

KENDRIYA VIDYALAYA, IISc- BENGALURU- 560 012
COMMITTEE FOR THE ACADEMIC YEAR 2024-25

Department	Name of the Teachers. Mr./Mrs./Ms.	Duties & Responsibilities (all members)
Academic Council	1. M. Govindan 2. Vasantha Jayepaul 3. RaviShankar Jha 4. Archana Hastu 1. R.Sunitha H M 2. R.Sunanda 3. Chitra B 4. Asha H M	To ensure follow up of split up of syllabus To Monitor and maintain academic standard To ensure proper checkup of CW HW Assignment Monthly meeting / subject meeting
Admission	1. Shravan N PGT (English) – In Charge 2. R.Sunitha (HM) 3. S S Mani PGT (comp sci) 4. Ajay Kumar TGT (SSC) 5. Jyoti Bala.C TGT (Hindi) 6. Snoby Jose, PRT 7. Shivangi PRT 8. Asha H M PRT	OLA (Online Admissions)-Checking/Scrutiny of all application registered online/Offline for class 1 and other classes, processing and conducting the online admission as per the KVS Admission guideline. Admissions to be done for online /offline for classes I to IX and XI as per the KVS Admission Guideline 2024-25. T.C admission for all classes to be done as per KVS norms.
Time-Table Substitution / Arrangement	1. T. Rajeswari, PGT (Che)- In Charge 2. Archana Hastu TGT (Maths) 3. Deepti P Tiwari, TGT (Maths) 4. Varsha TGT (Maths) 5. Anjali Kumari TGT (WE) 6. Snoby Jose, PRT 7. Anu Verma, PRT 8. Sakshi Gupta PRT	Preparation of teachers and class Time table for online/offline classes for the session 2024-25s as per KVS norms. Remedial time table for class X and XII whenever required. To arrange the classes for the teachers on daily basis who are on leave/OD

<p>Examination (Internal)</p>	<ol style="list-style-type: none"> 1. Priyanka Sharma, PGT (Bio) – Incharge 2. Vasantha Jeyapaul PGT (Che) 3. Satyavrat Sharma, TGT (Sci.) 4. Shruti Yadav TGT (Sci) 5. Ajay Kumar TGT (SSC) 6. Jyoti Bala Carpenter TGT (Hindi) 7. Manoj kumar Rath TGT (Lib) 8. Vijayalakshmi, SS 8. R Sunanda- PRT- Primary Incharge 9. Ram Bhagvat Kalange PRT 10. Sarthak Jain, PRT 	<p>Action plan to conduct Monthly Tests/PT/HY/SEE/Pre-Boards as per the KVS schedule for the session 2024-25 Ensuring the completion of progress cards of first term/second term for all classes and to ensure the progress card reaches the parents through class teacher on time. Conduct PTA meeting periodically as and when required.</p> <p>Furnishing the required information related to internalexam / tests whenever required to send to RO.</p>
<p>CBSE Exam. External Exam</p>	<ol style="list-style-type: none"> 1. Ramesh Kumar PGT(Maths) I/C 1. Shravan N, PGT 2. Amar Chaturvedi TGT (Hindi) 3. Pushpita Gautam TGT (Eng) 4. Reena TGT (Eng) 5. Mohan Singh, SS 	<p>All CBSE RELATED work / conduct of exams related to CBSE (Board Exam) for the session 2024-25. CBSE registration related work for class IX and XI Taking care of timely dispatch of CBSE letters. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII. Preparation of result analysis. Attending to correspondence of RO (Chennai/Bangalore) & headquarters at New Delhi. Any other work related to CBSE.</p> <p>Arrangement & conduct of external exams as per guidelines given by the respective external agency for the session 2024-25.</p>
<p>ATL</p>	<ol style="list-style-type: none"> 1. Rajani C PGT(Phy) 2. Anjali Kumari TGT WE 3. Deepti Pradeep Tiwari, TGT (Maths) 4. Varsha TGT (Maths) 5. Shruti Yadav TGT (Sci) 6. B.Chitra, PRT 7. Anu Verma PRT 8. Sarthak Jain PRT 	<p>Prompt implementation of A T L activities in the Vidyalaya& updating the Dash board. Corresponding to all ATL related letters and implementation of the same for the session 2023-24. Maintenance of record with regard to transaction of expenditure incurred towards ATL lab activities promptly.</p>
<p>UDISE</p>	<ol style="list-style-type: none"> 1. S S Mani PGT(CS) 2. Sakshi Gupta PRT 3. Manoj kumar Rath (Lib) 4. Computer Instructor Primary 	<p>Planning and implementation of UDISE related work as per the circulars of KVS and to be implemented from class I to XII</p>

