

PM SHRI KENDRIYA VIDYALAYA NO.1, RAJNAGAR, HUBBALI

COMMITTEE LIST FOR ACADEMIC SESSION 2024-25

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
1.TIME TABLE COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. Kirti PGT Maths 2. Mr. Yashwant Kumar, PGT Hindi 3. Mrs. Merlin W, TGT Sci 4. Mrs. Bhawna, Lib 5. Mr. Johny Daswani, TGT Maths 6. Mrs. Madhavi PRT 	<ol style="list-style-type: none"> 1. To prepare the school time table as per the latest guidelines from KVS 2. To make arrangement for teachers on leave. 3. To ensure that Teachers attend their arrangement Periods 4. To make remedial time table for low achievers 5. To display copy of arrangement work in the notice board 6. To maintain the arrangement register 7. Any other related work
2.ADMISSION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. R M Kulkarani TGT Eng 2. Mrs. Mathura Dixit PRT Music 3. Mrs. Monika Khasa PGT CS 4. Class teachers of IA, IB and IC 	<ol style="list-style-type: none"> 1. To display notice regarding Admissions Guidelines. 2. To display forms / Annexure as per KVS guidelines. 3. Verification of the Document and admission of students. 4. To take the approval of VMC before the release of the merit list. 5. Maintenance of admission registers. 6. Admission of candidates based on KV TC as per KVS norms. 7. Local transfer admissions. 8. Admission as per RTE act. 9. Maintenance of admission records as per KVS guidelines in the prescribed performs. 10. Details of admission uploading on the website 11. Any other related work.
3.INTERNAL EXAMINATION & all Olympiads – Outside competitions Committee	<ol style="list-style-type: none"> 1. Mrs, Suman Hosmani PGT Sci 2. Mr. Pawan Kumar PGT Eco 3. Mrs. Monika Khasa PGT CS 4. Mrs. Jaspreet Kaur TGT Eng 5. Mrs. Kusum Devi TGT Maths 6. Mr. Johny Daswani TGT Maths 	<ol style="list-style-type: none"> 1. To conduct internal exams as per the schedule given by KVS calendar of activities. 2. To update the Report card and Mark list format as per the latest CBSE directions. 3. To Conduct Question papers from paper setters, along with Blueprint & Marking scheme 4. To conduct retest as per KVS norms. 5. To analyze the Results of internal per-Board Exams 6. Declaration of results of results as per the KVS schedule.

		<ol style="list-style-type: none"> 7. To update examination details on website regularly. 8. Any other related work.
4.LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. Bhawna, Lib 2. Mr. Yashwant Kumar PGT Hindi 3. Mr. H F Malager TGT SST 4. Mrs. Merlin TGT Sci 5. Mrs. Noorjahan, TGT Hindi 6. Mrs. Sharada M K TGT Hindi 7. Mrs.Kusum Devi TGT Maths 8. Ms. Samruddhi Jain TGT Sci 	<ol style="list-style-type: none"> 1. To purchase books as per KVS guidelines. 2. The suggestion from staff members for purchase of new books to be taken. 3. To ensure books are circulated as per the requirement of students & staff members as per library rules 4. Books should be encouraged to write book Review. 5. Guidance & Counseling corner or table to be maintained 6. Any other related work.
5.CCA COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Prashantha Kumari PGT Eng 2. Mrs. Monika Khasa PGT CS 3. Mr. Yashwant Kumar PGT Hindi 4. Mrs. Kirti PGT Maths 5. Mr. H F Malager TGT SST 6. Mrs. Jaspreet Kaur TGT Eng 	<ol style="list-style-type: none"> 1. Annual Planning of CCA activities. 2. To see that morning assembly programme is to conduct within stipulated time. 3. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. 4. Maintain result of CCA activities. 5. Purchase and distribution of CCA prize & medals. 6. Maintaining CCA activities register 7. Display of Notice boards 8. Any other related work.
6.PURCHASE & AMC COMMITTEE	<ol style="list-style-type: none"> 1. Mr. P. Sekhar Babu PGT Comm 2. Mr. Pawan Kumar PGT Eco 3. Mr. H F Malager TGT SST 4. Mr. Ganpatasa H D (SSA) 5. Mrs. Mythili, PRT 6. Mr. B V Ijantakar, TGT Arts 7. Mr. Vivek Dhakar TGT P&HE 	<ol style="list-style-type: none"> 1. To find out the requirements of various departments. 2. To priorities the items to be purchased. 3. To prepare estimate of expenditure. 4. To put up budget proposal for approval 5. To call for quotation in consultation with Principal. 6. To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7. To physically verified the purchased items / goods and put Marks by using permanent Marks with date. 8. Any other related work

