ceremony ➤ Preparing the calendar of Co- Curricular Activities for the ensuing year & implementation as per plan. ➤ Ensure the presentation of quality Morning Assembly Programmes. ➤ Presenting and conducting the Morning Assembly on time ➤ Maintenance of Record of the Morning Assembly presented by the classes. ➤ MAINTAINING THE DISPLAY OF THE VIDYALAYA ➤ ENSURING TIMELY ARRANGEMENT OF BANNERS FOR DIFFERENT ACTIVITIES 	
6	Club Activities	MS.ALPA DEY I/C Mrs NEETI PAL MS.SILKY (LANGUAGE) MS.RUPESH (LANGUAGE) MR.RAVINDER (ECO CLUB) MS.SAKSHI(ECO CLUB) MS.SULEKHA SAROLIA(ECO CLUB) MS.AARTI (ART) MS. JANVI (ART) MS.MANISHA (MATHS) MS.MAYA (MATHS)	TGT-ENGLISH TGT (ENGLISH) PRT PRT PRT PRT PRT PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ Planning club activities for the year as per the Time Table ➤ Conduct & documentation of activities undertaken. 	

		MR.DHANANJAY MISHRA(SPORTS) MR.DEEPAK DALAL (SPORTS)	PRT PRT PRT			
07	ICT CAL/TAL (PRIMARY)	MS. H R PUTTALAKSHMI MR.RISHABH RAI MR.DEEPAK DALAL MS. MANISHA	PGT-CS PRT PRT PRT		<ul style="list-style-type: none"> ➤ Maintenance and repair of all computers ➤ Updating the Vidyalaya Website ➤ . 	
08	Vidyalaya Repair & Maintenance & Petty Construction	MR.HARI KUMAR MR. E DEEVA MR.SANJAY KUMAR GUPTA MR.RAVINDER	TGT-WE TGT-PHE PRT PRT		<ul style="list-style-type: none"> ➤ Repair and maintenance of school building, toilets, classrooms, furniture and fixtures ➤ ID Cards/certificates 	
09	Publication Committee a.Student	MS.ALPANA DEY I/C Mrs NEETI PAL	TGT-ENGLISH TGT(ENGLISH)		<ul style="list-style-type: none"> ➤ Publishing of VidyalayaPatrika, Calender, brouchers etc. ➤ Date & day wise record of important events in the 	

	diary/Tr.Diary b.VidyalayaPatrika c. Class Magazine NEWSLETTER	MR.KHEM CHAND MS.KANCHAN RANI MS.RUKMINI MS.MANISHA MS.KIRTI AHIRWAR MS.VARSHA RANI	TGT-SANSKRIT TGT-HINDI TGT-HINDI PRT PRT PRT		Vidyalaya ➤ Maintaining record of achievements of students & teachers (social science, Maths, IIT, NTS, regional, national any other level, sports & games) ➤ Maintaining record of staff meetings circulation to staff.	
10	Teaching aids	MR.KHUSHNAM P MS. ATI PRIYA	TGT-SOCIAL SCIENCE TGT-SOCIAL SCIENCE		➤ Purchase and maintenance of Teaching Aids. ➤ .Ensuring effective use of teaching aids, toy library	
11	Audio Visual Aids	MR.HARI KUMAR MR.SURYAKANT VAIDYA	TGT-WE TGT-AE		➤ Ensuring the usage of Audio- Visual and Teaching aids. ➤ Issuing the Audio- Visual aids to all the departments as per their requirements	

