

SCHOOL COMMITTEE LIST -2026-27

Duties & Members

S.No	Committee	Members (Secondary)	Members (Primary)	Duties	Sign
1.	ACADEMIC CO-ORDINATORS PRIMARY SECTION SECONDARY SECTION	Mr. K Srihari, PGT(Phy)- I/C Mrs. Saroj Singh, PGT(Hindi) Mr. Pradeep Saxena, PGT(Math) Mr. Lalith Upadhyay, PGT(Phy) Mrs. Bhavana Singh, TGT(SSt)	Mrs. Jayashree Raja, HM Mrs. Chitra, PRT Mrs. T V Ramya, PRT	- To prepare Vidyalaya plan and inspection tool - Distribution of split up of syllabus and monitoring whether it is followed strictly. - Preparing list of students needing special attention from all the classes and planning for remedial classes from the beginning of session. - Planning for special attention for bright students. - Planning for regular interaction between Teachers handling V and VI classes and also between VIII and IX classes. - Review of the list of slow learners based on the performance in each month, with the help of class / subject teacher. - To update and forward reports to RO regarding any academically important programmes / events. - To liaison with faculty heads and coordinate various academic programmes and also solve any issues related to academics. - To select topics and plan for team teaching with an interdisciplinary approach, with the help of various faculty heads. - To plan for Bridge courses wherever required. - To discuss with faculty heads and subject Teachers. - To plan for optimum usage of ICT facilities and other innovative practices for betterment of Teaching Learning process.	
2.	Academic Council & Subject Committee Incharges	Ms. Abigail Dolma, PGT(Eng) Mrs. Saroj Singh, PGT(Hindi) Mr. K Srihari, PGT(Phy) Mr. Pradeep Saxena, PGT(Math) Mrs. Bhavana Singh, TGT(SSt)	Mrs. Jayashree Raja, HM Mrs. N Radha, PRT Mrs. Chitra, PRT	- Collaborating with Principal on important academic issues and taking decisions regarding important academic programmes to be conducted in the Vidyalaya. - Distribution of Split up syllabus - Collecting and distributing study materials. - Monitoring the Homework given and Remedial Classes taken as per Schedule prepared. - Convening of subject committee meeting as per Schedule and circulation of Agenda and minutes with the approval of Principal. - Preparation of comprehensive list of projects/ subject enrichment activities/work sheets/ TLM etc for various classes.	

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3.	Time Table Committee	Mr. K Srihari, PGT(Phy)- I/C Mr. Pradeep Saxena, PGT(Math) Mrs. Jestina John, TGT(Math) Mrs. Rupsi Chauhan, TGT(AE) Mr. D K Singh, TGT(Lib) Computer Instructor 1	Mrs Archana Kumari, PRT-I/C Mrs Reetu Rani, PRT Mrs Saieashwari, PRT Ms Divya Tiwari, PRT Computer Instructor	- Preparation of time table as per KVS norms - Daily arrangement for the teachers on leave. - To make remedial timetable for low achievers - To make Timetable for Autumn & Winter Break classes for XII and X. - To prepare timetable for morning duty, lunch break duty and dispersal duty.	
4.	Examination Committee (Internal)	Mr. Lalith Upadhyay, PGT(Phy)-I/C Mrs. P S Kavitha, TGT(Math) Mrs. Neelam Saini, TGT(Sci) Mr. D K Singh, TGT(Lib) Mrs. Preeti Kumari, TGT(SSt) Mrs. Anupama Gupta, TGT(Hindi) TGT(Sci) TGT(SSt) Mr. Pillappa, Substaff	Mrs Ramya, PRT-I/C Mrs Saieshwari, PRT Mr Vinod, PRT Ms Divya, PRT Mr Saurabh, PRT Ms Geetika, PRT	- To conduct internal exams as per the schedule given by KVS calendar of activities - To update the Report cards and Mark list format as per the latest CBSE directions - To inform exam time table to students and parents at least 2 weeks before commencement of test or exam - To collect Question papers from paper setters, along with Blueprint & Marking scheme - To conduct retest as per KVS norms - To analyze the Results of internal & Pre-Board Exams - Students and parents must be informed about the result of all exams within a week of completion of exam/test and updated record must be kept ready for further course of action. - Result moderation committee to be decided and formed in the month of January. - Maintain the required examination stationery in stock. - Preparation of result analysis for classes VI to IX and Class XI as per KVS Directions.	
5.	Examination Committee (External)	Mr. K Srihari, PGT(Phy) – I/C Mr. Lalith Upadhyay, PGT(Phy) Mrs. P S Kavitha, TGT(Math) Mrs. Pallavi Singh, TGT(WE) Mr. Gangadhararadhya, Substaff	NA	- To prepare a schedule of external examinations to be conducted in the Vidyalaya. - To liaison with such agencies regarding conduct of examinations. - To prepare the list of invigilators and monitor the conduct of exams. - To coordinate in packing and sending the exam material for evaluation.	
6.	CBSE Committee	Mr. K Srihari, PGT(Phy)- I/C Mr. Pradeep Saxena, PGT(Math) Mrs. Pallavi Singh, TGT(WE) Mr. Gangadhararadhya, Substaff Computer Instructor 2	NA	- To correspond with CBSE for all exam related queries - To monitor the registration of class IX to class XII students for Board exam - To verify the details sent to CBSE - To approach State Bank of India for verification of Exam materials sent by CBSE - To plan Seating arrangement as per CBSE guidelines - To despatch Answer papers promptly	

