

KENDRIYA VIDYALAYA GAURIBIDANUR

VARIOUS COMMITTEES FOR THE SESSION 2025-26

S. No	Name of committee	I/C	Members	Duties
1-	EXAMINATION (SECONDARY) EXAMINATION (PRIMARY) EXAMINATION (I & II)	Ms. Chanchal -I/C <i>[Signature]</i> Ms. Varsha (Primary) <i>[Signature]</i> Ms. Komal <i>[Signature]</i> 23/06/25	1. Sreelekha <i>[Signature]</i> 2. Kavya <i>[Signature]</i> 1. Manish Kumar <i>[Signature]</i> 1. Sreedevi <i>[Signature]</i> 23/6/25	1. To plan PT/HYE/SE/Pre-Board exam T.T as per KVS & CBSE calendar of activities. 2. TO attend to all CBSE correspondence work & Exam work. 3. To review the software for result & make it uniform for all. 4. To conduct of LAT Exam and compilation of Results. 5. Result analysis and compilation. 6. Preparation and conduct of specific Exam as and when required like NIOS, PRMO, IAPT, SOF, etc. 7. CBSE registration, OASIS data timely completion. 8. Keep records of result analysis. 9. Any other related work given by the Principal.
2-	EXAMINATION- CBSE/ EXTERNAL EXAMINATION	Mr. Hanumanth I/C <i>[Signature]</i> 21/6/25	Class Teachers of IX & X <i>[Signature]</i> 21/6/25	1. CBSE Registration, OASIS data timely completion. 2. Thorough Verification of LOC of classes IX & X with correctness of subject & subject code including new admission of class X. 3. Keep records of results analysis. 4. To attend to all CBSE correspondence work & Exam work. 5. Preparation and conduct of specific Exam as and when required like NIOS, PRMO, IAPT, SOF, and other exam recommended by KVS etc. 6. Any other related work given by the Principal.

3.	ADMISSION COMMITTEE, ENROLLMENT, S.R. REGISTER / TC	Mr. Hanumanth I/C <i>K. K. S.</i> <i>21/6/25</i>	Class I Teacher	KVS guidelines. - Consolidated category wise, class wise enrolment as per KVS guidelines. - Upload the enrolment on vidyalaya website as per KVS proforma. - Reimbursement of RTE. - TC preparation in TC Book and issue the TC on UBI portal. - Upload the TC on vidyalaya website and complete maintenance of SR register - Any other related work given by the Principal. - Completing the work related to SAT TC.
4.	TIME TABLE & DAILY LEAVE ARRANGEMENT	- Mr. Abhishek Kumar (Secondary) <i>Abhishek</i> <i>21/6/25</i> - Manish Kumar (Primary) <i>Manish</i> <i>23/06/25</i>	G. Ramu <i>R</i> <i>21/6/25</i> - Varsha <i>Varsha</i> <i>23/6</i>	- To prepare the timetable as and when required and distribute among the teachers. - To make substitute arrangements. - Contractual teachers attendance record & verification - Morning / dispersal duties of teachers. - Contractual teacher interview & panel preparation. - Staff Strength Preparation. Note: Daily Arrangements should be done by Abhishek Kumar for 3 days (i.e Mon, Tue, Wed) and the remaining 3 days will be done by Manish (i.e Thu, Fri & Sat)
5-	PTM	- Chanchal (Secondary) <i>P</i> <i>23/6/25</i> - Manish Kumar (Primary) <i>Manish</i> <i>23/06/25</i>	All the Class Teachers	- To conduct PT meetings as per KVS guidelines. After every scheduled exams. - To keep records of PTM. - Any other related work given by the Principal.
6-)	CO-CURRICULAR ACTIVITIES (CCA) & STUDENT COUNCIL (Primary & Secondary)	Mrs. Lalita Attri-I/C <i>Lalita</i> <i>23/06/25</i>	All the Class Teachers & House Masters & House associates.	- To prepare a calendar of events and conduct the CCA competitions as per the KVS guidelines. - To celebrate all the national festivals /weeks and other important days as per KVS guidelines. - Co-ordinate all KVS Regional, Cluster, National activities like exhibitions etc. - Liaisoning with ONGC cultural activities.

