

KENDRIYA VIDYALAYA MALLESWARAM BENGALURU-560055

SHIFT -1

DUTY ALLOTMENT FOR THE ACADEMIC YEAR 2024-25

(Time Schedule as per Vidyalaya Plan should be followed meticulously)

All teachers in-charge, Head Mistress and Vice Principal will report every day to the Principal the progress of duties allotted to various committees, Clubs and Departments.

VIDYALAYA LEVEL COMMITTEES 2024-25

OBJECTIVES

1. To make teaching-learning process more effective and competency based through various teaching strategies.
2. To initiate a programme of Seminars, Group Discussions, Computer Aided Teaching, Demonstration lessons, etc for all classes.
3. To make the special programme for bright and slow learners more meaningful.
4. To make the teaching staff involved in purposeful activities and make them conscious of their duties towards the students.
5. Regular observation of classes and note books of students under the supervision of Principal, Vice Principal, and Head Mistress.
6. To invite career experts and conduct career guidance to students.
7. To make use of ICT infrastructure, Audio-Visual Aids and provide hands on experience to students, and conduct exposure visits.
8. To plan and conduct activities in class room where child centred learning process will be carried out.
9. To discuss Innovative Projects of teachers and Students for the Exhibitions and Awards
10. To achieve 100% qualitative results in Board classes and also improve the teaching process for achieving better results in the home examinations also.

**DISTRIBUTION OF TEACHERS UNDER VARIOUS COMMITTEES TO BRING EXCELLENCE
IN SCHOLASTICS AND CO SCHOLASTIC AREAS**

PRIMARY, SECONDARY AND SENIOR SECONDARY DEPARTMENT

1. APPOINTMENT COMMITTEE

CHAIRMAN VMC /NOMINEE OF THE CHAIRMAN

MEMBERS OF THE VMC

SUBJECT EXPERT

PRINCIPAL

VICE PRINCIPAL Mr.SASIMOHANAN K

SENIOR PGT- Mr. ABDUL RAZAK and Mr.BOOMINATHAN B (Teacher Representative VMC)

HM Mrs HI BALODI

2. ADMISSION COMMITTEE

1. Mr. N. KARUPPANNAN	PGT (Maths)	In charge
2. Mrs NIDHI BALODI	H M	Member
3. Mrs. ASA FRANKLIN	TGT (Maths)	Member
4. Mrs. DEVYA KUMARI	TGT (Science)	Member
5. Mrs KASTURI PADMINI	PRT	Member
6. Mrs. PUMMY ANAND	PRT	Member
7. Mrs. SAVITHA WALE	PRT	Member
8. Mrs NISHA KUMARI	PRT	Member

3. TIME TABLE COMMITTEE (SECONDARY, SENIOR SECONDARY & PRIMARY)

1. Mrs. RASHMI NAIR	PGT (Commerce)	In -Charge
2. Mrs. JYOTI AGARWAL	TGT (Maths)	Member
4. Ms. TRAPTI TEKHRE	TGT (HINDI)	Member
5. Mrs. SHAJI CC	PRT	In -Charge (Primary)
6. Ms. SANTOSH	PRT	Member
7. Mrs. GARIMA	PRT	Member
8. Mr. PRASHANT KUMAR	PRT	Member

4. SECONDARY EXAMINATION COMMITTEE (INTERNAL)

1. Mrs. LEKHA ANANDAN	PGT (Biology)	In charge
2. Mrs.SUMAN YADAV	PGT (Chemistry)	Co-In charge
3. Mrs. BHAVANA DIVAKAR	TGT(Eng)	Member
4. Mrs. POONAM YADAV	TGT (SST)	Member
5. Ms. MUKTA KUMARI KHATNAWALIYA	TGT(Sci)	Member

5. PRIMARY EXAMINATION COMMITTEE

1. Mrs. SAVITHA WALE	PRT	In charge
2. Ms VANSHIKA SINGH	PRT	Member
3. Ms PUNURU SAILAJA	PRT	Member
4. Mrs.DEVAKI	PRT	Member

6. EXAMINATION COMMITTEE (CBSE)

1. Mr.ABDUL RAZAK	PGT (Chemistry)	In-charge
2. Mrs. LEKHA ANANDAN	PGT (Biology)	Member
3. Mrs. BHARATI SHARMA	PGT (Economics)	Member