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				- To maintain all proformae concerning the conduct of CBSE exams - A Xerox copy of all documents being sent to CBSE to be maintained - To maintain account of answer papers & expenditure for conduct of exam in prescribed formats - Preparing CBSE result analysis for classes X and XII Class wise and teacher wise as per the directions of KVS RO - Board results to be updated in the school website every year. Previous year's results also to be displayed.	
7.	Admission Committee	Mrs. Laxmi P, PGT(CS)- I/C Mrs. Sridevi V Shinde, PGT(Bio) Computer Instructor 1 Computer Instructor 2	Mrs. Jayashree Raja, HM Mrs. Chitra, PRT Ms. Geetika, PRT Mr. Malavath Vinod, PRT All 1st Standard class teachers	- Scrutiny of registration form of class I, XI with utmost care. - To carry out admission process meticulously of Class I meticulously. - Preparing the list of selected candidates - To make a plan to set question papers for fresh admissions for class IX and above and to conduct admission tests - Compiling and forwarding of Local Transfer applications to other KV and RO - To write the entries of all newly admitted students in the admission register without error - Uploading of TC details in school website on day to day basis. (Computer Instructor) - Generating TC from UBI portal	
8.	CCA (Internal)	Ms. Abigail Dolma, PGT(Eng)- I/C Mrs. Shireen Sultana, TGT(Eng) Mrs. Laxmi Devi, TGT (Hindi) Mrs. Uma Rai, TGT(Skt) Mrs. Uma Ghosh, PRT(Music)	Ms Megha, PRT- I/C Ms Muskan, PRT Ms Sonali, PRT Ms Akanksha, PRT	- To prepare CCA calendar of Activities - To conduct Creative Learning Activities - To ensure the morning assembly programmes are conducted in stipulated time as per KVS direction - To ensure the quality of the items presented on stage - To organise Programmes on Special days - Conducting Investiture ceremony in a befitting way. - To prepare identity cards for staff and students - To ensure maximum participation of students - To organise Annual Day - To plan, purchase and distribute CCA prizes - Data collection and uploading	
9.	CCA (External)	Mrs. Shwetha Srivastava PGT(Chem)- I/C Mrs. Bindu. N V, TGT(Eng) Mrs. Lathika Jha, TGT(Hindi) Mrs. Menaka Devi, TGT(Sci)	Ms Abhilasha, PRT- I/C Mrs Reetu Rani, PRT Ms Sonam, PRT Mrs Jyotsna. PRT	- To coordinate with External agencies for conduct of activities - To ensure students participation in external competitions - To intimate parents about the participation of the student and to file the acknowledgement - To update the student Achievement list regularly - Achievements to be updated in the School website - To collect data for Regional Newsletter	

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10. (a)	Club Activities Literary Club	Mrs. Bindu N V, TGT(Eng)- I/C All English, Hindi and Sanskrit teachers <i>[Signatures]</i>	NA	- To plan activities for the academic year - To conduct activities as per schedule - To decorate the display boards with self composed articles/ poems/stories of students - To organise literary day - To arrange talk by any famous novelist or writer	
(b)	Club Activities Eco Club, Campus Beautification & Horticulture	Mrs. Sridevi V Shinde, PGT(Bio)- I/C Mrs. Shwetha Srivastav, PGT (Chem) Mrs. Menaka Devi, TGT(Sci) Mrs. Rupsi Chauhan, TGT(AE) <i>All Science teachers</i>	NA	- To plan the club activities - To set up vermicompost pit - To arrange talks by experts - To guide students to make Prize winning innovative Projects for all Science exhibitions - To organise Science exhibition - To maintain record of club activities - To celebrate National Science Day	
(c)	Club Activities Maths Club	Mr. Pradeep Saxena, PGT(Math)-I/C All Math teachers	NA	- To celebrate National Mathematics Day - To organise a Mathemagic show - To invite experts in the subject from Maths Olympiad cell of IISc - To take up projects related to Mathematical modelling	
(d)	Club Activities Integrity Club	Mrs. Priyanka Agarwal, TGT(SS)- I/C All Social Studies teachers <i>[Signature]</i>	NA	- To set up Integrity Club corner - To decorate the Display Board - To plan & conduct activities - To include activities of Awakened citizen programme for the club	
(e)	Club Activities Health & Wellness Club	Mr. Krishna Kumar, TGT(P&HE) - I/C Doctor Nurse Counsellor <i>[Signature]</i>	NA	- To create awareness about good health - To organize Nutricheck - To organize Dental check up - To plan activities as per School Health Manual of CBSE.	
(f)	Club Activities Art Club	Mrs. Rupsi Chauhan, TGT(AE)-I/C Mrs. Uma Ghosh, TGT(Music) <i>[Signature]</i>	NA	- Conducting Art activities - Display of Art Activities - YouTube of Art Activities - Various activities to be performed as per KVS and CBSE norms - Assisting in Notice Boards and Display Boards activities.	
11.	Guidance & Counselling	Mr. K Srihari, PGT(Phy)-I/C Ms. Abigail Dolma, PGT(Eng) Counsellor	NA	- To plan guidance & counselling activities for the academic year - To maintain Guidance & counselling register - To arrange talks by experts - To have a counselling hour for problems of students of various classes	