Fee collections & Checking	<ol style="list-style-type: none"> 1. S S Mani PGT(CS) 2. B Chitra PRT 3. Comp. Instructor Sec 4. Comp. Instructor Pri 5. Kiran PRT 6. All class teachers 	<p>Attending to all UBI related work with regard to fee collection for the session 2023-24.</p> <p>Providing information to teachers and students regarding fee collection and updating of data in the UBI portal every quarter. Guiding the teachers and parents whenever required.</p>
STS/UDISE	<ol style="list-style-type: none"> 1. S. S. Mani PGT (CS) 2. C Saravanan TGT 3. M K Rath TGT 4. Kavita Chaudhary PRT 5. Sakshi Gupta PRT 6. Comp. Instructor Sec 7. Comp. Instructor Pri 8. All Class teachers 	<p>STS and other data entry work of students and staff assigned by State Government/KVS</p> <p>Implementation of STS State govt. circulars.</p> <p>Promotion of the students to the next higher class etc.</p>

P-T Meeting	<ol style="list-style-type: none"> 1. Priyanka Sharma PGT (Bio) 2. C Saravanan TGT (Eng) 3. R.Sunitha, HM 4. All class teachers/Co class teachers 	<p>Conduct of Parents Teachers meeting periodically as per the KVS norms/Whenever required and informing the same to students & parents about the Meeting. Arrangement of PTM as per schedule. Maintain attendance and minutes of the meeting (all concerned class teachers & subject teachers).</p>
STAFF MEETING	<ol style="list-style-type: none"> 1. Shravan N, PGT (English) 2. R S Jha PGT (Hin) 3. Sunitha R, HM 4. G K M Rao } Furniture & necessary 5. Anjali Kumari } arrangement 	<p>To Organize/Arrangement of staff meeting</p> <p>To prepare the minutes of the meetings conducted.</p>
CCA (Secondary)	<ol style="list-style-type: none"> 1. Ravi Shanker Jha PGT (Hin) Incharge 2. C Saravanan TGT (Eng) 3. Jyoti Bala C TGT(Hin) 4. Ajay Kumar TGT(SSC) 5. Roniya Chalil PRT 6. Sanghmitra, PRT 7. Shivangi PRT 8. Kannada Teacher 	<p>To prepare the students for various CCA competitions for the session 2024-25.</p> <p>Seating arrangements for different functions events etc.</p> <p>To conduct house meetings and ensure mass participation.</p> <p>Maintenance of house display board on the topic given regularly.</p>