7. EXTERNAL EXAMINATION

1. Mr. BOOMINATHAN B	PGT (Physics)	In charge
2. Mr.AMIT KUMAR SINHA	PGT(ComputerScience)	Member

8. Olympiads

1. Mrs. SUMAN YADAV	PGT (Chemistry)	In charge
2. Mrs. ASA FRANKLIN	TGT(Maths)	Member
3. Mrs. PUMMY ANAND	PRT	Member
4. Mrs.GARIMA	PRT	Member
5. Mr. RAHUL	PRT	Member

9. FURNITURE COMMITTEE

1. Mr. N CHANDRAMOULI	PGT (Physics)	In charge
2. Mr PARVEEN KUMAR	PRT	Member

10. MAINTENANCE & DEVELOPMENT OF SCHOOL BUILDING INCLUDING ELECTRICITY & PLUMBING WORKS

1. Mr. N. KARUPPANNAN	PGT (Maths)	In charge
2. Mr. Mr NEERAJ RATHORE	TGT(ART)	Member
3. Mr.RAHUL	PRT	Member

11. CCA Committee

1. Mrs. K PARAMESWARI	PGT(Eng)	In charge
2. Mr MAHESH CHAND MEENA	PGT (Hindi)	Member
3. Mrs. PRATIBHA SINGH	TGT(Eng)	Member
4. Mr. VINAYAKIRAN H	TGT (SKT)	Member
5. Ms TRAPTI TEKHRE	TGT(HINDI)	Member
6. Mrs PUMMY ANAND	PRT	Member(In charge)
7. Mrs. NISHA KUMARI	PRT	Member
8. Mr.CHIRAG YADAV	PRT	Member
9. Ms SARITA MEENA	PRT	Member

12. SCOUTS & GUIDES

1. Mrs. PUMMY ANAND	Guides	In-charge
2. Mrs. ASA FRANKLIN	Guides	Member
3. Mrs. JYOTI AGARWAL	Guides	Member
4. Mrs. NEETU	Guides	Member
5. Mr. NEERAJ RATHORE	Scouts	Member
6. Mr PRASHANT KUMAR	Scouts	Member

13. SCHOOL DISCIPLINE COMMITTEE

1. MR. N.CHANDRAMOULI	PGT (Physic)	In charge
2. Mrs. PARAMESWARI	PGT (English)	Member
3. Mrs. DEVYA KUMARI	TGT(science)	Member
4. Mrs. NIDHI BALODI	HM	Member
5. ALL CLASS TRS. & CO-CLASS TRS.		

14. BEAUTIFICATION / PHOTOGRAPHY COMMITTEE

1. Mrs. RASHMI NAIR	PGT (Commerce)	In charge
2. Mrs. POONAM YADAV	TGT (SST)	Member
3. Mrs. JYOTI KUMARI	TGT (LIB)	Member
4. Mr VINAYAKIRAN	TGT (SKT)	Member
5. Mr. NEERAJ RATHORE	TGT(AE)	Member
6. Mrs. NISHA KUMARI	PRT	Member
7. Ms. SARITA MEENA	PRT	Member
8. Mrs MEENAKSHI GULIA	PRT	Member
9. Ms SANTOSH	PRT	Member

15. CLEANLINESS & SANITATION COMMITTEE

1. Mrs. LEKHA ANANDAN	PGT (Biology)	In charge
2. Mrs PRATIBHA SINGH	TGT (English)	Member
3. Mrs ASA FRANKLIN	TGT (Maths)	Member
4. Mrs DEVYA KUMARI	TGT (Science)	Member
5. Ms MUKTA KUMARI KHATNAWALIYA	TGT (Science)	Member
6. Mrs. PUMMY ANAND	PRT	Member
7. Mrs. NISHA KUMARI	PRT	Member
8. Ms. POOJA	PRT	Member
9. Mr. RAHUL	PRT	Member

16. GUIDANCE & COUNSELLING COMMITTEE

1. Mrs. PARAMESWARI	PGT (English)	In Charge
2. Mrs. LEKHA ANANDAN	PGT (Biology)	Member
3. Mrs. NIDHI BALODI	HM	In charge (Primary)
4. Mrs. SHAJI C C	PRT	Member
5. COUNSELLOR		Member
6. Respective Class Teachers		

