

COMMITTEES FOR THE ACADEMIC YEAR 2026-27 wef 01.04.2026

PM SHRI KV SAP THIRUVANANTHAPURAM		Duties and responsibilities
1. ACADEMICS AND SUBJECT COMMITTEE		
English	Smt Kavita	Conducting subject committee meetings regularly and to maintain subject committee reports up to date. To plan and implement the whole academic Programme for the year so as to achieve” Zero” failure in all classes, to prepare and implement a special programme for the academically slow learners and gifted children. Ensure that the spilt up syllabus is strictly followed, and correction work is done regularly. Conduct subject committee meetings at regular intervals. Encourage implementation of new methodologies. Hold academic discussion and guide teachers in making teaching –learning a joyful experience. To develop and implement academic planning for improving PI of individual Teachers in the faculties concerned. Monitoring of the remedial classes and reporting short falls if any to the Principal in time. Learners’ diary, MDP, Subject Enrichment Activity etc. for respective classes to be Planned, prepared, and records to be maintained.
Hindi/Skt	Smt.Yogesh Kumari	
Maths	Smt Maya R	
Science	Smt Lekshmi Devi S	
Social Science	Sri Jayakrishnan M	
Primary	Smt Sini S	
2.EXAMINATION & MODERATION (INTERNAL INCLUDING PT, HY and SEE and Board Classes)		
Secondary & Sr Secondary 1. Smt Maya R(I/C) 2. Smt.Reema Singh 3. Shri Devidas CC 4. Smt KasmeeraKS		To plan the tests-examination schedule well in advance, intimate student about the dates of tests-exams. To ensure effective implementation of NIPUN. Set question paper well in time and after moderation, announce results. Arrange and supply necessary stationery for smooth conduct of the exam. To ensure maintenance of related records with class/subject Teachers concerned. Arrangement of open house of parents after major examinations. Tender & Purchase of quality stationery in time as per KVS Guidelines through GeM. Supply of study material, Dissemination
Primary Head Mistress will be issuing necessary orders		

		of information on change of pattern or syllabus to all staff members well in time.								
EXTERNAL EXAMINATIONS & CBSE BOARD EXAMS										
1. Smt. Maya Reghurajan(I/C) 2. Smt Kasmeeera KS		To organize External examinations in a systematic way. To arrange for quality and reliable invigilators. Top manage funds as per government rules. Only digital payment to be made. Necessary purchase and maintenance of stock to be done. Payment due to the Vidyalaya to be made as per KVS Rules. Settlement of bills immediately after examinations, ie. within stipulated time. Online uploading of necessary information in time. To send completed nominal list of students of class X and XII to the CBSE. Collect and remit exam fee in time. Deal with correspondence related to exam and academic matters. Timely updating and uploading of data in the CBSE web portal. To ensure the availability of all types anecdotal records both scholastic and co-scholastic areas. Maintenance of CBSE portals OASIS/ SARAS/ Exam Portal etc								
3. Creative Learning Activities (CLA) , CELEBRATIONS & STUDENT COUNCIL										
SECONDARY 1. Coordinator – Smt Sandhya S 2. Associate Coordinator– Smt Disa S HOUSE MASTERS <table><tr><td>House</td><td>Secondary</td></tr><tr><td>NILGIRI</td><td>I/C Smt. Nunnu Michael Smt.A Leeja</td></tr><tr><td>VINDHYA</td><td>I/C Smt. Parvathi S Pillai Shri Devidas CC</td></tr><tr><td>ARAVALLI</td><td>I/C Smt Sreeja V J Smt Yogesh Kumari</td></tr></table>		House	Secondary	NILGIRI	I/C Smt. Nunnu Michael Smt.A Leeja	VINDHYA	I/C Smt. Parvathi S Pillai Shri Devidas CC	ARAVALLI	I/C Smt Sreeja V J Smt Yogesh Kumari	The Members of this committee will be totally responsible for the Creative Learning Activities (CLA) in the Vidyalaya, see the arrangement of assembly Programme and proper implementation of all the activities under CLA in consultation with house masters. Arrange for evaluation and prize distribution. Prepare the list of festivals to be celebrated well in advance and plan accordingly. Form sub-committees for different festivals and allot duties to teachers whenever necessary. Redistribution of medals and certificates of outside competitions in the Moring assembly on merit base. No name-sake organization/ institution sponsored certificates to be redistributed. Ensure promotion of quality in morning assembly. Variety and innovation to be promoted. Healthy competition between classes/ teachers can be brought.
House	Secondary									
NILGIRI	I/C Smt. Nunnu Michael Smt.A Leeja									
VINDHYA	I/C Smt. Parvathi S Pillai Shri Devidas CC									
ARAVALLI	I/C Smt Sreeja V J Smt Yogesh Kumari									