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				To invite alumni of the Vidyalaya for addressing the students about career options	
12.	Adolescence Education Programme (AEP)	Mrs. Sridevi V Shinde, PGT(Bio)-I/C Doctor Nurse <i>Mrs. Sheetal</i>	NA	- To plan activities for the academic year - To arrange talk by gynaecologist for girls - To invite experts in the field of adolescence education for lectures - To maintain record of activities conducted - To upload the data in AEP website - To address the grievances of adolescent students	
13.	Discipline Committee	Mr. Krishna Kumar, TGT(P&HE)-I/C Mr. K Srihari, PGT(Phy) Mr. Pradeep Saxena, PGT(Math) Mrs. Saroj Singh, PGT(Hindi) Mr. D K Singh, TGT(Lib) Mr. Kishore Singh Panwar, TGT(Hin) Sports Coaches Yoga Instructor All Class teachers	Mr Randhir Kumar Jha, PRT- I/C Mrs Chitra, PRT Mrs Uma Ghosh, PRT Ms. Sonam Nigam, PRT All Class teachers	- To conduct enquiries regarding cases referred to the committee. - To monitor the discipline of students including uniform, hair style, hygiene and proper upkeep during assembly time and inside the school campus - To check whether students are attending assembly or not - To check the bags of higher class students at regular intervals to ensure that they do not bring mobiles & i-pods to school - To 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 announce the names of classes with minimum defaulters at the end of the week after consolidation of data - To plan for corrective measures through skit or talk during morning assembly	
14.	Grievance Cell	Mrs. Sridevi V Shinde, PGT(Bio) – I/C Mrs. Diya Elizabeth, TGT(Eng) Mr. Kishore Singh Panwar, TGT(Hin) School Captains	NA	- To open the Grievance box on every Wednesday - To list out the suggestions or Grievances made - To consult the Principal regarding the course of action - To inform the concerned individual about the action taken	
15.	Redressal of Grievances	Mrs. Glory Gnanaselvi, Principal – I/C Mr. K Srihari, PGT(Phy) Mrs. Jayashree Raja, HM VMC member (lady)	NA	- To discuss and finalize verdict on the enquiry report submitted by discipline committee. - To resolve the issue - To inform chairman VMC and DC KVS Bangalore about, depending upon the gravity of the situation	
16.	Internal Complaints Committee (ICC)	P O Smt. Hema K, Bangalore Assistant Commissioner KVS RO Mrs. Bhavana Singh, TGT(SSt) Mrs. Jayashree Raja, HM VMC Member	NA	Sexual harassment of women at work place. (Prevention, Prohibition and Redressal)	

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17.	Vidyalaya Newsletter (Patrika)	Mrs. Saroj Singh, PGT(Hindi)- I/C Ms. Abigail Dolma, PGT(Eng) Mrs. Latika Jha, TGT(Hindi) Mrs. Anupama Gupta, TGT(Hindi) Mr. Saji B, TGT(Eng) Mrs. Uma Rai, TGT(Skt)	Mrs. Monica Ahlawat PRT- I/C Ms Megha, PRT Ms Akanksha, PRT Ms Sonali, PRT	- Vidyalaya Patrika - To encourage students and staff members to contribute articles for the Vidyalaya Patrika - To design the Cover page by May 2026 - To ensure the Vidyalaya Patrika is published in July 2026 - To design the Student Diary - To prepare the Teachers' Diary - To compile all information like class teacher list, housemaster list, homework time table, CLA class list, VMC member list etc. - To complete all administrative formalities for printing the handbook and keep it ready for distribution on 1st April as per KVS directions	
18.	Minutes of Staff Meeting	Ms. Abigail Dolma, PGT(Eng)-I/C Mrs. Shireen Sultana, TGT(Eng) Mrs. Laxmi Devi, TGT(Hindi)	NA	To write the minutes of the meeting and to circulate it among the teachers	
19.	Sports	Mr. Krishna Kumar, TGT(P& HE) - I/C Sports Coaches Yoga Instructor	Mr Vikas Drall, PRT- I/C Ms Megha, PRT Mr Saurabh, PRT All Class teachers	- To plan for Annual Sports day - To conduct school level competitions - To select students for Regional & National level Competitions - To prepare the Sports report for Regional Newsletters - To issue sports equipment to students	
20.	Medical & First Aid Safety and security of children	Mr. Krishna Kumar, TGT(P& HE) I/C Mrs. Sridevi V Shinde, PGT(Bio) Doctor Nurse	---	- To conduct medical check-up of students & staff twice a year - To provide medical help whenever required to the students - To maintain medical records of all students & staff members - To inform the class teacher & other subject teachers the precautionary measures to be taken in the case of students suffering from high risk - To maintain the medical room - To ensure First aid boxes are available in all the Labs, Medical room, Sports room and one at the entrance lobby - To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of ointments/medicines	
21.	Students' Council	Ms. Abigail Dolma, PGT(Eng)- I/C Mrs. Shireen Sultana, TGT(Eng) Mrs. Laxmi Devi, TGT(Hindi) Mr. Krishna Kumar, TGT(P & HE)	Ms Megha, PRT- I/C Ms Muskan, PRT Ms Sonali, PRT Ms Akanksha, PRT	- To organize investiture ceremony - To monitor discipline in the Vidyalaya - To help in organizing Sports day, Annual Day - To conduct monthly review meeting	
22.	Scouts & Guides / Cubs & Bulbuls	Mrs. Neelam Saini, TGT(Sci) Mrs. P S Kavitha, TGT(Math) Mrs. Shireen Sultana, TGT(Eng) Mrs. Preeti Singh, TGT(SSt)	Mr Vinod, PRT-I/C Ms Akanksha, PRT-I/C Mr. Randhir Kumar Jha, PRT	- Enrolment of the Scouts & Guides in the month of April - To prepare Plans with tentative dates and months for organising activities - To give proper training to the students	