11	Excursion	MR.E DEEVA MS. SUPREETHA SURESH MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.AJAY KAUSHAL PANDEY	TGT-PHE LIBRARIAN TGT-WE TGT-AE PRT-MUSIC		➤ Planning and organizing tours to places of educational importance. Arranging transport facilities.	
12	INTERNAL COMPLAINT BY STUDENTS, PARENTS, ETC Adolescent Education & Guidance and Counselling	MS.SAINA K SUKUMARAN I/C MR.V UGINE DELLAAS LEEN C0-IC MS.ARTI PRASAD MS.ALPANA DEY MS. PURNIMA MS. MITALI SHARMA MR. SANJAY KUMAR GUPTA	TGT(ENGLISH) PGT-ENGLISH TGT-BIOLOGY TGT – ENGLISH PRT PRT PRT		<ul style="list-style-type: none"> ➤ Coordination and conducting of adolescent education programme & ACP in the school ➤ Attending all NAEP programs ➤ Monthly reports to KVS ➤ Holding Guidance and Counselling programme in the school ➤ Career Guidance Programme for the students of Class XII ➤ Displaying information related to choice of career 	
13	Furniture	MR.RASOOL SHAIKH	TGT-MATHS		➤ Purchase of furniture and fixtures	

		MR. S K GUPTA	PRT	<ul style="list-style-type: none"> ➤ Maintenance and issuing of furniture ➤ Coordinating the repair work ➤ Ensuring the numbering on all furniture 	
14	Photography	MR.SURYAKANT VAIDYA MR.KHEM CHAND MR.E DEEVA MS.MANISHA MS.KIRTI AHIRWAR MS.RAVINDER	TGT-AE TGT-SANSKRIT TGT-PHE PRT PRT PRT	<ul style="list-style-type: none"> ➤ Arrangements for taking photographs ➤ Display of Photographs and maintaining albums ➤ 	
15	PA System	MR.HARI KUMAR MR.AJAY KAUSHAL PANDEY	TGT-WE PRT-MUSIC	<ul style="list-style-type: none"> ➤ Keeping the PA system ready and in good condition for the Morning Assembly on the working days and other important occasions/ programmes ➤ 	
16	Purchase Committee	MR.V UGIN DELLAAS LEEN MR.ANIL KUMAR C MS.AMANDEEP SANDHU	PGT-ENGLISH PGT-ECONOMICS HM	<ul style="list-style-type: none"> ➤ To collect the spot quotation and survey the market rate. ➤ To ensure the purchase as per the requirement following the KVS norms. ➤ Deciding the golden parameters for GeM purchase 	

		IC OF THE CONCERNED DEPT		➤ Verifying GeM payment	
17	Alumni Association CAREER COUNSELING	MS.SUPREETHA SURESH	LIBRARIAN	➤ Formation of Alumni Association and coordination of alumni and its function. ➤ Collection of data of students joining various professional colleges.	
18	LANGUAGE AND LIBRARY ACTIVITIES	MS.SUPREETA SURESH MS.ALPANA DEY MS.SAINA K SUKUMARAN MR.KHEM CHAND MS.RUKMINI MS.KANCHAN MR.AJAY KAUSHAL PANDEY	LIBRARIAN TGT-ENGLISH TGT-ENGLISH TGT – SANSKRIT TGT-HINDI TGT-HINDI PRT-MUSIC	➤ Coordinating and conduction exhibition at Vidyalaya, Cluster and Regional levels with the help of faculty members.	
19	Science Activities	MS. ARTI PRASAD MS.ANANYA MS.KALPANA VERMA	TGT-SCIENCE TGT-SCIENCE PGT-CHEMISTRY	➤ COORDINATION OF ALL SCIENCE RELATED ACTIVITIES	
20	Library Committee	MS. SUPREETHA SURESH MS. SULEKHA SAROLIA	LIBRARIAN PRT PRT	➤ Purchase of the required books, journals, periodicals and magazines etc. ➤ Ascertaining the requirements of books from various faculties in the beginning of the year. ➤ Selection of two student representatives. ➤ Coordinating the NIE program.	

