

KENDRIYA VIDYALAYA NAL CAMPUS, BANGALORE

LIST OF COMMITTEE MEMBERS AND THEIR DUTIES 2026-27

Overall Coordinator: MR. MAHESH KUMAR, VICE-PRINCIPAL

Co-coordinator: MS. SHIVANGI MISHRA, PGT-BIOLOGY & MS. AMANDEEP SANDHU, HM

S.N	The Committee	Members	Designation	Duties
01	Academic & Administrative Council	MS. SHIVANGI MISHRA I/C MS. KALPANA VERMA MR. ANIL KUMAR C MS. SUSHMA KUMARI MR. D.K. TRIPATHI MS..PUSHPA KUMARI MS. SAJITA MS.AMANDEEP SANDHU MRS. B PURNIMA (HINDI) MRS. MITALI SHARMA(TWAU) MS. RUPESH SHEORAN(MATHS) MS. SILKY JAIN (ENGLISH)	PGT- BIOLOGY PGT CHEMISTRY PGT ECONOMICS PGT HINDI PGT-MATHS TGT-MATHEMATICS ASO HM PRT PRT PRT PRT	➤ 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 teacher's diary ➤ Distribution of other registers for day-to-day academic monitoring ➤ Tarunotsav / Bridge Course for Class XI

		MS. SULEKHA SAROLIA (CORE SUBJECTS)	PRT	
02	Time-table Committee	<u>SECONDARY</u> MS. VVLK LEELA I/C MS. RUKMANI MS. KANCHAN RANI MS. ANANYA <u>PRIMARY</u> MS. MAYA YADAV I/C MS. SILKY JAIN MS. RUPESH SHEORAN	PGT CHEMISTRY TGT-HINDI TGT-HINDI TGT-SCIENCE PRT PRT PRT	➤ 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.
03	Admission Committee	MS. H R PUTTALAKSHMI I/C MS..KALPANA VERMA CO I/C MR.ANIL KUMAR C MR. HARI KUMAR MS.AMANDEEP SANDHU MR. RISHAB RAI MR. DHANANJAY MISHRA MR. DEEPAK DALAL	PGT-CS PGT-CHEMISTRY PGT-ECONOMICS TGT WE HM PRT PRT PRT	➤ 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
04	Examinations (Internal)	<u>SECONDARY</u> MS. SUSHMA KUMARI IC	PGT-HINDI TGT-MATHEMATICS	➤ Conducting all Exams and Supplementary Exams as per KVS Norms. ➤ Maintenance of Records

		MS.PUSHPA KUMARI CO-IC MS.KANCHAN RANI MS.RUKMINI <u>PRIMARY</u> MR. DHANANJAY MISHRA I/C MRS. YAMINI KAUSHIK MS. SAKSHI MS. KUSUM PAHARIYA MS. NAZIA	TGT-HINDI TGT-HINDI PRT PRT PRT PRT PRT	➤ Preparation of Result Analysis for classes I TO V AND VI to XII as per KVS direction ➤ Collecting & sending marks statement of transferred students.
	External Examinations a)CBSE	MR..ANIL KUMAR C I/C MR.RISHABH RAI CO I/C MS.SHIVANGI MISHRA MR.HARI KUMAR MR.MAHENDRA SINGH	PGT ECONOMICS PRT PGT BIOLOGY TGT-WE SUB-STAFF	➤ Correspondence with CBSE ➤ Checking of nominal rolls ➤ Online registration with CBSE related matters ➤ Checking biodata of students & verification of marks uploaded ➤ Technical assistance ➤ Preparation of CBSE Result Analysis for classes X – XII Class wise and Teacher wise ➤ Conducting competitive examinations as per need & necessity.
05	C C A/ EXTERNAL COMPETITIONS/ SDG	<u>SECONDARY</u> MR. KHUSHNAM P I/C MS.SAINA K SUKUMARAN CO-IC MS. NEETI PAL MR.KHEM CHAND	TGT-SOCIAL SCIENCE TGT-ENGLISH TGT-ENGLISH TGT- SANSKRIT	➤ 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