HIMALAYA	I/C Smt Reema Singh Smt. Dhanya M G	Re allocation of students to four houses to be done before 5 th of April. In addition to the above this committee is responsible for the Election of Student council in judicious manner. Meeting of student council to be regularly convened and students demands and grievances to be addressed systematically.
PRIMARY Head Mistress will be issuing necessary orders		
4.TIME-TABLE & SUBSTITUTION		
Secondary 1. Shri Jayakrishnan M(I/C) 2. Shri Yashpal Singh PRIMARY Head Mistress will be issuing necessary orders		To prepare time table and arrangement for the Vidyalaya, giving importance to implementation of CCE. To maintain attendance and paid leave entry in salary vouchers of contractual teachers. Making contractual teachers available in time as per demand. Be impartial in allotting arrangement periods and to maintain records of timetable related activities. Monitoring the arrangement periods, if any short fall the matter to be put into the knowledge of the Principal. Regular preparation of Remedial Time table from the beginning of the academic year to be ensured for all classes
5. PREPARATION OF VIDYALAYA PLAN		
1. Smt Gayathri S V 2. Shri Joseph KA 3. Smt Sini S		Vidyalaya Plan to be prepared in the beginning of the Academic Year incorporating all activities notified by KVS HQ & Regional Office. This is also to ensure that local activities also incorporated.
6. ADMISSION& WITHDRAWALS		
1. Smt. Lekshmi Devi S (I/C) 2. Smt Sini S 3. Smt. Kavita 4. Smt. Manju N 5. Smt Dhanya M G 6. Smt Veena CS 7. Shri Prasad K		Streamlining admissions in all classes as per KVS Guidelines. Make registration of the students in time. Issue TC in time to the applicants. To ensure the uploading of TC issued in Vidyalaya website. Verification of incoming TC to be done with utmost care. ensure RTE admissions are done in time. Implementation of RTE including reimbursement of fee, stationery, and transportation etc, No violation of guidelines expected. Scholar Register and Guard file to be kept upto date. Uploading of details of issued TC intime. All members will be responsible for any type of discrepancies related to admissions. OLA portal , and enrollment status to be updated in all related portals.

7. GARDENING AND BEAUTIFICATION	
Smt Nunnu Michael (I/C) - Smt. Parvathi S Pillai Ms Sonam Rani	To look after and the proper maintenance of the Vidyalaya garden, pruning of trees, maintenance of Vidyalaya compound and all other steps needed to beautify the building and campus. See that beautiful campus is not formed in a single day. A collective planning and regular monitoring to be done. Checking of the work and assigning new tasks to the contractual laborers, providing new flower plants, ornamental plants, manures. Identifying & developing new areas for plantation, purchasing the necessary materials with proper requisition.. These members are responsible for monitoring the cleaning of campus also.
8. EXCURSIONS & STUDY TOURS , FIELD TRIP, EXPOSURE VISIT	
Shri Devidas C C (I/C) - Shri Dhanesh R - Smt Hema K	To plan and implement site seeing study tours for the children. To plan destinations, arrange transportation, food entry passes etc. To arrange a proper contractor/ supplier of transport as per KVS rules.
9. MONITORING CLEANING STAFF and THEIR WORK	
Smt Parvathy S Pillai (I/C) - Smt Reema Singh Smt Farida Salih	I/c of this committee to keep a perfect record of the cleaning activities in the Vidyalaya campus. This committee in coordination with Swatch Vidyalaya Abhiyan committee to see that cleaning activities are made systematic and timely. Time gap between for noon and afternoon sessions to be made use of cleaning washrooms invariably. Ensure no foul smell is there in corridors due to toilets nearby. Promote concept ideal health & hygiene among students.
10. CS 54 VERIFICATION OF FEES	
Smt Sreena P(I/C) Smt Farida Salih - Smt Ganapathy PB	Check and verify the daily collection of fee & fine with all the three records ie class attendance register, office records and bank statements. Defaulters list to be checked with Class teachers in every quarter. Ensure all class teachers are making entry of fee & Fine in respective attendance register every last working day of the month.