				council, investiture ion. 6. KVS Calendar of activities to be followed strictly. 6. Any other related work given by the Principal.
7 (A)	MORNING ASSEMBLY & FLAG HOSTING & ANNOUNCEMENT	Mrs.Lalita Attri I/C <i>Abhishek</i> 23/6/25	Mr. Abhishek Kumar & <i>Abhishek</i> 21/6/25 All Class Teaches of I to X	1. To Prepare and execute Morning assembly as per KVS Education Code, daily during the visit of KVS officials with flag hosting. 2. To celebrate special occasions / celebrations/ daily correct announcements. 3. Any other related work given by the Principal.
7 (B)	ALL KVS ACTIVATES – SCIENCE EXHIBITION / CHILDREN SCIENCE CONGRESS / INSPIRE / MATHS / VVM / OLYMPIAD / HOUSE COORDINATOR / SOCIAL SCI / NATIONAL INTIGRATION CAMP	1-Ms. Chanchal I/C <i>Chanchal</i> 23/6/25	Kavya only for Maths Related projects in STEM Lab <i>Kavya</i> 23/6/25	1. To encourage children to do their best and prepare the relevant models, charts etc as per KVS guidelines. 2. To ensure maximum participation. 3. To plan, prepare and select projects for the exhibitions. 4. Teachers to encourage students for mass participations in all KVS activities. 4. Any other related work given by the Principal.
8 (a)	DISCIPLINE	Mrs.Lalita Attri I/C <i>Abhishek</i> 23/6/25	Mr. Abhishek Kumar <i>Abhishek</i> 21/6/25	1. Maintaining discipline as per KVS code of conduct. 2. Sorting indiscipline problems created by children 3. Monitoring late comers on regular basis. 4. Checking of class pass when children are coming out. 5. All cases of bullying to be sorted out with the involvement of parents. 6. To check uniforms of all students during morning assembly/ trimming of nails/ hair cut/ polish of shoes/ neatness of uniforms and socks and over all hygienic of students etc., 7. Movement of students in lines. 8. To supervise overall discipline of the students inside and outside the classroom. 9. To select the students through a impartial method and assign them specific duties and monitoring. 10. Any other related work given by the Principal.

8 (b)	ANTI-BULLYING COMMITTEE	Mr. Abhishek Kumar I/C <i>Abhishek</i> 21/6/25	1. Lal Chand 2. Manish <i>Manish</i> 3. Lalita <i>23/06/25</i> 4. Chanchal <i>23/6/25</i>	1. To sort out grievances of students and prepare minutes of meeting. 2. Any other related work given by the Principal.
9	GAMES AND SPORTS & EBSB Programme /	Mr. Abhishek I/C <i>Abhishek</i> 21/6/25	All Class Teachers	1. To train the students for KVS competitions including cluster/regional/zonal/national competitions and outside competitions. 2. Inter house sports & games competitions 3. To give theoretical aspects of games and sports as per KVS Syllabus. 4. To conduct Sports Day. 5. Any other related work given by the Principal.
	MEDICAL CHECKUP	Mrs. Lalita Attri I/C <i>Lalita</i> 23/06/25	All Class Teachers	1. Teachers to ensure Students Medical Cards. 2. Collecting Bio Data of students including age limit and any other health issues. 3. To check students Vaccination details. 4. Arranging a medical KIT at school level.
9 (b)	PUBLICATION & PRESS RELEASE (Vidyalaya E- Patrika/ Magazine Students diary, School Academic Planner, Editorial board, News letter, Annual Report)	Mrs. Lalita Attri I/C <i>Lalita</i> 23/06/25	1. Lal Chand Ram 2. Sreelekha 3. Ashwini <i>23/6</i> comp Instructor	1. Prepare Student Diary, Vidyalaya patrika, Calendar, News letter etc. 2. Coordinate with CCA I/C. 3. To collect articles from students and staff & editing & complication. 4. To liaison with the press. 5. To go through the proof of all the materials. 6. To ensure its publication by the end of July.
10 (A)	MONTHLY REPORT WRITING COMMITTEE / REPORT WRITING AND ITS PUBLICATION IN NEWSPAPER, VMC	1. Manish Kumar Singh I/C <i>Manish</i> 23/06/25	All Staff Members of the Vidyalaya	1. To write the various types of activities conducted during the month to be submitted to KVS RO. 2. To arrange for publication of important events of the vidyalaya in the newspaper.
10 (B)	WEBSITE COMMITTEE	Mr. G. Ramu I/C <i>R</i> 21/6/25	F. Aiesha <i>Aiesha</i> 26/6/25	1. To Maintain & Update The Website Periodically 2. To Improve The User Friendliness Of The Website 3. To Constantly Monitor The Data Uploaded And The Works Of The Student For Originality. 4. Any Other Website Related Work As & When KVS Instructs.