	(CLA)	MR RISHABH RAI <u>PRIMARY</u> MS. MANISHA YADAV I/C MS. DEEPALI MS. SAKSHI (RUDRAPRAYAG) MS. JANVI (KARNAPRAYAG) MS. PRIYA (NANDPRAYAG) MS. SULEKHA (VISHNUPRAYAG)	PRT PRT PRT PRT PRT PRT PRT	➤ 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.
06	Club Activities	MR. KHUSHNAM P I/C ALL CLUB INCHARGES MS. SAKSHI MS. JANVI SINGH MS. PRIYA MS. SULEKHA SAROLIA MS. MONIKA	TGT-SOCIAL SCIENCE PRT PRT PRT PRT PRT	➤ Planning club activities for the year as per the Time Table ➤ Conduct & documentation of activities undertaken.
07	ICT CAL/TAL (PRIMARY)	MS. H R PUTTALAKSHMI I/C MR.RISHABH RAI CO I/C MS. SAKSHI MS. JANVI SINGH MS. MAYA YADAV COMPUTER INSTRUCTOR- PRIMARY	PGT-CS PRT PRT PRT PRT	➤ Maintenance and repair of all computers ➤ Updating the Vidyalaya Website
08	Vidyalaya Repair & Maintenance & Petty Construction	MR.HARI KUMAR I/C MR. E DEEVA	TGT-WE TGT-PHE	➤ Repair and maintenance of school building, toilets, classrooms, furniture and fixtures ➤ ID Cards/certificates

09	Publication Committee a.Student diary/Tr.Diary b.VidyalayaPatrika and Class Magazine NEWSLETTER	MS.NEETI PAL I/C MS. SAKSHI MR.KHEM CHAND MS. MONIKA MS.KANCHAN RANI MS.RUKMINI MR. AJAY KAUSHAL PANDEY	TGT-ENGLISH PRT TGT- SANSKRIT PRT TGT-HINDI TGT-HINDI PRT	➤ Publishing of VidyalayaPatrika, Calender, brouchers etc. ➤ Date & day wise record of important events in the Vidyalaya. ➤ Maintaining record of achievements of students &teachers(social science, Maths, IIT,NTS,regional, national anyother level, sports & games) ➤ Maintaining record of staff meetings circulation to staff.
10	Teaching aids	MR.KHUSHNAM P I/C MS. ATI PRIYA MS. PRIYA	TGT-SOCIAL SCIENCE TGT-SOCIAL SCIENCE PRT	➤ Purchase and maintenance of Teaching Aids. ➤ Ensuring effective use of teaching aids, toy library.
11	Audio Visual Aids	MR.HARI KUMAR I/C MR.SURYAKANT VAIDYA MR. DEEPAK DALAL	TGT-WE TGT-AE PRT	➤ Ensuring the usage of Audio- Visual and Teaching aids. ➤ Issuing the Audio- Visual aids to all the departments as per their requirements.
12	Excursion	MR.E DEEVA I/C MS. SUPREETHA SURESH MR. HARI KUMAR MR. SURYAKANT VAIDYA MS. JANVI SINGH	TGT-PHE LIBRARIAN TGT-WE TGT-AE PRT	➤ Planning and organizing tours to places of educational importance. Arranging transport facilities.

		MR.AJAY KAUSHAL PANDEY	PRT-MUSIC	
13	INTERNAL COMPLAINT BY STUDENTS, PARENTS, ETC Adolescent Education & Guidance and Counselling	MS.SAINA K SUKUMARAN I/C MR.V UGINE DELLAAS LEEN CO-IC MS.ARTI PRASAD MS. MONIKA	TGT- ENGLISH PGT-ENGLISH TGT-BIOLOGY PRT	➤ 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
14	Furniture	MR. RASOOL SHAIKH I/C MR. S K GUPTA	TGT-MATHS PRT	➤ Purchase of furniture and fixtures ➤ Maintenance and issuing of furniture ➤ Coordinating the repair work ➤ Ensuring the numbering on all furniture
15	Photography	MR.SURYAKANT VAIDYA I/C MR.KHEM CHAND MR.E DEEVA MS.KIRTI AHIRWAR	TGT-AE TGT-SANSKRIT TGT-PHE PRT	➤ Arrangements for taking photographs ➤ Display of Photographs and maintaining albums
16	PA System	MR.HARI KUMAR I/C MR.AJAY KAUSHAL PANDEY	TGT-WE PRT-MUSIC	➤ Keeping the PA system ready and in good condition for the Morning Assembly on the working days and other important occasions/ programmes
17	Purchase Committee	MR.D.K. TRIPATHI I/C MR.ANIL KUMAR C MS.AMANDEEP SANDHU	PGT- MATHS PGT-ECONOMICS HM	➤ 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
18	Alumni Association CAREER COUNSELING	MS.SUPREETHA SURESH I/C MR.E DEEVA	LIBRARIAN TGT-PHE	➤ Formation of Alumni Association and coordination of alumni and its function. ➤ Collection of data of students joining various professional colleges.
19	LANGUAGE AND LIBRARY ACTIVITIES	MS.SUPRETA SURESH I/C MS.SAINA K SUKUMARAN MR.KHEM CHAND MS.RUKMINI MS.KANCHAN RANI MR.AJAY KAUSHAL PANDEY	LIBRARIAN 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.
20	EBSB	MS. ATI PRIYA I/C MR.KHUSHNAM P MS. PRIYA	TGT- SOCIAL SCIENCE TGT- SOCIAL SCIENCE PRT	➤ Coordinating and conduction EBSB activities and exhibition at Vidyalaya, Cluster and Regional levels with the help of faculty members.
21	Science Activities	MS.KALPANA VERMA I/C MS. ARTI PRASAD CO I/C MS. SHIVANGI MISHRA MS.ANANYA	PGT-CHEMISTRY TGT-SCIENCE PGT-BIOLOGY TGT-SCIENCE	➤ COORDINATION OF ALL SCIENCE RELATED ACTIVITIES