11. Verification of Pay bill, Calculation of Income Tax	
1. Shri Ganapathy PB(I/C) 2. Shri Prasad K 3. Sri Jayakrishnan M	Coordination and timely submission, and verification of pay bills (hard copy Only). To assist office for income tax calculation of all staff members, to verify the records on savings submitted by staff members.
12.COMPUTER LABS	
Smt Manju N & Computer Instructors	To see the effective use and maintenance of computer labs. Both primary and secondary labs to be monitored. Ensure no one is misusing the internet facility
13. PUBLICATION OF e-VIDYALAYA VRITANTA	
1. Smt. Kavita (I/C) 2. Shri Devidas C C 3. Smt Yogesh Kumari	To facilitate creative writing among students and publish class wise manuscript magazine. Arrange for the publication of Vidyalaya magazine, brochure etc. To have an exhibition and competition of Class/ Section wise manuscript magazines in consultation with class/ subject teachers
14. EFFECTIVE IMPLEMENTATION OF REGIONAL LANGUAGE LEARNING	
1. Smt Disa S 2. Smt Veena CS	Timely compliance of KVS directions in Malayalam learning, Collection of Fees if any, Coordinating the work with Malayalam instructors. Conduct of regional language exams in time as per prescribed time table from KVS.
15. DISCIPLINE	
1. Smt.Gayathri S V (I/C) 2. Shri Joseph K A 3. Sri Dhanesh R 4. Smt Sreena P	To inculcate the habit and culture of Kvians among Students, Ensure the arrival and departure of students in time. Late coming to the Vidyalaya to be stopped. To deal effectively with all cases of indiscipline, late coming, checking uniform etc., to maintain discipline during all functions and programmes. To inculcate the habit of citizenship among children. To ensure no particular class room is disturbing others due to non-availability of teachers. No child to be allowed to disturb the disciplined atmosphere of the Vidyalaya, random checking of classrooms and students bags to

		ensure that no Child is bringing mobile phone and other related Electronic Gadgets for any unhealthy practices in the Vidyalaya
16. FURNITURE STOCK & MAINTENANCE		
1. Shri Dhanesh R (I/C) 2. Shri Anupam Prajapathi 3. Sri Ujjwal Kumar Dubey		To maintain the stock of all furniture in the Vidyalaya. Prepare Condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per availability of funds
17. SCOUTS AND GUIDES & NCC		
1. Smt. Sreeja V J (I/C) 2. Smt Gayathri SV ‘ 3. Smt Gayatri Krishna 4. Smt Kavita 5. Smt Sandhya S 6. Smt Dhanya MG 7. Smt Disa S 8. Smt Yogesh Kumari 9. Shri Anupam Prajapati	10 Smt Veena CS 11 Ms Sandhya Meena 12 Sri Lalchand W	To plan and implement S&G activities in the Vidyalaya. To train the S&G for special occasions. Ensure the participation of students in Rajya Puraskar/ Rashtrapati awards. To get the National flag ready for national Festivals. Making arrangements and preparations for testing camps, field trips etc. Registration of the troops to be done in time.
18. CONDEMNATION		
1. Smt. Gayathri S V(I/C) 2. Sri DHANESH R 3. Smt Manju N 4. Smt Kasmeera K S		To Identify stocks beyond repair for condemnation. To carry out the condemnation procedure and dispose of condemned articles as per prescribed procedure.
19. ADVENTURE CLUB		
1. Smt Gayathri Krishna (I/C) 2. Yashpal Singh		To train a group of selected students to take up adventure activities including trekking. Major objective of the club is to develop child to face challenges in life.

20. QUIZ CLUB	
1. Smt Reema Singh(I/C) 2. Smt.Sreena P	To develop quizzing an active programme in the Vidyalaya. To plan quizzing programmes in the morning assembly every fortnight, give announcements in advance on subjects... and to promote talented students with prizes and appreciation
21.NATURE / ECO CLUB/GRIHA /SOIL TESTING	
1. Smt Gayatri Krishna (I/C) 2. Smt. Leeja A 3. Smt Sandhya S	To organize programmes to create awareness for protecting the environment. Ensure a plastic free campus. The major objective of the club is to make the child love his surroundings and protect the beauty of it by not disturbing the existence of the fellow beings.
22. SCIENCE CLUB	
1. Smt Maya Raghurajan(I/C) 2. Smt.Gayathri S V	To develop Scientific attitude among students, prepare them for various Exhibitions and Junior Science Congress& RBVP
23.INTEGRITY CLUB	
1. Sri Joseph CA (I/C) 2. Ms Nushrat Jahan	To plan activities as per CBSE guide lines. The Major aim of the club is to develop human values in children. To arrange morning assembly talks, See that the students are developing themselves as an ideal future generation.
24. STANDARD CLUB	
1. Shri Jayakrishnan M(I/C) 2. Smt.Parvathi S Pillai	KVS in collaboration with BIS is promoting Standard Club with the objective of making students aware of Standard products in the market, how the process of marking etc., the club is to work accordingly
25. FOUNDATION CITIZEN PROGRAMME. (FCP)	
1. Shri Yashpal Singh(I/C) 2. Smt Yogesh Kumari	KVS in collaboration with SREE RAMAKRISHNA MISSION is organizing Valu education / Character Building Programme for students . Teachers trained in this matter to organize and keep