11	CAREER GUIDANCE AND COUNCELLING/TALKS/ SEMINARS/ SPECIAL CELEBRATIONS	Mr. Hanumanth I/C <i>K. R. 21/6/25</i>	1. Gugulothu Ramu 2- Sanjeevayarappa <i>R 21/6/25</i>	1. To arrange lectures of counsellors and workshops. 2. Any other related work given by the Principal.
12	Adolescence Education Programme	Hanumanth I/C <i>K. R. 21/6/25</i>	Mr. G. Ramu <i>R 21/6/25</i>	1. Implement programme as per KVS guidelines. 2. Any other related work given by the Principal.
13	Nipun/FLN/ Establishing Toy Library/E Jadui Pitara OF PRIMARY EDUCATION	Mr. Manish Kumar I/C <i>Singh 23/06/25</i>	1- Varsha 2- Komal <i>Varsha 23/06/25</i> <i>Komal 23/06/25</i>	1. To oversee implementation of activities methods in primary classes. 2. To prepare reports of strengthening of primary education and send them to AC's office. 3. Implementation of all educational programmes in everyday class room transactions. 5. Ensuring/ monitoring competency based learning and ORF (Oral Reading Fluency) in all classes. 4. Any other related work given by the Principal
14	SCOUTS AND GUIDES	Manish Kumar I/C Singh <i>Singh 23/06/25</i>	1. Lal Chand Ram 2. Hanumanth 3. Lalita 4. Komal <i>Lal Chand Ram 21/6/25</i> <i>Singh 23/06/25</i> <i>Komal 23/06/25</i>	1. Implement Scout & Guide programme effectively in school. 2. To train the children in the various Scouts activities. 3. To prepare the students for Rajya Puraskar and other competitions. 4. To conduct regular Scouts classes. 5. To conduct campfire. 6. To conduct Plantation, Road Safety programme. 7. Any other related work given by the Principal.
15	ICT INCHARGE & INTERACTIVE PANEL BOARD	1-Mr. Gugulothu Ramu <i>R 21/6/25</i>	All the regular Teachers & Computer Instructor	1. To monitor E-classes taken by the teacher on regular basis and maintaining the record of the same. 2. Maintenance of the computer labs and see the update of the computers. 3. Purchase of computer peripheries and any other technical devices. 4. To train the staff and students regularly and usage of INTERACTIVE BOARD on every day class room transactions. 5. Any other related work given by the