22	Library Committee	MS. SUPREETHA SURESH I/C MR. KHEMCHAND CO I/C MS. SHUSHMA KUMARI MS. KIRTI AHIRWAR MR. RAVINDER	LIBRARIAN TGT-SANSKRIT PGT- HINDI 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.
23	Scouts & Guides	MR. RASOOL SHAIKH I/C MR. KHEMCHAND MR. SANJAY KUMAR GUPTA (I/C PRIMARY) MRS. B PURNIMA MS. MITALI SHARMA ALL SCOUTS & GUIDES TRAINED TEACHERS	TGT-MATHS TGT-SANSKRIT PRT PRT PRT	➤ Coordinating all scouts & guides activities at local, cluster, regional and national levels.
24	Sports & Games	MR. E DEEVA I/C MR. RAVINDER MS. DEEPALI	TGT-PHE PRT PRT	➤ Coordinating sports & games activities of the Vidyalaya at the house, cluster, regional and national levels. ➤ Conduct of Sports Day
25	Parent-Teacher Meeting	MS.SUSHMA KUMARI I/C MS. VVLK LEELA MS.ATI PRIYA	PGT-HINDI PGT-CHEMISTRY TGT-SOCIAL SCIENCE HM	➤ To organize and send circulars for holding PT meeting periodically. ➤ To keep record of PT meeting class wise and consolidated report of Vidyalaya Level.

		MS. AMANDEEP SANDHU MR. DHANANJAY MISHRA	PRT	
26.	Junior Science Lab	MS. ARTI PRASAD I/C MS.ANANYA	TGT-SCIENCE TGT-SCIENCE	➤ Purchase of Lab equipment ➤ Conduct of practicals as per split up syllabus. ➤ Maintenance of laboratories ➤ Display of prescribed practicals in the lab.
27	Mathematics Lab	MR. D.K. TRIPATHI I/C MS. PUSHPA KUMARI MR. RASOOL SHAIKH	PGT- MATHS TGT-MATHS TGT-MATHS	➤ Purchase & maintenance of articles for Maths Lab ➤ Display of the charts in the lab ➤ Coaching for Maths Olympiad & National Talent Scheme.
28	Raja Bhasha Implementation	MS. SHUSHMA KUMARI I/C MR. KHEMCHAND CO I/C MS.KANCHAN RANI MS.RUKMANI MS. PURNIMA MR. S K GUPTA	PGT-HINDI TGT-SANSKRIT TGT- HINDI TGT-HINDI PRT PRT	➤ To attend to correspondence (KV letters with in the time frame) in Hindi ➤ To follow policy guidelines.
29	Grievance Cell POCSO. etc	MS. SAINA K SUKUMARAN IC MR.V UGINE DELLAAS LEEN CO-IC MR. D.K.TRIPATHI MS.AMANDEEP SANDHU MR. SANJAY KUMAR GUPTA	TGT-MATHS PGT-ENGLISH PRT-MATHS HM 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)