		MS. RAVINDER(NIE)				
21	Scouts & Guides	MR. RASOOL SHAIKH MS. POORNIMA MR. SANJAY KUMAR GUPTA MS. MITALI SHARMA MS. MAYA YADAV MS.AARTI MR.RAVINDER	TGT-MATHS PRT PRT PRT PRT PRT PRT		➤ Coordinating all scouts & guides activities at local, cluster, regional and national levels.	
22	Sports & Games	MR.E DEEVA MR. DHANANJAY MR.DEEPAK DALAL MR. RAVINDER (PRIMARY SPORTS & MEDICAL) MS.NAZIA	TGT-PHE PRT PRT PRT PRT		➤ Coordinating sports & games activities of the Vidyalaya at the house, cluster, regional and national levels. ➤ Conduct of Sports Day	

23	Parent-Teacher Meeting	MS.SUSHMA KUMARI MS ALPANA DEY MS. VVLK LEELA MS.ATI PRIYA MS. AMANDEEP SANDHU MS. B.POORNIMA	PGT-HINDI TGT(ENGLISH) PGT-CHEMISTRY TGT-SOCIAL SCIENCE HM PRT		<ul style="list-style-type: none"> ➤ To organize and send circulars for holding PT meeting periodically. ➤ To keep record of PT meeting class wise and consolidated report of Vidyalaya Level. 	
24	Junior Science Lab	MS. ARTI PRASAD IC MS.ANANYA	TGT-SCIENCE		<ul style="list-style-type: none"> ➤ Purchase of Lab equipment ➤ Conduct of practicals as per split up syllabus. ➤ Maintenance of laboratories ➤ Display of prescribed practicals in the lab. 	
25	Mathematics Lab	MS.LALITA P MS.PUSHPA KUMARI MR.RASOOL SHAIK	TGT-MATHS		<ul style="list-style-type: none"> ➤ Purchase & maintenance of articles for Maths Lab ➤ Display of the charts in the lab ➤ Coaching for Maths Olympiad & National Talent Scheme. 	
26	Raja Bhasha Implementation	MS.SUSHMA KUMARI MS.KANCHAN MS.RUKMANI	PGT-HINDI TGT-HINDI TGT – HINDI		<ul style="list-style-type: none"> ➤ To attend to correspondence (KV letters with in the time frame) in Hindi ➤ To follow policy guidelines. 	

		MR.KHEM CHAND MS. PURNIMA MR. S K GUPTA	TGT-SANSKRIT PRT PRT			
27	Grievance Cell POCSO. etc	MS.SAINA K SUKUMARAN IC MR.V UGINE DELLAAS LEEN CO- IC MS.ALPANA DEY MS.AMANDEEP SANDHU MS. PURNIMA MS. MITALI SHARMA MR. RISHABH	TGT-ENGLISH PGT-ENGLISH TGT – ENGLISH HM PRT PRT PRT		➤ Coordinate and settle the grievance(if any) amongst students, staff, parents etc.Reporting to the concerned authority after intimation to the Principal and KVS(RO)	
28	Discipline	MR.V UGINE DELLAAS LEEN MS.ALPANA DEY MS.SAINA K SUKUMARAN MS. PURNIMA (FOR GIRLS) MR. S K GUPTA (FOR BOYS) MR.AJAY KAUSHAL PANDEY	PGT-ENGLISH TGT-ENGLISH TGT-ENGLIS PRT PRT PRT-MUSIC		➤ Checking of Late coming students ➤ Maintaining register and informing the parents. ➤ Checking uniform ➤ Attending any other indiscipline activities ➤	

29	Sanitation & Hygiene (House Keeping)	MS.VVK LEELA MR.MAHENDRA SINGH MS. SAJITA MR.ABHAY ROY MR.GAUTAM GOND MR. RAVINDER MS.RUKMANI KUMARI MS.MOHANA PRIYA	PGT-CHEMISTRY SUB-STAFF ASO SSA JSA PRT PRT PRT	<ul style="list-style-type: none"> ➤ Inspecting day to day sanitation ➤ Condition in the school campus ➤ Maintaining the report and review periodically ➤ Collecting feedback from student council members and take measures for improvement. ➤ Verification of attendance of House Keeping persons 	
30	Security Services /HOUSE KEEPING SERVICES	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT	<ul style="list-style-type: none"> ➤ Supervision of duty, change of security guards and their availability. ➤ Movement of students outside school during school hours. ➤ Maintenance of permission slips for students for outside movement. 	