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		All teachers trained in Scout and Guide	Mr. Vikas, PRT Mr. Saurabh, PRT Ms. Muskan, PRT	- To provide opportunities for Scouts & Guides to participate in various activities conducted in the Vidyalaya, Regional, National level - To conduct the exam - To take up social service activity for the school - To conduct Tiritiya Sopan, Tiritiya Charan camps in the Vidyalaya - To ensure students maintain log books	
23.	NCC	Mr. Kishore Singh Panwar, TGT(Hindi) – I/C	NA	- To prepare cadets for A, B, C certificate exams - To involve cadets in developmental works in the Vidyalaya - To conduct awareness programmes on social issues for common man with help from cadets - To train them for State Republic Day parade	
24.	SAMAGAM Portal 1 a) VIS b) APAR c) Teachers data d) Staff sanction e) Vacancy f) Attendance 2) Transfer 3) CPD 4) Admission: a) Fresh Admission b) Transfer cases 5) Sports 6) Samvida Sathi 7) Enrollment	Mrs. P S Kavitha, TGT(Math)-I/C Mrs. P S Kavitha, TGT(Math) Mrs. Reetu Rani, PRT Mr. Radhakrishnan, SSA Computer Instructor 1 Mrs. Laxmi P, PGT(CS) Mr. Radhakrishnan, SSA Mrs. Diya Elizabeth, TGT(Eng) Mrs. Laxmi P, PGT(CS) Mrs. Chitra, PRT Mr. Krishna Kumar, (P&HE) Coach 1 Mrs. Bindu Gopakumar, TGT(Math) Mrs. Bhavana Singh, TGT(SSSt) Mrs. Archana Srivastav, TGT(SSSt) Mrs. Menaka Devi, TGT(Sci)	---	- To make all entries in the portal - To mark daily attendance - To ensure periodic updation of the portal - To approve CPD certificates - To upload all data related to contractual appointments - To update enrolment regularly.	

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25.	Library	Mr. D K Singh, TGT(Lib) – I/C Mr. Laith Upadhyay, PGT(Phy) Mrs. Bhavana Singh, TGT(SSt) Mrs. Bindu N V, TGT(Eng) Mrs. Jestina John, TGT(Math) Mr. Saji B, TGT(Eng) Mr. Kishore Singh Panwar, TGT(Hin) Mrs. Uma Rai, TGT(Skt)	Ms Divya, PRT – I/C Ms Vanshika, PRT Ms Sonam, PRT	- To purchase books as per KVS guidelines - The suggestion from staff members for purchase of new books to be taken - To ensure books are circulated as per the requirement of students & staff members as per Library rules - Books should not remain with same individual for a long period where is a demand for it from others - Library should be open during lunch time for students to read books & magazines - Students should be encouraged to write Book Review - Guidance & Counselling corner or table to be maintained - Good quotations related to Books and Reading to be displayed in the Library - Monthly meeting of Library Committee to be conducted & minutes recorded. - Library policy to be displayed in the Library - Librarian should go to the respective classes and bring the students to the library.	
26.	NIE (Newspaper in Education)	Mrs. Diya Elizabeth, TGT(Eng) TGT(SSt) Mrs. Nirmala	NA	- To encourage students to subscribe for NIE - To ensure the events of the Vidyalaya & articles of students get coverage in NIE	
27.	Parent Teacher Association	Mr. K Srihari, PGT(Phy) – I/C Mr. Lalith Upadhyay, PGT(Phy) Mrs. P S Kavitha, TGT(Math)	NA	- To intimate parents about PTA meetings - To take the signature of parents attending the meeting - To take Parents suggestion during PTA meetings - To inform parents about the action taken - Exam I/C to keep record of PTM by all classes	
28.	Furniture	Mr. Saji B, TGT(Eng) – I/C Mrs. Priyanka Agarwal, TGT(SSt) Mr. Pradeep Saxena, PGT(Math) Mrs. Shital Tambe, TGT(Sci)	Mr Saurabh B, PRT I/C Mr Randhir, PRT Mr Vikas Drall, PRT	- To prepare a list of requirements of furniture - To keep liaison with school office and BSO for purchase of furniture - To get the old furniture repaired	
29	Vidyalaya Decoration	Mrs. Rupsi Chauhan, TGT(Art)-I/C Mrs. Menaka Devi, TGT(Sci) TGT(Sci)	Mrs. Jyotsna, PRT- I/C Ms. Sonam Nigam, PRT	- To plan for beautification of the Vidyalaya campus - To take initiative in decorating the Vidyalaya during any event organised in the Vidyalaya - To procure saplings and other requirements for the garden and to monitor the maintenance of the garden - To instruct and supervise the gardener	
30.	Drinking Water Facility	Mrs. Pallavi Singh, TGT(WE) -I/C Mrs. Preeti Kumari, TGT(SSt)	Ms. Abilasha, PRT-I/C Ms. Sudha, PRT	- To ensure drinking water is available in the Vidyalaya 24x7 - To send water sample for analysis once in every 3 months - To monitor the cleanliness of the area around the water points.	