		MS. MITALI SHARMA	PRT	
30	Discipline	MR.V UGINE DELLAAS LEEN I/C MR.E DEEVA CO I/C MS. SHIVANGI MISHRA MS.SAINA K SUKUMARAN MRS. B PURNIMA MS. KIRTI AHIRWAR	PGT-ENGLISH TGT-PHE PGT-BIOLOGY TGT-ENGLISH PRT PRT	➤ Checking of Late coming students ➤ Maintaining register and informing the parents. ➤ Checking uniform ➤ Attending any other indiscipline activities.
31	Sanitation & Hygiene (House Keeping)	MS.VVLK LEELA I/C MR.SURYAKANT VAIDYA MS. MANISHA MR. RAVINDER MS. SAJITA MR. ABHAY ROY MR. GAUTAM GOND MR. MAHENDRA SINGH	PGT-CHEMISTRY TGT AE PRT PRT ASO SSA JSA SUB-STAFF	➤ 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
32	Security Services /HOUSE KEEPING SERVICES	MR. E DEEVA I/C MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT	➤ 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. ➤ Verification of attendance of security persons

33	Gardening	MR.SURYAKANT VAIDYA I/C MR. HARIKUMAR MS. SHIVANGI MISHRA	TGT-AE TGT WE PGT BIOLOGY	➤ 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
34	ECO CLUB FOR MISSION LiFE	MS. ARTI PRASAD I/C MS. ANANYA MR. RAVINDER MS. MONIKA	TGT-SCIENCE TGT -SCIENCE PRT PRT	➤ Implementing activities of ECO Club for Mission LiFE in Vidyalaya. ➤ Maintaining the records for the same.
35	MTS/DEO	MR.E DEEVA I/C MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT	➤ Verification of attendance of persons engaged
36	ENGAGING STAFF ON CONTRACTUAL BASIS AS PER NEED	MS.VVLK LEELA I/C MS.AMANDEEP SANDHU	PGT-CHEMISTRY HM	➤ Verification of attendance of persons engaged ➤ Timely engaging the contractual staff members from the panel ➤ Verification of attendance

37	TRANSPORT ARRANGEMENT	MR.E DEEVA I/C MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.KHEM CHAND	TGT-PHE TGT-WE TGT-AE TGT-SANSKRIT	➤ Arranging transport services as per the requirement of escorts ➤ Bill settlement
38	INTRODUCTION OF SKILL MODULES AS PER CBSE LETTER	MR.HARI KUMAR I/C MR. D.K. TRIPATHI MR.SURYAKANT VAIDYA	TGT-WE PGT- MATHS TGT-AE	➤ Preparing school level modality for the introduction of skill modules. ➤ Maintaining record
39	CURRICULUM COMMITTEE	MR.V UGINE DELLAAS LEEN I/C MS.KALPANA VERMA CO I/C MS.SUSHMA KUMARI MS. SHIVANGI MISHRA MS. SAINA K SUKUMARAN MS.AMANDEEP SANDHU MRS. MAYA YADAV MRS. MITALI SHARMA MS. RUPESH SHEORAN MS. SILKY JAIN	PGT-ENGLISH PGT-CHEMISTRY PGT-HINDI PGT- BIOLOGY TGT-ENGLISH HM PRT PRT PRT PRT	➤ 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. Facilitate in implementation of NEP-2020/NIPUN BHARAT, FLN

40	VERIFICATION OF PAY BILL GeM Payment GeM Handling	MS.SAJITHA I/C MR.ABHAY ROY MR.GAUTAM GOND MR. HARI KUMAR	ASO SSA JSA TGT-WE	➤ VERIFICATION OF PAY BILL. ➤ Ensuring timely payment of items procuring through GeM. ➤ Ensuring the updating of required details in GeM after payment.
41	CONDEMNATION	MR. D.K. TRIPATHI I/C MR.E DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.AJAY KAUSHAL PANDEY MS.SAJITHA MR.ABHAY ROY MR.GAUTAM GOND	PGT- MATHS TGT-PHE TGT-WE TGT-AE PRT-MUSIC ASO SSA JSA	➤ 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
42	NCC	MR.E DEEVA I/C MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.AJAY KAUSHAL PANDEY MS.KALPANA VARMA	TGT-PHE TGT-WE TGT-AE PRT-MUSIC PGT-CHEMISTRY	➤ Conduct regular NCC parades, drill practice to develop discipline and physical fitness. ➤ Facilitate student participation in NCC camps and various events. ➤ Maintain cadet records and coordinate with the NCC Battalion and school administration for smooth functioning.
43	MAINTANING THE DETAILS OF COMPUTER AIDED TEACHING	MR. D.K. TRIPATHI I/C MS.AMANDEEP SANDHU	PGT- MATHS HM	➤ Maintaining register for collecting the details of CAT/ICT and monthly consolidation, presenting the details in Staff Meeting.