<p style="text-align: center;">House</p>	<p><u>House Masters (Secondary):</u></p> <ol style="list-style-type: none"> 1. Deepti P Tiwari 2. Pushpita Gautam 3. Jyothi Bala C 4. Ajay kumar <p><u>House Masters (Primary):</u></p> <ol style="list-style-type: none"> 1. B.Chitra, PRT 2. Shivangi PRT 3. Anu Verma, PRT 4. Kiran PRT 	<p>Months wise/week wise action plan for the year 2024-25.</p> <p>Formation of student's members in the respective clubs.</p> <p>Implementation of planned activities as per the action plan.</p> <p>Updating of bulletin board allotted to the various club.</p> <p>Any other activity as per pertaining to the concern club to be implemented.</p>
<p style="text-align: center;">ICT CAL / TAL (Sec)</p>	<ol style="list-style-type: none"> 1. S.S. Mani PGT(CS) 2. C. Saravanan TGT (Eng) 3. Comp.Instructor Sec 4. Comp.Instructor Pri 5. Kavita Chaudhary PRT 	<p>To develop ICT classrooms/ departments and maintain ICT records as per KVS Guidelines</p> <p>To train/guide teachers for CAL TAL Classes To develop E-Classrooms.</p> <p>To ensure the proper internet facilities for online/offline classes with required speed.</p>

<p style="text-align: center;">Clubs</p>	<p>Literary Club : a) Shravan N b) Pushpita Gautam, c) C Saravanan d) Reena K V</p> <p>2. a) Ravi kumar Jha b) Amar Chaturvedi b) Jyoti Bala C d) Pratima Baral</p> <p>Eco club – Priyanka Sharma PGT (Bio) T Rajeswari, PGT(Che) K Vikram , TGT (SST) Shruti Yadav, TGT (Sci) Anu Verma ,PRT Sakshi Gupta,PRT</p> <p>Integrity – C Saravanan, TGT (Eng) Reena K V , TGT (Eng) Varsha, TGT (Maths)</p> <p>Maths – Archana Hastu TGT(Maths)-I/c Deepti Tiwari, TGT(Maths) Varsha, TGT (Maths) Ramesh Kumar, PGT (Maths)</p> <p>Science Club:- M Govindan, PGT (Phy) (I/C) Rajani C, PGT (Phy) Vasantha Jeyapaul, PGT (Che) T Rajeswari, PGT (Che) Priyanka Sharma PGT (Bio) Satyavrat Sharma TGT(Sc) Shruti Yadav, TGT (Sci)</p>	<p>To sensitize the students on adolescent issues. Conduct of AEP sessions by the teachers for boys and girls separately for the session 2024-25. Arranging guest lecture by the external expert.</p>
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AEP Club:-

1. Shruti Yadav (I/c)
2. Pratima Baral
3. Priyanka Sharma, PGT (Bio)
4. ArchanaHastu, TGT (Maths)
5. Satyavrat Sharma TGT(Sc)

Furniture & Maintenance of Fixtures and assets	<ol style="list-style-type: none"> 1. G K Madhusudan Rao In-charge 2. K Vikram TGT (SST) 3. Ajay kumar 4. Neelam Gaur Raidurg 5. Anjali Kumari 6. Manoj Kumar Rath 7. Ram B K PRT 	<p>Maintenance of furniture stock register of school. Procurement of furniture for classes and various departments if required. Preparation of condemnation list of furniture items as per KVS guideline. Repairing of furniture.</p>
Photography / Videography	<ol style="list-style-type: none"> 1. G.K M Rao TGT(Art) I/c 2. C Saravanan TGT (Eng) 3. Reena K V TGT (Eng) 4. Sanghmitra, PRT 5. Kiran PRT 	<p>To take photographs/Videos of all events in the Vidyalaya To take photos of interesting special items during assembly. To take prints of photos of each event for display in the Board.</p>
ID Cards	<ol style="list-style-type: none"> 1. Neelam Gaur Raidurg, TGT (P&HE) 2. G K Madhusudhan Rao, TGT (Art) 3. Roniya Chalil 	<p>To make necessary arrangement for ID cards of Students and Staff.</p>
PA System	<ol style="list-style-type: none"> 1. Anjali Kumari TGT (WE) 2. G K Madshusudhan Rao, TGT (AE) 3. Sanghmitra, PRT 4. Sarthak Jain PRT 	<p>Purchase & Maintenance of PA system. To make necessary arrangement of PA Systems for Morning Assembly, Workshops, Seminars, Meeting and for all functions/programs of the Vidyalaya.</p>
Excursion/Adventures Activities	<ol style="list-style-type: none"> 1.C Saravanan, TGT (Eng) 2.K Vikram TGT (SST) 3. Ajay Kumar 4.Asha H M PRT 5. Ram Bhagavat Kalange 6. Sarthak Jain 	<p>Planning and arrangement of educational tours as per KVS circulars for students.</p>
Website Maintenance	<ol style="list-style-type: none"> 1. S S Mani – PGT(CS) 2. Ram Bhagvat Kalange 3. Sarthak Jain 4. Senior Computer Instructor 5. Junior, Computer Instructor 6. G K M Rao, TGT(Art) – Photos providing 	<p>School website maintenance. Updating information from time to time (regularly every month and as and when required) Photos Uploading</p>