17. ACADEMIC COMMITTEE

1. Mr. ABDUL RAZAK	PGT (Chem)	Member
2. Mr. CHANDRAMOULI	PGT (Phy)	Member
3. Mrs. K PARAMESWARI	PGT (Eng)	Member
4. Mrs. RASHMI NAIR	PGT (Commerce)	Member
5. Mrs. BHAVANA DIVAKAR	TGT (Eng)	Member
6. Mrs. NIDHI BALODI	HM	Member
7. All subject committee Conveners		

18. LIAISON OFFICERS FOR VARIOUS WORKS

1. Mr. ABDUL RAZAK	PGT (Chem)
2. Mr. N. KARUPPANNAN	PGT (Maths)
3. Mrs. LEKHA ANANDAN	PGT (Biology)

19. PURCHASE AND CONDEMNATION COMMITTEE

1. NOMINEE OF THE CHAIRMAN	
2. A MEMBER FROM THE VMC	
3. STOCK HOLDERS	
4. Mr. N. KARUPPANNAN	PGT (Maths)
5. Mrs. LEKHA ANANDAN	PGT (Bio)
6. Mr. AMIT KUMAR	PGT (CS)

20. VVN FUND COMMITTEE

1. Mr. ABDUL RAZAK	PGT (Chem)	Member
2. Mr. KARUPPANAN	PGT (Maths)	Member
3. Ms. SHEETAL YADAV	JSA	Member

21. WEBSITE COMMITTEE

1. Mr. AMIT KUMAR	PGT (CS)	In Charge
2. Mr. NEERAJ RATHORE	TGT (AE)	Member
3. Mrs. JYOTI KUMARI	TGT (LIB)	Member
4. Mr. SHASHI KUMAR	(Computer Instructor)	Member

22. LIBRARY COMMITTEE

1. Mrs .JYOTI KUMARI	TGT (LIB)	In Charge
2. Mrs. PARAMESWARI	PGT (English)	Member
3. Mr.MAHESH CHAND MEENA	PGT(HINDI)	Member
4. Mrs.BHAVANA DIVAKAR	TGT (English)	Member
5. Ms.TRAPTI TEKHRE	TGT(HINDI)	Member
6. Ms.PUMMY ANAND	PRT	Member
7. Ms MEENAKSHI GULIA	PRT	Member
8. STUDENT REPRESENTATIVE-1		Member
9. STUDENT REPRESENTATIVE-2		Member

23. MAGAZINE PRINTING, PRESS & PUBLISHING COMMITTEE

1. Mrs.K PARAMESWARI,	PGT (Eng)	In charge
2. Mr. MAHESH CHAND MEENA	PGT(HINDI)	Co In -Charge
3. Mrs. PRATIBHA SINGH	TGT (ENG)	Member
3. Mrs. JYOTI KUMARI	TGT(LIB)	Member
4. Ms. TRAPTI TEKHRE	TGT(HINDI)	Member
5. Mrs MEENAKSHI GULIA	PRT	Member
6. Mr. VANSHIKA SINGH	PRT	Member

24. EXCURSION COMMITTEE

1. Mr. BOOMINATHAN B	PGT (Phy)	In charge
2. Mr. MAHESH CHAND MEENA	PGT(HINDI)	Co In -Charge
3. Mrs. POONAM YADAV	TGT (SST)	Member
4. Mrs. NISHA KUMARI	PRT	Member
5. Mrs.SHAJI CC	PRT	Member
6. Mr. PARVEEN KUMAR	PRT	Member
7. Mr CHIRAG YADAV	PRT	Member

25. MEDICAL[CHECK UP, FIRST AID]

1. Mrs. JYOTI AGARWAL	TGT (Maths)	In Charge
2. Ms MUKTA KUMARI KHATNAWALIYA	TGT (Science)	Member
3. Mrs. POONAM YADAV	TGT (SST)	Member
4. Mrs.KASTURI PADMINI	PRT	Member
5. Mrs. POOJA	PRT	Member
6. Yoga Tr.		
7. Doctor		
8. Nurse		
9. Sports Coaches		

26. SEXUAL HARASSMENT PREVENTION COMMITTEE

1. Mr. ABDUL RAZAK	PGT(CHEM)	Member
2. Mrs. LEKHA ANANDAN	PGT(BIO)	Member
3. Mrs. BHAVANA DIVAKAR	TGT(ENG)	Member
4. Mrs. NIDHI BALODI	HM	Member
5. Mrs. SHAJI C C	PRT	Member