		COMPUTER INSTRUCTOR (PRIMARY) MS. MAYA YADAV	PRT PRT	
44	UDISE	MS.ATI PRIYA I/C MS.ANANYA MS.AARTI MR.DEEPAK DALAL	TGT-SOCIAL SCIENCE TGT-SCIENCE PRT PRT	➤ Ensuring the timely updating the portals and providing the details to Vidyalaya administration, KVS immediately on asking for that.
45.	STS PORTAL	MS. NEETI PAL I/C MS. SHIVANGI MISHRA MR. RISHABH RAI MS. KIRTI MS. PRIYA	TGT ENGLISH PGT BIOLOGY PRT PRT PRT	➤ Maintain and update STS Portal. ➤ 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
46	Students enrollment, UBI portal	MS.H R PUTTALAKSHMI I/C Ms. D.K. TRIPATHI MR.DHANANJAY MISHRA	PGT COMPUTER SCIENCE PGT-MATHS PRT	➤ 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

47	CPD	MR.KHUSHNAM I/C MS. SHIVANGI MISHRA MS.AMANDEEP SANDHU MS. YAMINI KAUSHIK	TGT-SOCIAL SCIENCE PGT- BIOLOGY HM PRT	➤ 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
48	MATHEMATICS ACTIVITIES	MR. D.K. TRIPATHI I/C MS.PUSHPA KUMARI MR. RASOOL SHAIKH	PGT MATHS TGT-MATHS TGT-MATHS	➤ HANDLING ALL ACTIVITIES RELATED TO MATHEMATICS
49	ESCORT DUTY	MS. MITALI SHARMA I/C MR.E D DEEVA	PRT TGT-PHE	➤ Maintaining roster for escort duty
50	STUDENTS ID CARD AND OUTPASS	MR.E DEEVA I/C MR.HARI KUMAR MR.SURYAKANT VAIDYA MR.SANJAY KUMAR GUPTA MR.MAHENDRA SINGH GAMES COACHES	TGT-PHE TGT-WE TGT-AE PRT SUB -STAFF	➤ Ensure preparation, distribution, and regular monitoring of students' ID cards and Class Out passes for safety and identification.
51	STUDENTS DIARY	MS. VVLK LEELA	PGT-CHEMISTRY	➤ DISTRIBUTION
52	TEACHERS DIARY	MS.VVLK LEELA	PGT-CHEMISTRY	➤ DISTRIBUTION

53	ATTENDANCE REGISTER	MS.VVLK LEELA	PGT-CHEMISTRY	➤ DISTRIBUTION
54	DETAILS OF ACADEMIC CIRCULAR REGISTERS MAINTAINING	MS. SHIVANGI MISHRA MS. NEETI PAL MR.GIRIDHAR	PGT-BIOLOGY TGT-ENGLISH MTS	➤ Maintenance and Updation of Circular Register.
55	STAFF MEETING DETAILS	MS.SUSHMA KUMARI I/C MR. SHIVANGI MISHRA MS. NEETI PAL	PGT-HINDI PGT-BIOLOGY TGT-ENGLISH	➤ Plan and organize staff meetings, prepare agenda, and ensure timely communication to all staff members. ➤ Maintain minutes of meetings (MoM) and follow up.
56	CLASS MONITOR CLUB	MS. SHIVANGI MISHRA I/C MS.VVLK LEELA MS.SUSHMA KUMARI MS.ARTI PRASAD MR.KHUSHNAM	PGT-BIOLOGY PGT-CHEMISTRY PGT-HINDI TGT-SCIENCE TGT-SOCIAL SCIENCE	➤ Conduct by-weekly meeting with class monitors ➤ Compile the findings
57	CATERING & TENT	MR.E DEEVA MR.HARI KUMAR MR.SURYAKANT VAIDYA	TGT-PHE TGT-WE TGT-AE	➤ Organise and Maintain Records.
58	ACP AND VALUE EDUCATION	MS.KALPANA VERMA MS. MONIKA	PGT-CHEMISTRY PRT	➤ MAINTANING RECORDS
59	SATHEE Initiative Implementation	Ms.Arati Prasad	TGT-Science	➤ SATHEE Initiative Implementation