3. Smt Kasmeeera K S	records of FCP training in regular and stipulated periods for Classes VI-VIII..
26. CHARITY CLUB	
1. Smt Nunnu Michael(I/C) 2. Ms Shreya Shukla	To inculcate the quality of sympathy to co-beings among the students. To find out and implement charity activities in the Vidyalaya. Will be responsible for all types of collections like Flag day stamps/ sadbhawana donations /Children's day collections / Chief Minister's Relief fund etc
27.SPOKEN ENGLISH & Language Lab & TARA App	
1. Smt Kavita(I/C) 2. Shri Devidas C C 3. Smt Sreeja VJ 4. Smt Disa S 5. 5. Smt Sini S	To plan and implement programmes to raise the level of spoken English in the Vidyalaya. To take up the Spoken English Project. And let there be an atmosphere of English speaking inside the campus. Language lab assets to be maintained systematically and effective upkeeping of TARA app.
28.TECHNOLOGY AIDED TEACHING, Effective Use of Interactive panels	
All staff members Shri Joseph KA to maintain records and upkeep of the panels	To make available opportunities to all teachers to use adequate technology in their teaching. To ensure optimum use of available resources including interactive panels in Claas rooms . To plan purchase of additional equipment to update the technology aided teaching in the Vidyalaya. To keep record of CAL/TAL classes
29.PROJECTS & INNOVATION	
1. Smt Gayathri Krishna (I/C) 2. Smt Kasmeeera K S	To co-ordinate various innovative practices being undertaken by teachers. To motivate teachers for KVS /NCERT incentive awards. To advise and guide teachers to plan and organize reports for giving publicity to their efforts for the benefit of teaching fraternity at large.
30.EXTERNALCOMPETITIONS/NTSE/SCHOLARSHIP, KVPY/OLYMPIADS	
1. Smt Sreena P(I/C) 2. Smt Yogesh Kumari 3. Sri. Ashish Kumar Verma 4. Shri.Anupam Prajapati	To ensure maximum participation of the students in these competitions especially those recommended by the KVS like NTSE, Olympiads, and Merit cum Means Scholarships etc. Giving

	wide publicity of such competitions. No child to be made participated compulsorily. Day to day statement on Money collected and spent to be kept with. Misuse of money should not be done. Co-ordinate with class teachers
31.OFFICIAL LANGUAGE IMPLEMENTATION (OLIC)	
1. Smt Yogesh Kumari 2. Ms Snigdha Priyadarshini 3. Shri Prasad K	To spread the use of the National Language among students and staff. To prepare quarterly / annual reports on implementation official languages. To plan celebrating HINDI FORTNIGHT etc.
32. PTA	
1. Smt Sini S (I/C) 2. Sri DHANESH R 3. Smt Farida Salih	To maintain a positive bridging between Principal, Teachers and Parent community
33.LIBRARY COMMITTEE & Reading Club	
1. Smt Sreena P(I/C) 2. Shri Devidas CC 3. Ms Varsha	To recommend suitable books for updating the library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy. This committee is responsible also for reading Club activities in the Vidyalaya
34. GUIDANCE AND COUNSELLING, VALUE EDUCATION and AEP	
1. Smt Sandhya S(I/C) 2. Shri Yashpal Singh 3. Shri. Dhanesh R	To the effective implementation of adolescence education programme and train the children in all the modules, activities provided by KVS, to arrange workshops , Doctors” classes etc to students and parents., to conduct competitions, roll play. Identify the special cases and report. Try to solve the problems. Either at the Vidyalaya level or by professionals. To organize programmes to inculcate the feeling of oneness among students by inviting eminent personalities for guiding the students in achieving positive spirit
35. MATHEMATICS LAB & MATHEMATICS CLUB	
1. Smt Maya R (I/C) 2. Smt Reema Singh	To promote Mathematics learning with more enthusiasm and interest Maximum utilization of Maths Lab and equipments in daily teaching. To make the child more active in Mathematics learning. To maintain and records in this regard.
36.MAINTENANCE AND REPAIR(Both civil & electrical)	