<p align="center">Medical Check-up First Aid</p>	<ol style="list-style-type: none"> 1. Neelam Gaur Raidurg. 2. Manoj Kumar Rath 3. Nurse 4. Sunitha R , HM 5. Sunanda R 	<p>Distribution and collection of medical cards to class teachers.</p> <p>Arrangement of students' health checks up, twice a year as per KVS schedule. Purchase of medicines and materials for First Aid kit. Providing first aid facilities to students as and when required. Attending to all emergency requirements.</p>
<p align="center">Sanitation & Cleanliness & Supervision of Housekeeping</p>	<p>Secondary Section</p> <ol style="list-style-type: none"> 1. M Govindan I/C 2. Anjali Kumari 3. Pushpita Gautam 4. Reena K V 5. C Saravanan 6. Shruti Yadav 7. Pratima Baral 8. Vijayalakshmi R , SS 9. Mohan Singh SS 	<p>To monitor daily and ensure that the wash rooms /Toilets are cleaned thrice daily and as and when required by the house keeping and maintain record.</p> <p>To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p>
<p align="center">Sanitation & Cleanliness & Supervision of Housekeeping</p>	<p>Primary Section</p> <ol style="list-style-type: none"> 1. Asha H M 2.Sanghmitra 3.R Sunanda 4. Anu Verma 	<p>To monitor daily and ensure that the wash rooms /Toilets are cleaned thrice daily and as and when required by the house keeping and maintain record.</p> <p>To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p>
<p align="center">Discipline & Safety & Security of the Students</p>	<ol style="list-style-type: none"> 1. Neelam G R I/C 2. M. Govindan 3. Vasantha Jeyapaul 4. S S Mani 5. Jyoti Bala C 6. Amar Chaturvedi 7. C.Saravanan <p><u>PRIMARY SECTION</u></p> <ol style="list-style-type: none"> 1. R.Sunitha HM 2. Snoby Jose PRT 3. Sarthak Jain PRT 4. Shivangi PRT 	<p>To monitor regularly and ensure the discipline of the students throughout the working hours especially during the interval and during and after dispersal at 2:40 checking of late comers and to ensure the safety and security of the students.</p> <p>To attend to all discipline cases in the school.</p>