60	School Innovation Council (SIC) / STEM	MS.KALPANA VERMA I/C MR.DHARMENDRA KUMAR TRIPATHI MS. SHIVANGI MISHRA MS.HARIKUMAR MR.DEEPAK DALAL MS.SAKSHI	PGT CHEMISTRY PGT MATHS PGT-BIOLOGY TGT WE PRT PRT	➤ Organize STEM and innovation-related events/workshops and maintain records/report progress to school administration.
61	CWSN/ DIVYANG	MS. ANANYA MR. S K GUPTA	TGT SCIENCE PRT	➤ Maintenance of special infrastructure for CWSN ➤ Plan Sports/Cultural activities for engaging CWSN ➤ Maintain records of type and No. of CWSN
62	TARA	MS. NEETI PAL MS. SAINA K SUKUMARAN MS. RUKMANI MS. KANCHAN RANI MR. KHEMCHAND MS. MITALI SHARMA	TGT-ENGLISH TGT-ENGLISH TGT-HINDI TGT-HINDI TGT-SANSKRIT PRT	➤ COORDINATE SMOOTH CONDUCT OF TARA- ORF ASSESSMENT AS & WHEN SCHEDULED ➤ PREPARE ANALYSIS REPORT OF TARA RESULTS & REMEDIATION WORK REQUIRED ➤ ENSURE INTERVENTION MATERIAL IS AVAILABLE WITH LANGUAGE TEACHERS & IS EFFECTIVELY USED IN CLASSROOMS
63	CREATIVE CORNERS	MS.AARTI	PRT	➤ Maintain and Supervise.

64	TLM	MR. DEEPAK DALAL MS. NAZIA MS. KUSUM PAHARIYA	PRT PRT	➤ 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
65	MINUTES OF MEETINGS	MS. YAMINI KAUSHIK	PRT	➤ Maintain record of agenda discussed in primary staff meeting
66	WORKSHEETS	MS. SAKSHI MS. DEEPALI	PRT PRT	➤ Ensure timely collection of worksheets from teacher on monthly basis. ➤ Ensure printing, distribution and proper utilization of worksheets ➤ Maintain necessary records related to worksheet
67	RESOURCE ROOM	MS. PRIYA	PRT	➤ 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.
68	PRIMARY COMPUTER LAB	MS. MAYA YADAV COMPUTER INSTRUCTOR	PRT	➤ Ensure functionality of systems in primary computer lab. ➤ Maintenance and upkeep of primary computer lab. ➤ Maintain record of stock of primary computer lab.
69	SUGGESTION BOX- PRIMARY	MR. AJAY KAUSHAL PANDEY MS. DEEPALI	PRT PRT	➤ Check the suggestion box on weekly basis and take needful measures.
70	BALA, DISPLAY & BEAUTIFICATION	MS. AARTI MS. SULEKHA SAROLIA	PRT PRT	➤ Ensure implementation of BALA guidelines ➤ Ensure qualitative, content rich display in the classroom and corridors
71	CHILDREN PARK	MR.SANJAY KUMAR GUPTA	PRT	➤ Ensure regular maintenance of equipment in park.
72	AWARENESS DRIVES	MS. MANISHA	PRT	➤ CONDUCT DRIVES ON REGULAR BASIS FOR CREATING AWARENESS ABOUT RELEVANT ISSUES LIKE CLENLINESS, DISCIPLINE, ETC. ➤ PLAN ACTIVITIES FOR PARTICIPATION OF MAXIMUM STUDENTS, ENSURING EACH STUDENT GETS OPPORTUNITY