7.CBSE	<ol style="list-style-type: none"> 1. Mrs. Suman H, PGT Chem 2. Mr. Sekhar P Babu PGT Comm 3. Mr. Pawan Kumar PGT Eco 4. Mr. H F Malager TGT SST 	<ol style="list-style-type: none"> 1. To see the all CBSE related works and to conduct CBSE Board exam
8.STS and Scholarship	<ol style="list-style-type: none"> 1. Mrs. Monika Khasa PGT CS 2. Computer Instructor (Primary & Secondary) 	<ol style="list-style-type: none"> 1. Update and upload data on STS 2. Issue Scholarship forms and update data on portal 3. Any other related work.
9.GRIEVANCE CELL COMMITTEE	<ol style="list-style-type: none"> 1. Mr. H F Malager TGT SST 2. Mr. Pawan Kumar PGT Eco 3. Mrs. Jaspreet Kaur TGT Eng 	<ol style="list-style-type: none"> 1. To look into the genuine grievances of students.
10.SEXUAL HARASSMENT PREVENTION COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. G M Prashantha Kumari PGT Eng 2. Mrs. Sharada M K TGT Hindi 3. Mrs. Vaishali M B, PRT 4. Mrs. Mythili, PRT 5. Mr. Vivek Dhakar, TGT(P&HE) 	<ol style="list-style-type: none"> 1. To look after the cases of sexual harassment in Vidyalaya, If any 2. The committee should be impartial and unbiased. The committee should not disclose the identity of the girl and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality, the committee will report to the Principal.
11.MAINTENANCE AND REPAIRS	<ol style="list-style-type: none"> 1. Mr. Yashwant Kumar, PGT Hindi 2. Mr. B V Ijantakar TGT AE 	<ol style="list-style-type: none"> 1. To Monitor the repair work in the Vidyalaya 2. To maintain Register of date wise repair work in the Vidyalaya 3. Any other related work
12. PHOTO GRAPHY COMMITTEE	<ol style="list-style-type: none"> 1. Mr. B V Ijantakar TGT AE 2. Mr. Vivek D TGT P&HE 3. Sports Coach 4. Yoga 5. Computer Instructor 	<ol style="list-style-type: none"> 1. To ensure the photography / Videographer on important occasions days / functions. 2. To take photos of interesting special item during assembly 3. To preserve the soft copies of these photos in folders in the computer lab.

	(Primary & Secondary)	4. Any other related work
13.FURNITURE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Sekhar Babu PGT Comm 2. Mr. B V Ijantakar TGT AE 3. Mr. T B Jogin TGT SST 	<ol style="list-style-type: none"> 1. To ensure the furniture in each classroom is of uniform nature as far as possible 2. To check whether any furniture require & to bring it to the notice of the Principal 3. To ensure that no furniture is lying in the corridors. 4. To ensure that any furniture taken for any function to be replace in its proper place 5. Any other related work.
14.GUIDANCE AND COUNSELLING	<ol style="list-style-type: none"> 1. Mrs. G M Prashantha Kumari PGT Eng 2. Special Educator 3. Mr. Sekhar Babu PGT Comm 4. Mr. Yashwant Kumar PGT Hindi 5. Staff Nurse 	<ol style="list-style-type: none"> 1. To plan guidance & counseling activities for the academic year. 2. To maintain Guidance & counseling register. 3. To arrange guest lectures on important occasions by inviting Scientist, Doctors and others dignitaries. 4. To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field 5. To pay the remuneration in consultation with principal 6. Any other related work
15.EXCURSION and Adventure club COMMITTEE	<ol style="list-style-type: none"> 1. Mr. H F Malager TGT SST 2. Mr. Pawan Kumar PGT Eco 3. Mr. Vivek Dhakar TGT P&HE 4. Mrs. Mathura Dixit PRT Music 	<ol style="list-style-type: none"> 1. To plan education tours / excursions for all the classes as per KVS norms 2. To give the intimation letters to class teachers for transmission to parents. 3. To collect the acknowledgement from parents and to files it. 4. To ensure the safety of the students during the journey period and their stay at the venue 5. To provide hygienic food / potable water to the students who are participating in tour Programme 6. To arrange transport & settle bills 7. Any other related work