Guidance and Counselling	<ol style="list-style-type: none"> 1. Ravi Shanker Jha 2. T Rajeswari 3. Archana Hastu 4. C Saravanan 5. Counsellor 	<p>To Conduct guest external lectures and also to arrange guidance and counselling classes at Vidyalaya level</p> <p>To monitor and arrange counselling sessions to the required students.</p>
Maintenance and Repair	<ol style="list-style-type: none"> 1. Anjali Kumari TGT(WE) I/C 2. G K M Rao TGT (Art) 3. Amar Chaturvedi TGT(Hin) 4. R Sunitha HM 	<p>To identify the problems of each room and furniture to get it rectified / repaired</p>
Scouts, Guides Cubs and Bulbuls	<ol style="list-style-type: none"> 1. C Saravanan, TGT (Eng) I/C 2. N Shravan, PGT(Eng) 3. Satyavrat Sharma TGT(Sci) 4. GKM Rao, TGT(AE) 5. Kavita Chaudhary, PRT 6. Snoby Jose, PRT 7. HM Asha, PRT 	<p>To conduct Scout & Guide / Cub & Bulbul classes and organize the events as per KVS circulars.</p>
Beautification, Gardening	<ol style="list-style-type: none"> 1. Priyanka Sharma PGT (Bio) I/C 2. G K M Rao TGT(AE) In charge 3. Jyothi Bala C 4. Ajay Kumar 5. Anjali Kumari 6. Pratima Baral 7. Sakshi Gupta 8. Kiran 	<p>Maintenance of aquarium, overall beautification of the garden. Planting of more saplings. &supervise the work of the gardener.</p>
School Magazine, Sec & Sr. Sec Students, Diary etc.	<ol style="list-style-type: none"> 1. Shravan N, PGT(Eng) 2. RaviShankar Jha PGT (Hin) 3. C Saravanan TGT (Eng) 4. Prathima Baral TGT (Skt) 5. R Sunita HM 	<p>Work related to school magazines, student's diary, invitation cards etc.,</p>

Teaching Aids	<ol style="list-style-type: none"> 1. Vikram K I/C 2. Reena KV 3. Shruti Yadav 4. Kavita Chaudhary 5. Kiran 6. Shivangi 7. Sanghmitra 	Purchase of essential teaching aids subject wise & class wise as per the request of the subject teachers.
Department In charges	<ol style="list-style-type: none"> 1. English - N Shravan 2. Hindi&Sanskrit – RaviShankar Jha & Pratima Baral 3. Maths – Ramesh Kumar 4. Science - M. Govindan 5. Social – Vikram K 6. P & HE - Neelam Gaur Raidurg 7. Art - G K M Rao 8. Comp.Sci – S S Mani 9. Music - Anantha & Sanghmitra 10. Library : Manoj Kumar Rath 	<p>Conducting subject committee meetings and to maintain register.</p> <p>Conducting Club activities and activities related to the subject as per the circulars from the KVS.</p>
Library	<ol style="list-style-type: none"> 1. Manoj Kumar Rath – I/C 2. RaviShankar Jha PGT (Hin) 3. Reena K.V TGT(Eng) 4. Ajay Kumar TGT (SSc) 5. Sakshi Gupta PRT 6. R Sunitha, HM 7. Anu Varma PRT 8. Ram Bhagavat Kalange 	<p>Maintenance of books</p> <p>Purchase according to the requirements Digitization of library.</p> <p>All Library related Works as per KVS library policy.</p>
Alumni Association	<ol style="list-style-type: none"> 1.Rajani C 2. Shravan N 3. Sunitha R, HM 	<p>To update Alumni association in the Vidyalaya.To keep record of students joining Engg., Medicine, NDA or other Professional courses every year and to conduct activities.</p> <p>To help update of such details in school website</p>
Olympiads	<ol style="list-style-type: none"> 1. Ramesh Kumar, PGT(Maths) I/C 2. Archana Hastu, TGT(Maths) 3. B Chitra, PRT 4. Asha HM 	To comply with all circulars related to various Maths Olympiads except Science and Inspire awards and implement accordingly in time.