1. Smt Kasmeera K S(I/C) 2. Shri Dhanesh R 3. Shri Anupam Prajapati	To ensure timely maintenance and up keeping of the Vidyalaya building and campus. To procure essential materials and to find proper work force. To maintain stock register.
37. SWACCH VIDYALAYA ABHIYAN	
1. Smt Leeja A(I/C) 2. Smt Meena 3. Smt Sreeja VJ	To inculcate a sense of cleanliness among staff and students in the Vidyalaya. To Maintain the campus a beautiful one. To arrange cleaning campaign a regular programme in the Vidyalaya. To ensure the Swatch/ Harita Vidyalaya awards are achieved at regional/ National level
38. MAINTENANCE OF UBI PORTAL	
1. Smt.Sreena S(I/C) 2. Shri Prasad K & All Class Teachers	To maintain, update the data to UBI Fee Portal- to distribute fee challans, Admissions and Transfer Certificates.
39. MAINTAINING A RECORD OF DAY TO DAY HAPPENINGS IN THE VIDYALAYA & PHOTO VIDEO PRESS	
1. Smt. Sini S(I/C) 2. Ms Nushrat Jahan 3. Sri Anupam Prajapati 4. Shri Prasad K	To keep a record of the day to day happenings like celebrations, visits of VIPs, special presentations by Teachers/students, achievements of teachers/students etc. and to keep the notice boards with relevant photographs and updating the same.
40. HEALTH & HYGIENE, FIRST AID	
1.Smt A Leeja (I/C) 2.Shri Dhanesh R	To monitor the daily work done by the Doctor and Nurse appointed by the Vidyalaya, including their attendance, etc. To have the medical checkup done as per the schedule prescribed by KVS.
41. UDISE, SAMAGAM	
All Class teachers 1. Smt Sini S(I/C)	To give full support and assistance for the success of the prestigious programme DIKSHA of KVS. Timely updation of the

2. Smt Manju N 3. Shri Prasad K 4. DEO	data and related works. To monitor the attendance and work of Data Entry Operator appointed by the nodal agency.
42. STAFF CLUB	
To be decided at staff general meeting	To create cordial relations among the members of the staff and organize various Programme for their welfare.
43. MAINTENANCE OF STAFF & STUDENT INFORMATION	
1. Smt Manju N(I/C) 2. Smt Veena CS	Responsible for maintaining soft copies and hard copies of data being called for by KVS like-PIS, Student enrollment, Vacancy position, Admission data
44. RTI 2005 IMPLEMENTATION	
1. Shri Ganapathy PB(I/C) 2. Smt Nisha Nazeer	To give timely reply of all the queries relating to RTI 2005 in consultation with the Principal.
45.WEBSITE COMMITTEE	
1. Smt Manju N(I/C)	To ensure day to day updating of the Vidyalaya website with all relevant information. To protect Vidyalaya website from Hackers.
46 E-NEWSLETTER & Blog	
1. Smt Sreena P(I/C) 2. Smt Kasmeera K S	To prepare E newsletter and uploading the same in Vidyalaya Library Blog every month on the day to day happening in the Vidyalaya. Prepare and maintain Blog for the library different departments, Clubs, examination etc
47. ALUMNI ASSOCIATION	
1. Smt Lekshmi devi S(I/C) 2. Smt Sandhya S	To organize meetings of the old students of the Vidyalaya. To start a blog for the association as part of the Vidyalaya website, To utilize the service of the old students of the Vidyalaya for the development of the curricular and co-curricular faculties of students.
48. CORPORAL PUNISHMENT MONITORING	