16. MEDICAL CHECKUP & FIRST AID COMMITTEE	1. Staff Nurse 2. Mr. Yashwant Kumar PGT Hindi 3. Mrs. Merlin W, TGT Sci 4. Ms. Samruddhi Jain TGT Sci 5. Sports Coach (Primary & Secondary) 6. Yoga Teacher	1. To conduct medical check-up of students twice a year 2. To provide medical help whenever required to the students 3. To maintain medical records of all students. 4. To maintain the medical room 5. To ensure the follow up action after the medical check-up 6. Any other related work
17. HINDI RAJBHASHA IMPLEMENTATION COMMITTEE	1. Mr. Yashwant Kumar PGT Hindi 2. Mrs. Noorjahan Bellary TGT Hindi 3. Ms. Sharada K TGT Hindi 4. Mr. Ganapatasa H D, SSA 5. Ms. Nagveni, JSA	1. To ensure the names of staff members in attendance register is bilingual. 2. To ensure replies to official letters in Hindi are sent in Hindi 3. To prepare report on Hindi implementation 4. To celebrate Hindi Week and Hindi Pakhwada 5. Any other related work
18. Minutes of Meeting	1. Mr. R M Kukarni TGT Eng 2. Mrs. Jaspreet Kaur TGT Eng	1. To write the minute of the meeting and to take teachers signature 2. To maintain minutes register.
19. ACP COMMITTEE	1. Mr. R M Kukarni TGT Eng 2. Mr. H F Malager TGT SST 3 Mr. B V Ijantkar TGT AE 4. Mr. T B Jogin TGT SST	1. To plan activities for the academic year 2. To arrange talk by experts. 3. To maintain record of activities conducted 4. Any other related work.
20. NEWS PAPER IN EDUCATION (NIE) COMMITTEE	1. Mrs. Bhawna, Lib 2. Mr. T B Jogin TGT SST	1. To coordinate with Newspaper Agency 2. To ensure the events of the Vidyalaya & articles of students get coverage in NIE.
21.DRINKING WATER COMMITTEE	1. All Class Teachers	1. To ensure drinking water is available in the Vidyalaya. 2. To send water sample for analysis once in every 3 Months 3. To ensure the proper functioning of RO installed in school premises 4. To ensure the proper functioning of water coolers

		5. Any other related work.
22.RIGHT TO INFORMATION COMMITTEE	1.Mr. Ganapatasa HD, SSA 2. Mrs. Nagveni Kabnur, JSA	1. To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office 2. Collect date / information to be incorporated in the reply of such letters. 3. The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI 4. Any other related work
23.SAFETY AND SECURITY OF CHILDREN DURING LUNCH TIME	Secondary Section 1. Mr. Vivek Dhakar TGT PH& E 2. Sports Coach (Primary & Secondary) 3. Yoga Teacher 4. All Class teachers Primary Section 1. All Class teacher	1. To mind the discipline of the students the lunch break. 2. To see that students reach their respective class after the lunch 3. To ensure the safety and security of students during lunch time by maintaining proper discipline. 4. Monitoring the parents and student's movement during the break 5. Any other related work
24.CLEANLINESS AND SANITATION COMMITTEE	Primary section 1. Mr. Shrishail T B, HM 2. Mrs. Mathura Dixit PRT Music 3. Mrs. Shraddha S, PRT Secondary Section 1. Mr. B V Ijantkar TGT AE 2. Mrs. Prashantha Kumari PGT Eng 3. Mrs. Merlin W S TGT Sci 4. Ms. Samriddhi Jain TGT Sci 5. Comp Inst. (Primary & Secondary).	1. To keep stock of cleanliness activities in the Vidyalaya 2. To supervise the work of House Keeping in maintaining cleanliness. 3. To coordinate with AEP to include students in maintaining cleanliness 4. To see that the Student Council also contributes towards maintenance of cleanliness 5. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas 6. To ensure the provision of dustbins in all the class rooms 7. To given suitable instruction to the people deployed under housekeeping regarding cleanliness of campus 8. To clear the wild bushes inside school campus 9. To ensure cleanliness of area around the staff quarters. 10. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness

		<ul style="list-style-type: none"> 11. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 12. Any other related work.
25.P A SYSTEM	<ul style="list-style-type: none"> 1. Mr. Vivek Dhakar TGT(P&HE) 2. Mrs. Mathura Dixit, PRT Music 	<ul style="list-style-type: none"> 1. Arrangement and maintenance of PA system for assembly and other celebrations. 2. Maintenance of fire extinguisher. 3. Any other related works.
26.HOUSE KEEPING AND SECURITY	<ul style="list-style-type: none"> 1. Mr. Pawan Kumar PGT Eco 2. Mr.Ganpatasa H D, SSA 3. All class Teachers 	<ul style="list-style-type: none"> 1. To monitor the work of Housekeeping ladies. 2. To maintain the Sanitation Register 3. To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya 4. Keep a record of the addresses / contact numbers off all the housekeeping / Security personnel 5. Ensure they report to the Vidyalaya on time 6. To verify the bills put up by the agency 7. Any other related work
27.MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE	<ul style="list-style-type: none"> 1. Mrs. G M Prashantha Kumari PGT Eng 2. Mr. Yashwant Kumar PGT Hindi 3. Mr. T R Sharma TGT Skt 4. Mr. Jaspreet Kaur TGT Eng 5. Mr. B V Ijantkar TGT AE 6. Mrs. Sharada M K TGT Hindi 7. Computer Instructor (Primary & Secondary) 	<ul style="list-style-type: none"> 1. To encourage students and staff members to contribute articles for the Vidyalaya Patrika 2. To design the Cover page with the help of Drawing teacher and students. 3. To ensure the Vidyalaya Patrika is published and Distributed in July. 4. To design the Student Diary 5. Maintain liaison with Press and Media 6. Any other related work.
28.DISCIPLINE COMMITTEE	<ul style="list-style-type: none"> 1. Mr. Sekhar Babu PGT Comm 2. Mr. Pawan Kumar PGT Eco 3. Mrs. Suman Hosmani PGT Chem 4. Mr. H F Malegar TGT SST 5. Mrs. Merlin W TGT Sci 6. Mr. B V Ijantkar TGT AE 7. Sports Coach (Primary & Secondary) 8. All class teachers 	<ul style="list-style-type: none"> To ensure First aid boxes are available To ensure the contents of the First-Aid box are replenished at regular intervals and to check the expiry of Ointments / medicines. Any other related work. assign duties to the committee members to monitor the uniform of students & late comers To inform the parents about regular defaulters To maintain the details of defaulters in the register To plan for corrective measures, through skit or talk during morning assembly To ensure overall discipline in the Vidyalaya

		Any other related work
29. e- CLASS ROOM	<ol style="list-style-type: none"> 1. Mrs. Monika Khasa PGT CS 2. Computer Instructor (Primary & Secondary) 	<ol style="list-style-type: none"> 1. To monitor the use of e-classroom 2. To maintain the log book 3. To collect the e-lessons from teachers for all the subjects for use by other teachers 4. To update details about ICT infrastructure of the Vidyalaya 5. To train teachers about the use of the interactive Board 6. To guide teachers in uploading data online in CBSE website 7. To ensure the system in the computer lab are in working condition 8. Any other related work
30. EBSB and Social Science Exhibition	<ol style="list-style-type: none"> 1. Mr. H F Malager TGT SST 2. Mr. T B Jogin TGT SST 3. Mr. Pawan Kumar PGT Eco 	<ol style="list-style-type: none"> 1. To Conduct the activities of EBSB 2. To conduct Social Science exhibition 3. Any other related work
31. Literary Club	<ol style="list-style-type: none"> 1. Mrs. G M Prashantha Kumari PGT Eng 2. Yashwant Kumar PGT Hindi 2. Mr. R M Kulkarni TGT Eng 3. Mrs. Noorjahan Bellary TGT Hindi 4. Mrs. Sharada K TGT Hindi 	<ol style="list-style-type: none"> 1. To Promote the literature activity in the Vidyalaya 2. To ensure language development among the students and reading habits. 3. Any other related work
32. Integrity Club	<ol style="list-style-type: none"> 1. Mr. Sekhar Babu PGT Comm 2. Mr. Pawan Kumar PGT Eco 3. Mr. T B Jogin TGT SST 4. Mr. H F Malegar TGT SST 	<ol style="list-style-type: none"> 1. To Promote the integrity among the students. 2. Any other related work
33. Math's Club	<ol style="list-style-type: none"> 1. Mrs. Kirti PGT Maths 2. Mr. Johny Daswani TGT Maths 3. Mrs. Kusam Devi TGT Maths 	<ol style="list-style-type: none"> 1. To Promote the quantitative aptitude and scientific temperament among the students. 2. Any other related work

34. Science & Eco Club	<ol style="list-style-type: none"> 1. Mrs. Suman Hosamani PGT Chem 2. PGT Physics 3. PGT Biology 4. Mrs. Merline W S TGT Sci 5. Ms. Samriddhi Jain TGT Sci 	<ol style="list-style-type: none"> 1. To Promote the Eco-friendly attitude among the students. 2. Science Exhibition 2. Any other related work
35. NAEP	<ol style="list-style-type: none"> 1. Ms. Merline S W TGT Sci 2. Ms. Sharaada M K TGT Hindi 	<ol style="list-style-type: none"> 1. NAEP reports 2. Any other related work
36. B & SG	<ol style="list-style-type: none"> 1. Mr. H F Malegar TGT SST 2. Ms. Sharaada M K TGT Hindi 3. Mrs. Kirti PGT Maths 4. Mr. Johny Daswani TGT Maths 5. Mr. Kusum Devi TGT Maths 6. Mrs. Mathura Dixit PRT Music 7. Mr. Vivek Dhakar TGT P&HE 	
37. ATL LAB	Mrs. Merlin S W TGT Sci	Any other related work

PRINCIPAL