16	PHOTOGRAPHY & IDENTITY CARD PREPARATION	Mr. Hanumanth I/C <i>K. Ramesh</i> 21/6/25	G. Ramu <i>R</i> 21/6/25	1. To keep records of photos event wise in separate folders. with respect to all school activities 2. To take print outs of selected photos for display boards. 3. To hand over selected photos to Comp I/C for website. 4. Any other related work given by the Principal.
17	EXCURSION COMMITTEE & EDUCATIONAL TRIP	Mr. Abhishek I/C <i>Abhishek</i> 21/6/25	1. G. Ramu <i>R</i> 21/6/25 2. Lal Chand Ram <i>an</i>	1. To plan Vidyalaya excursions & educational tours in & around of school surroundings. 2. To make all arrangements in connections with the excursions. 3. Any other related work given by the Principal.
17 (a)	MAINTANANCE REPAIRS AND DEVELOPMENT COMMITTEE ELECTRICAL/ CIVIL/ IT	1- Mr.Gugulothu Ramu <i>R</i> 21/6/25	1. Lal Chand Ram <i>an</i> 2. Abhishek Kumar <i>Abhishek</i> 21/6/25 3. Hanumanth <i>K. Ramesh</i> 21/6/25 4. Varsha <i>Varsha</i> 23/6/25	EXISTING BUILDING 1. Make an inventory of each room. 2. The liaisoning of ONGC includes, Civil work, electrical work, Plumbing, Horticulture, Rooms/ Dept. Maintenance, Building wall, gardens, Water tank, Whitewash, AC maintenance, Service & repair. Water supply, Trees & Plantation, Garbage disposal and window glasses etc., 2. To make necessary arrangement for prevention from Mosquitoes, Dogs and snakes. 3. To obtain Fire Safety and Building safety certificate. 4. Any other related work given by the Principal.
	NODAL COORDINATOR WITH LOCAL AUTHORITIES	Mr. Hanumanth I/C <i>K. Ramesh</i> 21/6/25	1. G. Ramu <i>R</i> 21/6/25 2. Sanjeevayarappa <i>R</i> 21/6/25	
17 (b)	WATER/WATER COOLERS/FIRE FIGHTING EQUIPMENTS, MOSQUITO DRINKING WATER	Mr. Hanumanth I/C <i>K. Ramesh</i> 21/6/25	1. G. Ramu <i>R</i> 21/6/25 2. Sanjeevarayappa <i>R</i> 21/6/25	1. To initiate purchase of water cooler/fire fighting equipment and its proper maintenance as per sanitation norms set by Gauribidanur Municipal Corporation 2. To ensure the uninterrupted supply of water and maintenance of all water outlets. 3. Proper checking & regular cleaning of water tanks, fire fighting refilling. 4. Any other related work given by the Principal.

17 (c)	AUDIO VISUAL AIDS & --- → TEACHING AIDS -----→	Mr. Gugulothu Ramu I/C <i>R</i> 21/6/25	1. Abhishek Kumar <i>Abhishek</i> 21/6/25 2. Lalita Attri <i>Lalita</i> 21/6/25	1. Purchase and maintenance of audio visual aids. 2. Maintenance & up keeping of Teaching Aids.
17 (d)	CAMPUS BEAUTIFICATION / HORITICULTURE DISPLAY BOARD/ MAINTENANCE & PREPARATION	Mrs. Lalita Attri <i>Lalita</i> 23/6/25	All the staff Members	1. Checking the cleanliness of the classrooms 2. Checking the cleanliness of bathrooms, toilets, surroundings etc. 3. Ensuring availability of dustbins/sanitary napkins/soap etc. in toilets 4. To maintain display board. 5. Regular updating of display board. 6. Any other related work given by the Principal.
18 (a)	REFRESHMENT & CATERING	Various Events of the year 1. Independence Day 2. Sports Day 3. Republic Day 4. Contractual staff Interview 5. VMC 6. Inspection Day 7. Any other events	1. Lalita Attri <i>Lalita</i> 23/6/25 2. Abhishek Kumar <i>Abhishek</i> 21/6/25 3. Lalita Attri <i>Lalita</i> 23/6/25 4. Hanumanth <i>Hanumanth</i> 21/6/25 5. G. Ramu <i>R</i> 21/6/25 6. Varsha <i>Varsha</i> 23/6/25 7. Chanchal <i>Chanchal</i> 23/6/25	1. To make market survey for catering services in Vidyalaya when ever required. 2. To purchase & distribution of refreshment to students & staff. 3. Buying the Items & Making Billing. 4. Any other related work given by the Principal.
18 (b)	ACTIVITIES CONDUCTED AT DIFFERENT LEVELS	Mrs. Lalita Attri <i>Lalita</i> 23/6/25	All Class Teaches & Respective Department incharges.	1. To coordinate between school and outside agency as and when required. 2. Any other related work given by the Principal.
18 (c)	SUPERVISION OF WATCH AND WARD AND HOUSE KEEPING & SAFETY AND SECURITY OF THE BUILDING COMMITTEE	Mr. Abhishek Kumar I/C <i>Abhishek</i> 21/6/25	Hanumanth <i>Hanumanth</i> 21/6/25	1. To ensure promptness on the part of watchman. 2. To plan for safety and security of the building as per guidelines. 3. Ensure proper duty chart of the cleaning and security staff. 4. To arrange for mock drills, safety from dogs & reptiles etc. 5. Any other related work given by the Principal.