Fire safety	<ol style="list-style-type: none"> 1. G K M Rao TGT(Art) I/C 2. Anjali Kumari 3. Ajay Kumar 4. Ramesh Kumar 	<p>To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the fire safety certificate</p>
Purchase	<ol style="list-style-type: none"> 1. S S Mani PGT CS 2. Neelam Gaur Raidurg 3. Anjali Kumari 4. Amar C, TGT (Hin) 5. R. Sunitha H M 6. All Depts Heads 	<p>Consolidating the requisition from all teachers. Conduct of market survey to procure quotation. To prepare comparative statement. To verify the purchases/bills as per procedure.</p>
CS 11 & CS 54	<ol style="list-style-type: none"> 1. Ramesh Kumar 2. Archana Hastu 3. Vijay Kumar ASO 	<p>To check and compile the fees, every month.</p>
Science Exhibitions & INSPIRE award and Science Club activities	<p>M Govindan PGT(Phy) I/C Vasantha J PGT(Chem) Rajani C PGT(Phy) T Rajeswari PGT(Chem) Priyanka Sharma PGT(Bio) S S Mani PGT(CS) Satyavrat Sharma TGT (Sc) ShruthiYadav, TGT(Sc)</p>	<p>To inform and train the students for the various science exhibitions like JNNSMEE,NCSC,INSPIRE award ...etc</p>
Transportation	<ol style="list-style-type: none"> 1. Shravan N -I/C. 2. Neelam G R 	<p>To arrange transport for the students for different events as per the need.</p>
Class room locking	<ol style="list-style-type: none"> 1. M Govindan I/C will spurwise 2. R Ravi, S Staff } 3. Mohan Singh } On Rotation 4. Vijayalakshmi } 	<p>To ensure that all class rooms /Toilets are checked & locked after school hours. To Monitor & ensure that all class rooms/Corridors are cleaned regularly To check the movement of strangers & inform.</p>
Flag Duty	<ol style="list-style-type: none"> 1. Neelam Gaur TGT (PE) 2. C.Saravanan TGT (Eng) 3. Ravi S Staff 	<p>To allot duties for morning flag hoisting and lowering the flag in the evening. To look after the timely hoisting & lowering To maintain the neatness.</p>

Raj Bhasha	<ol style="list-style-type: none"> 1. RaviShankar - PGT(Hindi) 2. Amar Chaturvedi TGT(Hindi) 3. Jothi Bala C TGT (Hindi) 4. Vijay Kumar ASO 	To take care of the implementation of all activities of Raj Bhasha Programme in the Vidyalaya.
Water Supply & Arrangement and checking of Drinking Water	<ol style="list-style-type: none"> 1. GKM Rao TGT (Art) 2. Sarthak Jain 3. Gardener 	To take care of Water Supply/drinking water supply in the Vidyalaya (Regular & on special events)
SC/ST Cell	<ol style="list-style-type: none"> 1. M Govindan PGT(Phy) 2. Priyanka Sharma 3. Pratima Baral 4. Sanghmitra 	To address the difficulties and problems faced by the respective student community & resolve the problems faced. Suggestions box to be opened regularly.
Grievances Girls / Women Cell / Sexual Harassment	<p>Neelam Gaur, TGT (PE) Vasantha Jayepaul Reena K V R. Sunitha (HM)</p>	To address the problems related to Grievances of Girls/Women at work place /Sexual Harassment Cases & arrive at a suitable solution.
Sports & Games	<p>Neelam Gaur, TGT(PHE) Sanghmitra Sports Coach 1 Sports Coach 2</p>	<ol style="list-style-type: none"> 1. To attend to all SBSB related works. 2. To purchase the required sports/games material. 3. To coach & encourage the participation of students in various sports/games. (within and before/after school hours) 4. To escort the students for various sports/games events held outside.
General Grievance & Maintenance of Suggestion Box	<p>Shravan N Neelam Gaur Sunitha HM</p>	<p>Addressing to the grievances of teachers and students an opening of the complaints box once a week. Maintenance of register with proper records. To reply to all RTI and RTE related information.</p>
Community participation	<ol style="list-style-type: none"> 1. Shravan N 2. C Saravanan TGT (Eng) 3. Ajay kumar TGT (SST) 	To co-ordinate community and social services by the students and to organize programmes connecting the neighboring schools.

These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges and members of various committees are requested to perform the duties as mentioned above. Apart from these, if any work is assigned by the Principal, all members of staff (including contractual teaching/non-teaching) have to carry out the work sincerely.

DATE: 30-03-24

PRINCIPAL