				<ul style="list-style-type: none"> ➤ Verification of attendance of security persons ➤ 	
31	Gardening	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND MR.RAVINDER MS.SULEKHA SAROLIA	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT PRT PRT	<ul style="list-style-type: none"> ➤ Maintenance and monitoring of garden ➤ Beautification and horticultural development of the school campus. ➤ Verification of attendance of Gardening persons ➤ Ensuring the cleanliness of garden area 	
32	MTS/DEO	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT	<ul style="list-style-type: none"> ➤ Verification of attendance of persons engaged 	
33	ENGAGING STAFF ON CONTRACTUAL BASIS AS PER NEED	MS.VVLK LEELA MS.AMANDEEP SANDHU	PGT-CHEMISTRY HM	<ul style="list-style-type: none"> ➤ Verification of attendance of persons engaged ➤ Timely engaging the contractual staff members from the panel ➤ Verification of attendance 	

34	TRANSPORT ARRANGEMENT	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT	<ul style="list-style-type: none"> ➤ Arranging transport services as per the requirement of escorts ➤ Bill settlement 	
35	INTRODUCTION OF SKILL MODULES AS PER CBSE LETTER	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.AJAY KAUSHAL PANDEY	TGT-PHE TGT-WE TGT-AE PRT-MUSIC	<ul style="list-style-type: none"> ➤ Preparing school level modality for the introduction of skill modules as per CBSE Circular No.skill-48/2023 Date: 06.04.2023 ➤ Maintaining record 	
36	CURRICULUM COMMITTEE	MR.V UGINE DELLAAS LEEN MS.KALPANA VERMA Ms.ALPA DEY MS.AMANDEEP SANDHU MS.SUPREETA SURESH MS.MAYA YADAV MS. RUPESH MS. SILKY MS. SULEKHA SAROLIA	PGT-ENGLISH PGT-CHEMISTRY TGT-ENGLISH HM LIBRARIAN PRT PRT PRT PRT	<ul style="list-style-type: none"> ➤ Sensitize all teachers, students and other stakeholders about Curriculum. ➤ To conduct workshops for Teachers at school level and apprise to all teachers regarding syllabus, assessment pattern, distribution of marks in theory and practical/ projects etc. especially changes, if any. ➤ To provide the copy of Curriculum to all teachers and it should be invariably kept in Vidyalaya Library and with the Principal for ready reference. <p>Facilitate in implementation of NEP-2020/NIPUN BHARAT, FLN</p>	

37	<p>VERIFICATION OF PAY BILL</p> <p>GeM Payment</p> <p>GeM Handling</p>	<p>MS.SAJITHA</p> <p>MR.ABHAY ROY</p> <p>MR.GAUTAM GOND</p> <p>MS.KRISHNA SINGH</p>	<p>ASO</p> <p>SSA</p> <p>JSA</p> <p>PGT-COMMERCE</p>		<ul style="list-style-type: none"> ➤ VERIFICATION OF PAY BILL ➤ Ensuring timely payment of items procuring through GeM ➤ Ensuring the updating of required details in GeM after payment 	
38	CONDEMNATION	<p>MS.SUPREETA SURESH</p> <p>MR.E D DEEVA</p> <p>MR.HARI KUMAR</p> <p>MR.SURYAKANT VAIDYA</p> <p>MR.AJAY KAUSHAL PANDEY</p> <p>MS.SAJITHA</p> <p>MR.ABHAY ROY</p> <p>MR.GAUTAM GOND</p>	<p>LIBRARIAN</p> <p>TGT-PHE</p> <p>TGT-WE</p> <p>TGT-AE</p> <p>PRT-MUSIC</p> <p>ASO</p> <p>SSA</p> <p>JSA</p>		<ul style="list-style-type: none"> ➤ Ensuring the timely completion of stock verification by Ics ➤ Timely identification of items for condemnation. ➤ Approving the proposal of condemnation submitting the Ics ➤ Distribution of the sealing limit of condemnation among various department 	
39	NCC	MR.E D DEEVA	TGT-PHE		➤	

		MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.AJAY KAUSHAL PANDEY MS.KALPANA VARMA	TGT-WE TGT-AE PRT-MUSIC PGT-CHEMISTRY			
40	MAINTANING THE DETAILS OF COMPUTER AIDED TEACHING	MS.ALPA NA DEY MS.AMANDEEP SANDHU MS. MANISHA MS. KIRTI (CAL/TAL)	TGT-ENGLISH HM PRT PRT		➤ Maintaining register for collecting the details of CAT/ICT and monthly consolidation, presenting the details in Staff Meeting	
42	UDISE & STS PORTAL	MS.ATI PRIYA MS.ANANYA MR.RISHABH RAI MS.AARTI MR.DEEPAK DALAL	TGT-SOCIAL SCIENCE TGT-SCIENCE PRT PRT PRT		<ul style="list-style-type: none"> ➤ Ensuring the timely updating the portals and providing the details to Vidyalaya administration, KVS immediately on asking for that. ➤ Issuing TC on STS portal and proving SAT number of students to office for preparing KV TC. ➤ Maintaining a record (online as well as offline) of the STS details of students. ➤ Contacting/ establishing correspondence through proper channel with the concerned state authority for any issues related to the portal 	

		MR.DHANANJAY	PRT			
43	Students enrollment , UBI portal	MS.H R PUTTALAKSHMI I/C Ms.Krishna Singh (XI-XII) Ms.Sreelatha V (IX-X) Ms.Lalita P (VI-VIII) Mr.MAYA YADAV MR.DHANANJAY MISHRA	PGT COMPUTER SCIENCE PGT- COMMERCE PGT- MATHEMATICS TGT- MATHEMATICS PRT PRT		<ul style="list-style-type: none"> ➤ Timely collecting enrollment details from Class Teachers, compiling and tallying with UBI ➤ Timely forwarding of enrollment to KVS RO ➤ Preparing the list of fee defaulters on monthly basis and discuss the details in staff meeting 	
44	CPD	MS.KALPANA VERMA MR.KHUSHNAM IC MS.AMANDEEP SANDHU MS.SILKY JAIN	PGT- CHEMISTRY TGT-SOCIAL SCIENCE HM PRT		<ul style="list-style-type: none"> ➤ Arranging workshop as per the direction of KVS ➤ Arranging workshop on different topics , which may be included in CPD details ➤ Informing the staff members about relevant courses available for their professional development ➤ Maintaining the details of CPD about staff members 	
45	MATHEMATICS ACTIVITIES	MR.DHARMENDRA KUMAR TRIPATHI	PGT MATHEMATICS		➤ HANDLING ALL ACTIVITIES RELATED TO MATHEMATICS	

46	ESCORT DUTY	MS.SUPRETA SURESH MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA	LIBRARIAN TGT-PHE TGT-WE TGT-AE		➤ Maintaining roster for escort duty	
47	STUDENTS ID CARD	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.MAHENDRA SINGH GAMES COACHES MR.SANJAY KUMAR GUPTA	TGT-PHE TGT-WE TGT-AE SUB -STAFF PRT		➤	
48	STUDENTS DIARY	MS.KALPANA VERMA MS. SAKSHI	PGT-CHEMISTRY PRT		➤ DISTRIBUTION	
49	TEACHERS DIARY	MS.VVLK LEELA	PGT-CHEMISTRY		➤ DISTRIBUTION	
50	ATTENDANCE REGISTER	MS.VVLK LEELA	PGT-CHEMISTRY		➤ DISTRIBUTION	
51	DETAILS OF CIRCULAR REGISTERS MAINTAINING	MR.GIRIDHAR	MTS		➤	
52	STAFF MEETING DETAILS	MS.SUSHMA KUMARI MS.KALPANA VERMA	PGT-HINDI PGT-CHEMISTRY		➤	