19 (a)	CLEANLINESS & SANITATION COMMITTEE	Ms. Komal I/C <i>Komal</i> 23/06/25	1. Manish Kumar 2. Varsha All the staff members 3. Lalchand Ram 4. Lalita Attri	1. To supervise cleanliness of Vidyalaya on day to day basis. 2. To ensure the availability of adequate cleaning material and safety equipments. 3. To put proper tags on different toilets and dustbins.
19 (b)	FURNITURE	G. Ramu I/C <i>R</i> 21/6/25	All the regular staff to certify the bill.	1. To assess the requirement of furniture for the session. 2. Following proper purchase procedure for its procurement. 3. Proper numbering of available furniture. 4. Repair of furniture items as and when required. 5. Allotment of furniture as per the requirement of class. 6. Conducting physical verification and recommending write off of irreparable items. 7. Maintaining the stock register. 8. Any other related work given by the Principal.
19 (c)	RESOURCE ROOM PRIMARY	Ms. Chanchal (Secondary) Mr. Manish Kumar (Primary) <i>Singh</i> 23/06/25	All Subject Teacher's of secondary Varsha & Komal for Primary <i>Varsha</i> 23/06/25	1. To maintain & up keeping of the Resource room. 2. To keep proper records. 3. Any other related work given by the Principal.
19 (d)	PA SYSTEM & ELECTRICAL BELL, CCTV, INVERTOR	Mr. Gugulothu Ramu I/C <i>R</i> 21/6/25	1. Abhishek Kumar <i>Abhishek</i> 21/6/25	1. To arrange everyday PA system in the morning assembly well in advance. 2. To arrange PA system on special occasion as and when required. 3. Any other related work given by the Principal.
20	SUBJECT COMMITTEES	All TGT Teachers Subject wise & Primary - Mr. Manish Kumar Singh <i>Singh</i>		1. To conduct subject committee meeting on last working day. Main agenda will be:- 2. To discuss coverage of syllabus, projects, home assignments 3. To plan demonstration lessons 4. To scrutinize PT/HY/SE question papers 5. Any other related work given by the Principal.
21	LIBRARY COMMITTEE	Mr. Hanumanth Librarian I/C <i>Kumar</i> 21/6/25	1. Lal Chand Ram 2. Lalita Attri 3. Varsha 4. Manish Kumar Singh <i>Manish</i> 23/6/25	1. Rashtriya e- Pustakalaya - an app for the National Digital library to do the need full in this regard. 1. To arrange the procurement of magazines, periodicals, newspapers, TB, reference books, floppy, as per the need of the staff and students. 2. To maintain the periodicals and get them bound for future reference. 3. To have newspaper cuttings of important articles and prepare scrap books.