27. HINDI IMPLEMENTATION COMMITTEE

1. Mr. MAHESH CHAND MEENA	PGT(HINDI)	In –Charge
2. Ms. TRAPTI TEKHRE	TGT(HINDI)	Member
3. Ms. SAVITA WALE	PRT	Member
4. Mr. VANSHIKA SINGH	PRT	Member

28. ADOLESCENCE EDUCATION PRAGRAMMEE COMMITTEE

1. Mrs. LEKHA ANANDAN	PGT (Biology)	In Charge
2. Mrs. SUMAN YADAV	PGT (Chemistry)	Member

29. RIGHT TO INFORMATION ACT COMMITTEE

1. Mr. ABDUL RAZAK	PGT(Chemistry)	In charge
2. Ms. SHEETAL YADAV	JSA	Member

30. GRIEVANCE CELL COMMITTEE

I. (General)

1. Mr. SASIMOHANAN K	Vice Principal	Convener
2. Mrs. LEKHA ANANDAN	PGT (BIO)	In Charge
3. Mrs. ASA FRANKLIN	TGT (MATHS)	Member

II. WOMEN AND SC/ST:

1. Mrs. LEKHA ANANDAN	PGT(BIO)	In Charge
2. Mrs. K PARAMESWARI	PGT(ENG)	Member
3. Mrs. KASTURI PADMINI	PRT	Member

31. CULTURAL COMMITTEE FOR EXTERNAL

1. Mrs. LEKHA ANANDAN	PGT(Bio)	In Charge
2. MR. VINAYAKIRAN	TGT (SKT)	Member
3. Mrs. NISHA KUMARI	PRT (Music)	Member

32. EXHIBITION COMMITTEE

1. Mrs. SUMAN YADAV	PGT(Chemistry)	In Charge
2. Mrs. RASHMI NAIR	PGT(Comm)	Co In-Charge
3. Mrs. DEVYA KUMARI	TGT(Science)	Member
4. Mrs. NEETU	TGT(SSt)	Member
5. Mrs. NISHA KUMARI	PRT	Member
6. Mrs. GARIMA	PRT	Member
7. All Staff members		Respective Department

33. PAY BILL VERIFICATION

1. Mr. ABDUL RAZAK	PGT(CHEM)	In Charge
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34. INCOME TAX CALCULATION

1. Mr. ABDUL RAZAK	PGT(CHEM)	In Charge
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SUBJECT COMMITTEES

1. ENGLISH SUBJECT COMMITTEE

1. Mrs.K PARAMESWARI	PGT(English)	Convener
2. Mrs. BHAVANA DIVAKAR	TGT (English)	Co-Incharge
3. Mrs. PRATHIBA	TGT (English)	Member

2. HINDI AND SANSKRIT SUBJECT COMMITTEE

1. Mr. MAHESH CHAND MEENA	PGT (HINDI)	In charge
2. Mr. VINAYAKIRAN	TGT (SKT)	Member
3. Ms. TRAPTI TEKHRE	TGT (HINDI)	Member

3. RAJABHASHA COMMITTEE

1. Mr. MAHESH CHAND MEENA	PGT(HINDI)	In charge
2. Mr. VINAYAKIRAN	TGT (SKT)	Member
3. Ms. TRAPTI TEKHRE	TGT(HINDI)	Member

4. MATHEMATICS SUBJECT COMMITTEE and COMMITTEE FOR MATHS CIRCLE

1. Mr. N KARUPPANNAN	PGT (Maths)	Co-Incharge
2. Mrs. UMA P	TGT (Maths)	Member

3. Mrs. JYOTI AGGARWAL	TGT (Maths)	Member
4. Mrs. ASA FRANKLIN	TGT (Maths)	Member

5. SCIENCE SUBJECT COMMITTEE

1. Mr. ABDUL RAZAK	PGT (Chem)	Convener
2. Mr. CHANDRAMOULI	PGT(Phy)	Member
3. Mr. BOOMINATHAN B	PGT (Phy)	Member
4. Mrs. LEKHA ANANDAN	PGT (Bio)	Member
5. Mrs. SUMAN YADAV	PGT (Chem)	Member
6. Mrs. DEVYA KUMARI	TGT (Science)	Member
7. Ms .MUKTA KUMARI KHATNAWALIYA	TGT (Science)	Member