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31.	Sanitation / House Keeping & Security	Mrs. Saroj Singh, PGT(Hindi)- I/C Mrs. Bindu N V, TGT(Eng) Mrs. Anupama Gupta, TGT(Hindi) Mrs. Archana Srivastav, TGT(SSt) Mrs. Shital Tambe, TGT(Sci) Mr. Kishore Singh Panwar, TGT(Hin) Mr. Krishna Kumar, TGT(P&HE) TGT(Math) TGT(Sci) TGT(SSt) TGT(Skt)	Mrs Uma Ghosh, PRT-I/C Mr. Randhir, PRT Mrs Leena Kumari, PRT Mrs Shalu, PRT Ms Vanshika, PRT Mr. Saurabh, PRT All Class Teachers	- To keep a stock of cleanliness activities in the Vidyalaya. - To supervise the work of Housekeeping ladies in maintaining cleanliness - To involve student council in monitoring maintenance of cleanliness. - To maintain stock of toiletries needed in various washrooms etc. - To ensure the cleanliness of toilets during visits of dignitaries. - To prepare a list of areas to be cleaned during second Saturdays in addition to the routine cleaning areas. - To maintain the sanitation register - To monitor the use of detergent, Phenyl, Bleaching powder - To monitor the cleaning of tiles in washrooms every Saturday with brush and detergent - To monitor the spread of termites. - To ensure the maintenance of visitor's register.	
32.	Maintenance & Repair work	Mrs. Pallavi Singh, TGT(WE)-I/C Mr. Krishna Kumar, TGT(P&HE) Mr. D K Singh, TGT(Lib) Mrs. Rupsi Chauhan, TGT(Art) Mr. Saji B, TGT(Eng)	NA	- To plan for repair and maintenance urgently required in the Vidyalaya - To ensure all electrical fittings are functional - The committee will suggest the requirements in respect of maintenance and repair and take action in time for a decent look of the Vidyalaya - To check fire extinguishers are replenished at regular intervals.	
33.	SATS	Mrs. Menaka Devi, TGT(Sci) – I/C Mr. D K Singh, TGT(Lib) Mrs. Sridevi V Shinde, PGT(Bio)	Ms. Divya, PRT- I/C Mr. M Vinod, PRT Computer Instructor	- To make all entries in the portal - To liaison with the state government officials. - To ensure periodic updation of the portal	
34.	Purchase Committee	Mr. K Srihari , PGT (Phy)-I/C Mr. Pradeep Saxena, PGT(Math) Mrs. Saroj Singh, PGT(Hindi) Mrs. Bhavana Singh, TGT(SSt) Mrs. Pallavi Singh, TGT(WE)	NA	- To call for quotations for all the items required in the month of April. - To follow the rules and regulations of KVS for the purchase of the materials - Purchase for the different departments to be done in the school as per requirement - To guide the teachers to follow KVS rules.	
35.	Condemnation Committee	Mr. K Srihari , PGT (Phy)-I/C Mr. Pradeep Saxena, PGT(Math) Mrs. Saroj Singh, PGT(Hindi) Mrs. Laxmi P, PGT(CS) Mr. Radhakrishna, SSA	NA	To prepare a consolidated condemnation report for every section before the VMC meeting and to get it approved.	

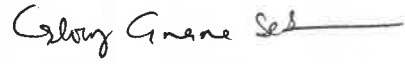
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36.	Excursion / Adventure Activities	Mr. K Srihari , PGT (Phy)-I/C Mr. Pradeep Saxena, PGT(Math) Mr. Krishna Kumar, TGT(P&HE)	Mr. Saurabh , PRT- I/C Mr. Randhir . PRT	- To coordinate with class teachers in arranging for visits to institutes of higher learning, research labs or for excursion - To give the intimation letters to class teachers for transmission to parents - To collect the acknowledgement from parents and to file it - To arrange transport and settle bills	
37.	Website Updation, I/C T/E Classrooms Digital material Social media platform of the school	Mrs. Laxmi P, PGT(CS)-I/C Mrs. Menaka Devi, TGT(Sci) TGT(Math) Computer Instructor 1 Computer Instructor 2	NA	- To oversee the functioning/ maintenance of computers in KV by AMC contractor. - To keep record of visits by AMC and the work done by them. - To send monthly computer infrastructure report to RO - To update the website weekly/the data should be collected from all the department heads, CLA coordinator, office etc. - To update all information in the website and social media platform of the school regularly. - To check KVS RO and HQ website every day and download circular etc. - The photo gallery to be updated with latest photographs with captions - Any exemplary achievement to be given as flash news.	
38.	Teaching Aids and Audio Visual Aids	Mrs. Priyanka Agarwal, TGT(SSt) I/C Mrs. Preeti Kumari, TGT(SSt)	NA	- Purchase of Audio-Visual aids and teaching aids in April. - Issuing the audio visual and teaching aids to all the departments as per their requirements. - Ensuring the usage of audio visual and teaching aids & maintain a log book for the issue of teaching aids	
39.	Attendance Registers CS11 & CS54 UBI fees Student enrolment	Mrs. Archana Srivastava, TGT(SSt)-I/C Mr. Radhakrishna, SSA		- Purchase of attendance register following the norms - Updation of Students Enrolment every month - Checking of attendance register and fee checking for all 4 quarters	
40.	Alumni Association	Mr. K Srihari, PGT(Phy)- I/C Mrs. Bhavana Singh, TGT(SSt) Mrs. P S Kavitha, TGT(Math)	Mrs. Chitra, PRT	- Constituting of Alumni association - Coordination of Alumni and its function - Collection of data of students who have joined the Alumni - Liaisoning between the Vidyalaya & Alumni for developmental work	
41.	Rajyabhasha Kalyan Samiti	Mrs. Saroj Singh, PGT(Hindi)-I/C All TGT Hindi and Office staff	All Hindi Teachers	- To ensure the names of staff members in attendance register is bilingual - To ensure replies to official letters in Hindi are sent in Hindi - To prepare report on Hindi implementation - To celebrate Hindi Pakhwada as per KVS guidelines - To write a Hindi word everyday with its meaning on the display board in second section	