				4. To make arrangement for TAL use and to keep a record of computer use. 5. Any other related work given by the Principal.
22 (a)	LOCAL PURCHASE COMMITTEE	Mr. Hanumanth Librarian I/C <i>Kuob</i> <i>21/6/25</i>	1. Lal Chand Ram <i>Am</i> 2. Manish Kumar <i>Singh Singh</i> 3. Varsha <i>Varsha</i> <i>23/6/25 23/6/25</i>	1. All the purchase should be done by GEM portal as per KVS norms. 1. To assist the Vidyalaya purchases for all the departments as per KVS purchase rules. 2. Market survey of articles and items as per KVS purchase rules. 3. Settlement of accounts as per KVS purchase rules. 4. Any other related work given by the Principal.
22 (b)	TENDER & FIRM REGISTRATION	G. Ramu I/C <i>R</i> <i>21/6/25</i>	1. Mrs. F. Aiesha <i>Am</i> <i>26/6/25</i> 2. Abhishek Kumar <i>Abhishek</i> <i>21/6/25</i>	1. To assist in preparation of Tender documents and its execution 2. Any other related work given by the Principal.
23	VVN ASSETS AND RECORDS(CONSUMABLE & NON CONSUMABLE)	F. Aiesha I/C <i>Am</i> <i>26/6/25</i>	1. Lal Chand Ram <i>Am</i> 2. Abhishek Kumar <i>Abhishek</i> <i>21/6/25</i> 3. G. Ramu <i>R</i> <i>21/6/25</i> 4. Hanumanth <i>Kuob</i> <i>21/6/25</i>	1. To keep records of VVN assets and to verify physically all items purchased out of VVN. 2. To keep list of VVN assets displayed on the admiral 3. To verify the items physically purchased out of VVN. 4. Any other related work given by the Principal.
24 (a)	MAINTENANCE OF NEW ASSETS IN SCHOOL	Mr. Abhishek Kumar I/C <i>Abhishek</i> <i>22/6/25</i>	1. G. Ramu <i>R</i> <i>21/6/25</i> 2. Hanumanth <i>Kuob</i> <i>21/6/25</i>	Maintenance of following Assets :- 1. CCTV 2. INVERTER 3. TV & CABLE IN RESOUSE ROOM 4. Computers, Printers, projectors & IT equipment's etc. 5. PHONES, INTERCOM
24 (b)	AUCTION AND DISPOSAL COMMITTEE CONDEMINATION	Mr. Abhishek Kumar I/C <i>Abhishek</i> <i>24/6/25</i>	1. Lal Chand Ram <i>Am</i> 2. Lalita Attri <i>Am</i> <i>23/6/25</i> 3. Manish Kumar <i>Singh</i> <i>Am</i> <i>23/6/25</i>	1. To notify the articles of different departments to be auctioned. 2. To make wide publicity for auction of the items. 3. To fix the date of auction and dispose of the items with proper records.
		Ms. Varsha I/C <i>Varsha</i> <i>23/6/25</i>	All the Class Teachers	1. To monitor the fees payment of the students quarterly and to avoid fees defaulters.