53	CLASS MONITORE CLUB	MR.V UGINE DELLAAS LEEN MS.VVLK LEELA MS.SUSHMA KUMARI MS.ARTI PRASAD MR.KHUSHNAM	PGT-ENGLISH PGT- CHEMISTRY PGT-HINDI TGT-SCIENCE TGT-SOCIAL SCIENCE	➤ Conduct by-weekly meeting with class monitors ➤ Compile the findings	
54	CATERING & TENT	MR.E D DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA	TGT-PHE TGT-WE TGT-AE	➤	
55	ACP	MS.ALPANA DEY ACP (PRIMARY) MS. MONIKA MS. SULEKHA SAROLIA	TGT-ENGLISH PRT PRT	➤ MAINTANING RECORDS	
56	SATHEE Initiative Implementation	Ms.Arti Prasad	TGT-Science	➤ SATHEE Initiative Implementation	
56 A	School Innovation Council (SIC)	MS.KALPANA VERMA MR.DHARMENDRA KUMAR TRIPATHI MS.ANANYA	PGT CHEMISTRY PGT MATHS TGT SCIENCE	➤	
		PRIMARY WING ONLY		➤	
57	CREATIVE CORNERS	MS.AARTI	PRT	➤	

58	TLM TLM	MR. SANJAY KUMAR GUPTA MS. NAZIA	PRT PRT		<ul style="list-style-type: none"> ➤ Collect requirements for TLM from teachers. ➤ Ensure the material procurement through GEM portal. ➤ Ensure utilization of procured material for TLM preparation. ➤ Keep a record of LTM requisition, LTM prepared by teachers, Stock Book entry ➤ Apprise teachers about availability of different materials and guide/ suggest material that may be procured/ used as LTM 	
59	CWSN	MR. S K GUPTA	PRT		<ul style="list-style-type: none"> ➤ Maintenance of special infrastructure for CWSN ➤ Plan Sports/Cultural activities for engaging CWSN ➤ Maintain records of type and No. of CWSN 	
60	MINUTES OF MEETINGS	MS. MITALI SHARMA MS. JANVI	PRT PRT		<ul style="list-style-type: none"> ➤ Maintain record of agenda discussed in primary staff meeting 	
61	WORKSHEETS	MS. PRIYA MANDAL MS. MOHANA PRIYA MS. RUKMANI KUMARI MS. NETRAVATHI	PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ Ensure timely collection of worksheets from teacher on monthly basis. ➤ Ensure printing, distribution and proper utilization of worksheets ➤ Maintain necessary records related 	

					to worksheet	
62	RESOURCE ROOM	MS.PRIYA MANDAL MS.SULEKHA SAROLIA	PRT PRT		<ul style="list-style-type: none"> ➤ Maintenance and upkeep of resource room ➤ Maintain record of stock, issue and use of resource room material. ➤ Ensure effective use of Toy library, Jadui pitara. 	
63	PRIMARY COMPUTER LAB	MS. KIRTI COMPUTER INSTRUCTOR	PRT		<ul style="list-style-type: none"> ➤ Ensure functionality of systems in primary computer lab. ➤ Maintenance and upkeep of primary computer lab. ➤ Maintain record of stock of primary computer lab. 	
64	HOUSE MASTERS	MS. KIRTI AHIRWAR MS. SAKSHI MR. MONIKA MS. MANISHA	PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ Ensure proper and regular display of house board ➤ Motivate participation of students in sports and ➤ CLA ➤ Plan talent hunt to ensure better performance of house. 	
65	SUGGESTION BOX-PRIMARY	MS. MONIKA MS. MANISHA MR.RAVINDER	PRT PRT PRT		<ul style="list-style-type: none"> ➤ Check the suggestion box on weekly basis and take needful measures. 	
66	BALA, DISPLAY & BEAUTIFICATION	MS. MITALI MS. ARTI MS. SAKSHI MS.JANVI	PRT PRT PRT PRT		<ul style="list-style-type: none"> ➤ Ensure implementation of BALA guidelines ➤ Ensure qualitative, content rich display in the classroom and corridors 	