				➤ MAINTAIN DETAILS/ RECORDS OF AWARENESS DRIVES CONDUCTED
73	CBSE ART INTEGRATION	MS. JANVI SINGH	PRT	➤ PLAN & CONDUCT ART INTEGRATED ACTIVITIES ➤ ENSURE EFFECTIVE IMPLEMENTATION OF 'BANSURI' ACTIVITIES IN CLASSROOMS DURING ART PERIODS ➤ MAINTAIN REGULAR RECORDS OF ALL ART INTEGRATED ACTIVITIES CONDUCTED ➤ UPDATE THESE DETAILS ON CBSE PORTAL
74	PHONICS	MS. JANVI SINGH	PRT	➤ PREPARE DETAILED PLAN FOR EFFECTIVE IMPLEMENTATION OF PHONICS IN ALL FOUNDATIONAL & PREPARATORY STAGE CLASSES ➤ ENSURE EFFECTIVE UTILISATION OF PHONICS WORKSHEETS RECEIVED FROM HQ ➤ PLAN & COORDINATE PREPARATION OF SCHOOL LEVEL WORKSHEETS & CONTENT FOR PHONICS ➤ ENSURE PHONICS ACTIVITIES ARE CONDUCTED BY TEACHERS IN CLASSES ON REGULAR BASIS ➤ CONDUCT SAMPLE TEST/ READING TEST ETC. ON REGULAR BASIS ➤ MAINTAIN RECORDS OF ALL ACTIVITIES RELATED TO PHONICS
75	CLASSROOM AWARDS	MS. DEEPALI	PRT	➤ ENSURE PROPER & CREATIVE DISPLAY OF CLASSROOM AWARDS ➤ ENSURE TEACHERS ARE CREATING AMPLE OPPORTUNITIES FOR ALL STUDENTS TO DISPLAY THEIR TRAITS & RECEIVE APPRECIATION ➤ MONITOR REGULAR UPDATE OF RECORDS BY CLASS REACHERS/ SUBJECT TEACHERS FOR EACH CLASS ➤ MAINTAIN REQUIRED DETAILS FOR SMOOTH, TRANSPARENT & EFFECTIVE IMPLEMENTATION OF CLASSROOM AWARDS
76	PBL	MS. SILKY JAIN MS. RUPESH SHEORAN	PRT PRT	➤ COORDINATE WITH PBL TEAM & ENSURE TIMELY COMPLETION/ UPDATE OF PBL ASSIGNMENTS ➤ MAINTAIN RELEVANT RECORDS
77	PROJECT INCLUSION (PI)	MRS. MITALI SHARMA	PRT	➤ ENSURE TEACHERS COMPLETE REQUIRED TRAINING/ COURSES

				➤ ENSURE ALL TEACHERS ASSESS & UPDATE STUDENTS FOR LEARNING DIFFICULTIES ON PI APP ➤ MAINTAIN RELEVANT RECORDS
78	FLN	MRS. MITALI SHARMA MS. JANVI SINGH	PRT PRT	➤ MAINTAIN FLN RECORDS ➤ PLAN ACTIVITIES FOR EFFECTIVE FLN IMPLEMENTATION OF FLN AS PER GUIDELINES ➤ ENSURE EFFECTIVE PRINT- RICH CLASSROOMS & SCHOOL CAMPUS TO ENHANCE FLN IMPLEMENTATION

SCHOOL RESPONSE TEAMS

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details
1	Child Rights Protection Cell	MS. SAINA K SUKUMARAN TGT-ENGLISH	MS.AMANDEEP SANDHU HM	8281273310
2	Evacuation Team	MR.HARI KUMAR TGT-WE	ALL STAFF MEMBERS	9746209600
3	Search & Rescue Team	MR.E DEEVA TGT-PHE	ALL STAFF MEMBERS	
4	First Aid & Medical Team	MS. ARTI PRASAD TGT-BIOLOGY MR. AJAY KAUSHAL PANDEY PRT-MUSIC	ALL STAFF MEMBERS	9845491391 7052747622
5	Transport Safety Team	MR.SURYAKANT VAIDYA TGT-AE	MR.HARI KUMAR TGT-WE MR.E DEEVA TGT-PHE	7795576174
6	Team for students with special needs (Divyang)	MR.V UGINE DELLAAS LEEN PGT-ENGLISH MS. ANANYA TGT SCIENCE MR.SANJAY KUMAR GUPTA PRT	ALL STAFF MEMBERS	9969570774
7	Internal Complaint Committee (ICC)- <u>for immediate handling at Vidyalaya level.</u> <u>A committee is formed in line with KVS letter and is uploaded in the Vidyalaya website and notice board</u>	MS.KALPANA VERMA PGT-CHEMISTRY MR.V UGINE DELLAAS LEEN CO-IC	MS.SUSHMA KUMARI PGT-HINDI MS.AMANDEEP SANDHU HM MS.SAINA K SUKUMARAN TGT-ENGLISH	7980625747
8	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.AMANDEEP SANDHU HM	8281273310

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