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				- To display the list of holidays related details in the Notice Board - To ensure purchase of Hindi books for the library	
42.	Notice Board and House Display Board	Mrs. Bindu Gopakumar, TGT(Math) – I/C Mrs. Bindu N V, TGT(Eng) ✓ Mrs. Latika Jha, TGT(Hindi) ✓ Mrs. Rupsi Chauhan, TGT(Art) ✓ Mrs. Jestina John, TGT(Math) ✓ TGT(SST) ✓ TGT(Skt) ✓ All House Masters & Associates	Ms Megha, PRT- I/C ✓ Ms Muskan, PRT ✓ Ms Sonali, PRT ✓ Ms Akanksha, PRT ✓ All House Masters and associates	- To display the list of holidays, staff list, bell timings, address of KVS RO, HQ, admission related details in the Notice Board - To ensure house wise display boards are always decorated aesthetically. - To ensure display boards other than house boards are well decorated with appropriate contents.	
43.	Photography	Mrs. Pallavi Singh, TGT(WE) ✓ Mrs. Anupama Gupta, TGT(Hindi) Mrs. Preeti Kumari, TGT(SSt)	Ms. Megha, PRT- I/C Ms. Monica Ahlawat, PRT ✓	- To take photographs of all events in the Vidyalaya - To take photos of interesting special occasions - To preserve the soft copies of these photos in folders in the computer lab - To take prints of minimum 2 photos of each event for display in the Display Board	
44.	Science Exhibition	Mrs. Sridevi V Shinde, PGT(Bio)- I/C ✓ Mrs. Shwetha Srivastav, PGT (Chem) ✓ All Math and Science teachers	All Math and Science teachers	- To inform the students to make working models based on Previous year's subthemes during summer break - To collect the phone number of parents who are willing to help in the beginning of the academic year itself for making an innovative project - To take help from alumni in making prize winning projects - Students are to be given guidance regarding the models to be made - The write-up for each project also to be made - Discourage students from making thermocole projects - Ensure that students feel inspired to make models that are innovative, help them to choose the right project from data collected from the net - Projects should not be simply replicated from the net	
45.	Social Science Exhibition / Ek Bharat Shrestha Bharat	Mrs. Bhavana Singh, TGT(SSt) ✓ All Social Science department members Mrs. Uma Ghosh, PRT(Music)	NA	- To give 1st Term project for each class based on the topics for Social Science Exhibition - Ensure the proper distribution of work to students roll number wise - Choose the appropriate song and dance from the website - Select the right costumes, take help from parents or other teachers - Monitor the practice schedule of the students, allocate duties to teachers - Organise an exhibition, select the best projects	

S.No	Committee	Members (Secondary)	Members (Primary)	Duties	Sign
46.	Green Olympiad / KVS National Science Olympiad KVS Maths Olympiad	Mrs. Sridevi V Shinde, PGT(Bio)- I/C Mrs. Shwetha Srivastav, PGT(Chem) Mrs. Menaka Devi, TGT(Sci) TGT(Sci) Mr. Pradeep Saxena, PGT(Math)- I/C Mrs. P S Kavitha, TGT(Math)	NA	- To inform students about these competitions - To encourage students to participate in these competitions - To conduct the exam - To give a report about the Prize winners for school magazine.	
47.	VMC Meetings	Mrs. Bhavana Singh, TGT(SSt) Mrs. Bindu Gopakumar, TGT(Math) Mrs. Laxmi P, PGT(CS) Mr. Radhakrishna, SSA	NA	- To inform and invite VMC members for the meetings. - To arrange for refreshments for such meetings. - To note down the minutes of VMC meetings. - To arrange for stationery material like files, pens etc and maintain a record of such meetings.	
48.	Laboratory Biology Lab Physics Lab Chemistry Lab Computer Labs Mathematics Lab Junior Science Lab Language Lab	Mrs. Sridevi V Shinde, PGT(Bio) Mrs. K Srihari, PGT(Phy) Mrs. Shwetha Srivastav, PGT(Chem) Mrs. Laxmi P, PGT(CS) Mr. Pradeep Saxena, PGT(Math) Mrs. Menaka Devi, TGT(Sci) Ms. Abigail Dolma, PGT(Eng)	NA	- To make necessary arrangements for procuring the materials for the lab as per the needs - To maintain the lab for students, use, update the stock and make necessary arrangement of apparatus for the use of students for practical periods. - To display the list of practical to be conducted - The required practical /activities to be conducted for different classes as per prescribed syllabus. - Organise exhibitions at various level - To check the practical or activity record regularly - To give sufficient practice in practical for the board class students - Conduct examinations as per CBSE guidelines	
49.	Gem Purchase Committee	Mr. Radhakrishna, SSA-I/C Mrs. Laxmi, PGT(CS) Mrs. Archana Srivastava, TGT(SST) Office Staff	NA	- Placing order as per norms - Maintaining the requirement of order placed - Entry in the consumable register duly signed by the Dept Head & Principal - Settlement of bills - Any other related work assigned by the Principal	
50.	AWAKENED CITIZEN PROGRAM	Mrs. Bhavana Singh, TGT(SSt)-I/C Mrs. P S Kavitha, TGT(Math) Mrs. Diya Elizabeth, TGT(Eng) All teachers trained in ACP	Mrs Archana Kumari, PRT-I/C Ms. Sonali, PRT	- Conducting Classes - Co-ordinating with ACP Faculty - Report & maintenance of records	