67	STEM	MR.DEEPAK DALAL \ MS.SAKSHI	PRT PRT		<ul style="list-style-type: none"> ➤ Follow STEM guidelines issued by KVS in the foundational and preparatory stages. ➤ Maintain necessary records 	
68.	CHILDREN PARK	MR.SANJAY KUMAR GUPTA	PRT		<ul style="list-style-type: none"> ➤ Ensure regular maintenance of equipment in park. 	
69.	SDG (SUSTAINABLE DEVELOPMENT GOALS)	MR.DHANANJAY MISHRA MS. JANVI SINGH	PRT PRT		<ul style="list-style-type: none"> ➤ Plan regular activities to strengthen implementation of relevant SDGs. ➤ Maintain necessary records 	
70.	ORF/ TARA and Phonics	MS.MITALI SHARMA MS.RUPESH SHEORAN MS.SAKSHI (Phonics I/C)	PRT PRT		<ul style="list-style-type: none"> ➤ Plan activities to promote oral reading fluency ➤ Ensure effective implementation of intervention material. ➤ Plan phonics activities ➤ Ensure effective utilization of phonics workbooks from KVS 	
71.	EBSB	MR.DHANANJAY MISHRA	PRT		<ul style="list-style-type: none"> ➤ Plan and conduct activities as per KVS Calander of activities. 	
72.	MEDICAL / HEALTH CHECK-UP	MR. AJAY KAUSHAL PANDEY	PRT		<ul style="list-style-type: none"> ➤ Coordinate & Plan health check-up for students. ➤ Maintain relevant records. 	
73.	STORY TELLING CORNER	MS. MANISHA	PRT		<ul style="list-style-type: none"> ➤ Create story telling corner and ensure its maintenance and functionality. 	
74.	Numeracy	MS.MAYA MS. DEEPAK DALAL MS. DHANANJAY MISHRA	PRT PRT PRT		<ul style="list-style-type: none"> ➤ Ensure achievement of basic numerical ability. ➤ Plan project/ activities to promote development of numerical skills. 	

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A. SCHOOL RESPONSE TEAMS

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details
	Child Rights Protection Cell	MS.ALPANA DEY TGT-ENGLISH	MS.AMANDEEP SANDHU PRT	
	Evacuation Team	MR.HARI KUMAR TGT-WE	ALL STAFF MEMBERS	
	Search & Rescue Team	MR.E DEEVA TGT-PHE	ALL STAFF MEMBERS	
	First Aid & Medical Team	MS.ALPANA DEY TGT-ENGLISH	ALL STAFF MEMBERS	
	Transport Safety Team	MR.SURYAKANT VAIDYA TGT-AE	MR.HARI KUMAR TGT-WE, MR.E DEEVA TGT-PHE	

	Team for students with special needs (Divyang)	MR.V UGINE DELLAAS LEEN PGT-ENGLISH MS.VVLK LEELA PGT-CHEMISTRY MS.ALPANA DEY TGT-ENGLISH MR.SANJAY KUMAR GUPTA PRT	ALL STAFF MEMBERS	
	Internal Complaint Committee (ICC)- <u>for immediate handling at Vidyalaya level. A committee is formed in line with KVS letter and is uploaded in the Vidyalaya website and notice board</u>	MS.SUPRETA SURESH IC MR.V UGINE DELLAAS LEEN CO-IC	MS.KALPANA VERMA PGT-CHEMISTRY MS.SUSHMA KUMARI PGT-HINDI MS.AMANDEEP SANDHU PRT MS.ALPANA DEY TGT-ENGLISH MS.SAINA K SUKUMARAN TGT-ENGLISH	
	Grievance Redressal Committee	MS.SAINA K SUKUMARAN IC	MR.V UGINE DELLAAS LEEN CO-IC MS.VVLK LEELA PGT-CHEMISTRY MS.SUSHMA KUMARI PGT-HINDI MS.ALPANA DEY TGT-ENGLISH MS.AMANDEEP SANDHU HM	

1. All Convenors are requested to plan the work for the year with respect to Institutional Planning and Calendar of Activities, involving other members of the committee and to intimate the same to *the* Principal.
2. Activities to be completed as per target dates & reported the undersigned on completion of tasks.
3. All teachers are requested to co-operate with the convenors and ensure successful completion of planned programme.
4. All contractual teachers will be assisting in charges as & when required.

PRINCIPAL