1. Smt Lekshmidevi S(I/C) 2. Smt Sini S	Ensure that no teacher of the Vidyalaya is involved in corporal punishment. Vidyalaya to be developed as total student friendly
49. STUDENT SERVICES & TEACHERS DIARY	
1. Shri Jayakrishnan M(I/C) 2. Smt Dhanya M G	To issue identity cards, Bonafide certificates, Students diary, Library cards etc. to students, to identify eligible students for fee concessions like SGC/ PH/ BPL etc. Records of fee concessions ie parents' application supporting documents etc. to be kept in order WEF 01 .04.2025.
50. Grievance Cell	
1. Smt Dhanya M G(I/C) 2. Smt.Sini S	1.To periodically open suggestion box, at least once in a month. 2.To keep a record of suggestions or grievances received from the students, staff or parents 3.To maintain the minutes of the meetings.
51.Purchase through GeM	
1. Smt Manju N(I/C) 2. Department Stock holders 3. Programme In charge 4. Shri Ganapathy PB	1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure 3. To take into stock 4. Any other related work like purchase order etc
52. NIOS	
1. Shri Jayakrishnan M (I/C)) 2. Shri Ganapathy PB 3. Shri Suseelan	1. Smooth conduct of the NIOS center incorporating all faculty members when and where its necessary 2. The students of NIOS and their parents to be addressed sympathetically. 3. All NIOS duties to be carried out with proper recording of documents and judicious outlook in fund management.
53. PM SHRI ACTIVITIES	
1. Smt MANJU N (I/C) 2. Smt Sini S 3. Smt Sandhya S 4. Sri Devidas CC	Vidyalaya is identified in the phase I of PM SHRI Schools in KVS. We are to improve a lot in achieving the targets or to get the real identity. Hence the committee members to develop a plan of action and measures to implement the plan. In addition to this,

5. Sri Dhanesh R 6. Sri Ganapathy P B	they are expected to find out ways for the proper utilization of funds received as grant from PM SHRI Project. Regular upkeep of SAMAGAM portal, conducting regular meetings of all stakeholders for the conversion of the Vidyalaya to PMSHRI is very much essential.
54. Internal Complaints Committee on Sexual Harassment	
F NO 27/87/KVBSAP/2026-27 dt 10.03.2026	To deal the complaints regarding sexual harassment of women in their work place ie the complaints related to KV SAP
55. Maintenance of Staff Meeting Minutes	
Decided from time to time	Maintaining the records on Staff meeting / The minutes to be prepared after approval of the Principal the same to be circulated among staff members for their signature No minutes to get late for approval and circulation ie in the next working day it self this work to be completed.
56.CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)	
1. Shri. Joseph KA (I/C) 2. Smt. Kavita 3. Smt Sini S	Its is to ensure all teachers are getting sufficient opportunities to complete their required online as well as offline training programmes. Records on attendance timing etc. to be systematically maintained. Digital certificates for every offline training to be provided to all participants. KVS already circulated clear plan and gist of training areas for the current year CPD . The committee members are responsible for organizing arranging for expert trainer for the benefit of teachers.
57. KVS ACTIVITIES (KVS FLAGSHIP PROGRAMMES)& TARUNOTSAV	
1. Smt Gaythri Krishna (I/C) 2. Smt Parvathy S Pillai 3. Smt Disa S	KVS is organizing or taking part in different activities sponsored or organized by different Ministries or other Governmental Nongovernmental organocations. All these to conducted in a befitting manner as per stipulated time period. Uploading of photo to our social Handles AS well as sharing with KVS. For Class XI TARUNOTSAV to be planned as per KVS instructions and to implement the same.

58. SCHOOL BAND

1. **Smt MEENA (I/c)**
2. Smt Sandhya
3. Smt Gayatri Krishna

Our Vidyalaya is planning to start a new Musical Band. Teacher In-Charges to form a 30-40-member band team (Class 7-9), plan instrument purchase and maintenance, fix practice schedule, and start rehearsals for school events. Coordinate with music teachers and procurement of items, dress for the team etc . Identify a band master > engage and monitor his work .

etcNOTES: - Important: Wherever stock hand over takeover is applicable, same to be done on or before 15.03.2026

1. All the In – charge, Asst, In-charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2026-27 as per allotment given and submit a copy to the Principal by 8th of April for record without fail.
2. All the In-charge, Asst, In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
3. All the in – charge, Asst, In-charges and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges, Asst in-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Asst. In-charges of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
6. Ensure judicial and effective management of VVN and other resources when and where necessary. No purchase to be recommended without valid tender/ quotation.
7. Ensure timely tenders or quotations are invited and records are maintained as per purchase procedure in assistance of the Office.
8. In charges of Various committee is informed that information regarding the allotted duty may be communicated through electronic media only (Through WhatsApp or email) Regular monitoring of these media may be ensured.



Principal