S.No	Committee	Members (Secondary)	Members (Primary)	Duties	Sign
51.	UDISE Portal	Mrs. Laxmi P, PGT(CS) – I/C Computer Instructor 1 Computer Instructor 2 TGT(Math)	Mrs. Reetu Rani, PRT-I/C Ms Abhilasha, PRT	- Registration - Addition & Deletion as per requirement - Collecting the data and updating the data - Co-ordinating with Class teachers	
52.	POCSO	Mr. K Srihari, PGT(Phy) -I/C Mrs. Sridevi V Shinde, PGT(Bio) Mrs. Diya Elizabeth, TGT(Eng) Mr. Krishna Kumar, TGT(P&HE)	Mrs. Jayashree Raja, HM	- Grievance box - Addressing the grievances - Maintaining the Record	
53.	Film Show / TAL/CAL Record/ FLN	Mrs. Laxmi P, PGT(CS) – I/C Computer Instructor 1 Computer Instructor 2	Mrs Saieashwari, PRT-I/C Mrs. Reetu Rani, PRT	- Issue of CDs to teachers with the help of MB and maintaining a record-term wise - Maintaining record of film shows conducted every week/month - Maintaining record of TAL/CAL/FLN classes by teachers	
54.	PA System	Mrs. Pallavi Singh, TGT(WE)-I/C Mr. Krishna Kumar, TGT(P&HE)	Mr. Vikas Drall, PRT-I/C	Keeping the PA System ready and in good condition for the morning assembly on all working days and other important occasions/programmes	
55.	Late Comers' Record	Mr. Krishna Kumar, TGT (P& HE) I/C Sports Coaches Yoga Instructor	Mr. Vikas Drall, PRT- I/C Ms. Sonam Nigam, PRT	- To maintain a register with the names of late comers - To check out on the reason and counsel perpetual latecomers - To inform the class teachers about the latecomers	
56.	CMP	NA	Mrs Monica Ahalawat PRT -I/C Ms Megha, PRT Ms Akanksha, PRT Ms Sonali, PRT	- All activities under CMP - procuring items - Stock register entry - Resolutions - Bills - Any other related work assigned by the Headmistress/Principal	
58.	Primary Resource Room	NA	Mrs. Shalu Rohilla, PRT I/C Ms Geetika, PRT Ms Vanshika, PRT Ms Muskan, PRT Ms Sudha, PRT	- General upkeep of the room - Prepare the room for events other than TAL or Film show - Decoration and cleanliness of the room - Maintaining record of TAL/CAL classes by teachers	
59.	TLM	NA	Ms Sonali, PRT- I/C Mrs Archana Kumari, PRT Ms Sudha, PRT Mrs Jyotsna, PRT	- Placing order for TLMs - Issuing the TLM as per teachers' requirements. - Maintaining the request and issue requirements. - Entry in the consumable register duly signed by the Principal - Settlement of bills - Any other related work assigned by the Principal	
60.	Bell Timing	Mrs. Pallavi Singh, TGT(WE) Mr. Gangadharadhy, Substaff	Mr. Vikas Drall, PRT-I/C Mr. Saurabh B, PRT	To Monitor the bell timings and maintain EPABX system.	