25	VERIFICATION & UPLOADING OF FEE ON UBI			2. To check & verify the fees on UBI portal 3. Quarterly verification of fees as per student enrolment. 4. Fees first verification should be done by respective class teachers by deactivating the TC cases.
26 (a)	CHECKING OF FEES IN UBI PORTAL	Ms. Varsha I/C <i>Varsha</i> <i>23/6/25</i>	All the Class Teachers	1. Checking of fees on monthly basis and reconciling it with bank in coordination with class teachers and office.
26 (b)	PAY AND ALLOWANCES OF STAFF/ Tax & ARREAR CALCULATION	F. Aiesha I/C <i>F. Aiesha</i> <i>26/6/25</i>	G. Ramu <i>R</i> <i>21/6/25</i>	1. To check and verify the salary prepared by SSA. 2. Help in preparing the Tax & Arrears etc. of staff.
26©	MAINTAINING STUDENTS ENROLMENT CLASS WISE/CASTE WISE & SOCIAL CATEGORY WISE	Varsha I/C <i>Varsha</i> <i>23/6/25</i>	All Class Teachers	1. Collect Details of enrolment every month
26 (d)	RAJBHASHA COMMITTEE	Mr. Lal Chand Ram I/C <i>Mr. Lal Chand Ram</i> <i>23/6/25</i>	1. Manish Kumar Singh <i>Manish Kumar Singh</i> <i>23/6/25</i> 2. Varsha <i>Varsha</i> <i>23/6/25</i>	1. To prepare the students for Hindi competitions of KVS/outside competitions. 2. To attend official committee meetings and to send the reports to KVS Regional Office 3. Hindi week/fortnight celebrations.
27	ARRANGEMENT WORK SHOPS AND GUEST SPEAKERS	Mr. Hanumanth I/C <i>K. Hanu</i> <i>21/6/25</i>	Sanjeevayarappa <i>Sanjeevayarappa</i> <i>23/6/25</i>	1. Plan and coordinate as per KVS guideline & keep or record. 2. Any other related work given by the Principal.
28	ALUMNI MEETING	Mr. Hanumanth I/C <i>K. Hanu</i> <i>21/6/25</i>	1. Chanchal <i>Chanchal</i> <i>23/6/25</i> 2. Lalita Attri <i>Lalita Attri</i> <i>23/6/25</i>	1. Plan & coordinate as per KVS guidelines & maintain the record of the same. 2. Any other related work given by the Principal.
29	CONDUCT OF EXTRA CLASSES BEFORE/AFTER SCHOOL HOURS	Ms. Chanchal I/C For Classes IX & X <i>Ms. Chanchal</i> <i>23/6/25</i>	Class Teachers of IX & X	1. As per KVS directions Teachers are instructed to take extra classes, take students attendance & ENSURE that there is no academic lag among the students learning outcomes. 2. Any other related work given by the Principal.
30	FUNDAY FIRST & THIRD SATURDAY	Mr. Manish Kumar Singh <i>Manish Kumar Singh</i> <i>23/6/25</i>	1. Ms. Komal <i>Komal</i> <i>23/6/25</i>	1. Teachers to plan out the extra classes and execute it in a systematic manner. 2. Well planned activities to be done effectively.

			2. Ms. Varsha <i>Varsha</i> 23/6/25	3. Any other related work given by the Principal
31	SATs PORTAL	Mrs. F. Aiesha I/C <i>Aiesha</i> 25/6/25	All the Class Teachers	1. To upload & upload students attendances details every month. 2. To upload marks of FA1/FA2/FA3/FA4/SA-1 & SA-2. 3. To IN the student whose has taken admission in our Vidyalaya. 3. Issue online SATs TC. 4. Any other related work given by the Principal
32	UDISE PLUS	Mr. Hanumanth <i>K. H. S.</i> 21/6/25	All the Class Teachers	1. Time to time updation should be done by all the class Teachers. 2. Any other related work given by the Principal.
33	SAMAGAM PORTAL	Mr. Gugulothu Ramu <i>R</i> 21/6/25	All the Class Teachers	1. Updating the data to be done first day of every month. 2. Any other related work given by the Principal
34	SETTING UP TARGET BOARD FOR CLASS X	Ms. Chanchal I/C <i>D</i> 23/6/25	All class X subject teachers.	3. Teachers are instructed to motivate the students to excel academic performance. 4. Teachers should set the target to achieve TLO. 5. Any other related work given by the Principal.
35	SCHOOL SAFETY COMMITTEE	Mr. Hanumanth I/C <i>K. H. S.</i> 21/6/25	1. Mr. G. Ramu 2. Mr. Sanjeevarayappa <i>R</i> 21/6/25 <i>S</i> 23/6/25	To maintain & Monitor Teacher on duty/Lunch break Duties.
36	CPD ACTIVITIES TARA APP - Uploading 8 other related work.	Ms. Varsha I/C <i>Varsha</i> 23/6/25	1. Manish Kumar <i>Manish</i> 23/06/25	1. To record all the CPD activities & submit the data when every require.

Ms
21/06/2025
Principal