S.No	Committee	Members (Secondary)	Members (Primary)	Duties	Sign
61.	Income Tax Calculations	Mr. Radhakrishna, SSA-I/C Mr. Pradeep Saxena, PGT(Math)	Mr. Malavath Vinod, PRT Ms. Abhilasha, PRT	- To calculate income tax for employees of the Vidyalaya - Collection and verification of the supporting documents submitted by the employees for TDS	
62.	Fun Day	NA	Mrs Monica Ahalawat, PRT- I/C Ms Abhilasha, PRT Ms Akanksha, PRT	Conduct activities for Fun Day as per KVS Guidelines	
63.	Primary Assembly	NA	Ms Megha, PRT- I/C Ms Muskan, PRT Ms Sonali, PRT Ms Akanksha, PRT	To plan and conduct activities for Primary Assembly as per KVS Guidelines	
64.	CPD	Mrs. Diya Elizabeth, TGT(Eng)- I/C Mrs. Lathika Jha, TGT(Hindi) Mr. Saji B, TGT(Eng)	NA	- To conduct CPD sessions for teachers as per KVS rules and maintain records - To ensure all teachers complete their 50 hours of training - To approve their certificates.	
65.	Contractual teachers' appointments	Mrs. Bindu Gopakumar, TGT(Math)- I/C Mr. K Srihari, PGT(Phy) Mrs. Laxmi P , PGT(CS) Mrs. Bhavana Singh, TGT(SSt) Mrs. P S Kavitha, TGT(Math)	Mrs. Jayashree Raja, HM Mrs N Radha, PRT	- To conduct contractual teachers' interview. - To prepare the panel of contractual teachers selected. - To communicate with teachers for their appointment as per the need.	
66.	Class Coordinators	Class 6 – Mrs. Diya Elizabeth Class 7 - Mrs. Shireen Sultana / Mrs Shital Tambe Class 8 – Mrs. Anupama Gupta Class 9 – Mrs P S Kavitha Class 10 – Mrs. Bhavana Singh Class 11 & 12 – Mr. K Srihari	NA	- To do random checking of CW/HW - To submit notebooks to the Principal as per the schedule given. - To check whether the attendance is maintained properly and signature of Principal is taken at the end of every month. - To ensure class notice boards and display boards are well maintained.	
67.	Teacher Coordinators for collection of Teachers' Diary	PGTs – Mr. K Srihari, PGT(Phy) TGTs – Mrs. Bhavana Singh, TGT(SSt)	PRTs – Mrs. Jayashree Raja, HM	- To collect all Teachers' Diary fortnightly as per the dates given. - To ensure the teachers submit Teacher' Diary by completing all the details required. - To submit all Teachers' Diaries to The Principal on the dates given.	


Mrs. Glory Gnanaselvi
Principal

House Masters, Associate HM and Members

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DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS / SUBJECT TEACHERS

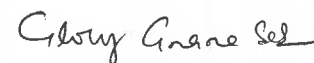
1. Please, daily check, the cleanliness of the class room. If cleanliness is not up to the mark, please inform /HM/Mrs. Rupsi Chauhan, TGT(AE) (I/C). The upkeep and maintenance of the classroom should be taken seriously.
2. All unwanted materials should be removed from the classrooms.
3. In case of E class Rooms, Class Teachers and subject Teachers should ensure the usage of facility given and see to it that it is kept in good condition.
4. All Class Teachers and Subject Teachers should be present in the Vidyalaya latest by 8.20 AM on all working days and also instruct Children to be present on or before 8.25 AM in their respective class rooms. Ensure that attendance is taken at 8.25 AM and absentees are marked immediately.
5. Teachers should check the attendance of students during each period and also ensure that the monitor is writing the correct attendance on the black board, and if any student is found absent during any period, matter should be brought to the notice of the undersigned immediately.
6. Each class room should have a dustbin which should be used properly. The class teachers should instruct the students accordingly.
7. All students should be made to sit according to their heights in an ascending order from front and middle area towards wall sides, so that all students will have good view of black board.
8. Lights and fans should be switched off when not in use.
9. Proper arrangement for keeping the Class Room under lock and key to be ensured, when the students move out for periods like games, lib, morning assembly etc.
10. All subject teachers have to prepare term wise annual teaching plan to complete the syllabus in time. The syllabus for Class XII should be completed by October 2026.
11. Remedial classes as per Remedial Time Table should commence from April for class X and XII and by July for other classes.
12. Teachers should ensure that the students note down /complete the task given in classwork/homework.
13. Pairing of students may be done in a way that each pair can support each other academically so that slow bloomers can be brought up into the mainstream.
14. Class room discipline must be maintained during all the periods.
15. Home work must be given regularly and checked as per the Homework schedule. Positive suggestions and remarks should be given instead of negative / discouraging remarks.
16. Teachers please ensure that no child is discouraged or given any disparaging remarks

Glory Gnanaselvi

Mrs. Glory Gnanaselvi
Principal

Maintenance of Student Attendance Register

- All the class teachers and co-class teachers are requested to go through and strictly comply the following to avoid any unnecessary and unwanted comments or objections from the Internal Audit and Inspection Team.
- The Students' Attendance register is a very important document and deserves to be maintained appropriately.
- Students' details/profile is to be filled accurately after verifying the details from the Admission Record Register available in the office.
- Every detail of the fee deposited such as the separate amount for admission fees, tuition fees, computer fees, VVN, Challan number and date etc must be entered against each student.
- Date wise details need to be filled in the columns of 'TOTAL FEES AND FINES FOR THE MONTH' in blue/black ink. At the end of the month, the total amount collected should be written in red ink
- All the columns at the right hand side like 'CATEGORY OF PARENTS', Aadhar No., Phone No. needs to be filled in.
- The class teachers should sign at the place of 'TEACHER-IN CHARGE' and must get the details checked from the co class teacher and get it attested, for having checked, monthly.
- The 'MONTHWISE SUMMARY OF FEES COLLECTION' at the last page of the register must be filled in correctly and signature of Incharge to be taken every month
- Finally the signatures of the principal should be taken at the end of every month. The class teachers will also ensure the no loose paper or document is kept in the students register.
- Attendance registers should not be given to students under any circumstances.



Mrs. Glory Gnanaselvi
Principal