6. SOCIAL SCIENCE SUBJECT COMMITTEE

1. Mrs. RASHMI NAIR	PGT (Commerce)	Convener
2. Mrs.BHARTI SHARMA	PGT (Economic)	Member
2. Mrs. POONAM YADAV	TGT (Social Science)	Member
3. Mrs. NEETU B	TGT (Social Science)	Member

7. CO SCHOLASTIC COMMITTEE

1. Mrs. NISHA KUMARI	PRT (Music)
2. Mr. VINAYAKIRAN	TGT(SKT)
3. Mr. NEERAJ RATHORE	TGT (AE)

8. PM SHRI IMPLEMNTATION

1. Mr. AMIT KUMAR	PGT (CS)	In Charge
2. Mrs.LEKHA ANANDAN	PGT (Biology)	Member
3. Mrs. NIDHI BALODI	HM	Member
4. Mrs POONAM YADAV	TGT (Social Science)	Member
5. Mrs. JYOTI AGARWAL	TGT (Maths)	Member
6. Ms MUKTA KUMARI KHATNAWALIYA	TGT (Science)	Member
7. Mrs. NEERAJ RATHORE	TGT (ART)	Member

II.SPECIAL COMMITTEE FOR PURSUING THE PROGRAMME FOR BRIGHT AND SLOW LEARNERS AND MINIMUM PROGRAMME FOR ALL(ACADEMIC COUNCIL)

1. Mr. SASIMOHANAN K	VICE PRINCIPAL
2. Mr. ABDUL RAZAK	PGT (Chemistry)
3. Mrs. LEKHA ANANDAN	PGT (Biology)
4. Mrs. PARAMESWARI	PGT (English)
5. Mr. KARUPPANNAN	PGT (Maths)

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| 6. Mrs. RASHMI NAIR | PGT (Commerce) |
| 7. Mrs. NIDHI BALODI | HM |
| 8. Mrs. SHAJI CC | PRT |
| 9. (All subject committee-convenors) | |

VARIOUS CLUBS

NOTE: Club activities to be planned and conducted on all 4TH Saturdays.

OBJECTIVES

1. To share the interest of students and pursue their hobbies constructively
2. To develop interest and commitment towards the target
3. To develop team building / team work and create team-oriented environment
4. To create an opportunity for students to learn planning skills
5. To create the feeling of involvement and ownership of work
6. To create in bringing different perspectives and ideas to task
7. To inculcate the habit, sharing the work and responsibilities among students

SPORTS AND ADVENTURE

Main Objectives

- To motivate the student to participate in various sports and games within the frame work of the National Curriculum.
- To identify the students' talent / potential in a specific field of sports and games.
- To enlighten the advantages of physical activity in terms of health and social well being.

1. Mr. BOOMINATHAN	PGT (PHY)	In- charge
2. Mrs. ASA FRANKLIN	TGT (Maths)	co- charge
3. Mr PRASHANT KUMAR	PRT	Member
4. Mr. CHIRAG YADAV	PRT	Member
5. Mr. RAHUL	PRT	Member
6. Coaches		

SOCIAL SCIENCE & EBSB CLUB:

Main Objectives

- To bring about right amalgamation of academic knowledge and social awareness
- To be aware of current happenings high lighting the importance of universal brotherhood.

- To promote the sense of belongingness as a citizen of the world equipping students to compete with confidence.
- To organize Social Science exhibitions at various levels

1. Mrs.RASHMI NAIR	PGT (Com)	In charge
2. Mr.NEETU B	TGT (Social science)	Member
3. Mr NEERAJ RATHORE	TGT AE	Member
4. Mrs NISHA KUMARI	PRT Music	Member

1. SCIENCE CLUB AND SCIENCE CIRCLE

Main Objectives

- To develop scientific attitude and temper, outlook and inquisitiveness in the young minds , promote practical and activity based learning and make children competent enough to excel in KVS National level Competitions.
- To identify myths/ misconceptions and move towards facts and evidences.
- To develop a rational and indiscriminate mind.

1. Mr. N CHANDRAMOULI	PGT (Phy)	In-charge
2. Mrs SUMAN YADAV	PGT (Chem)	Member
3. Mrs. DEVYA KUMARI	TGT (Science)	Member
4. Ms .MUKTA KUMARI KHATNAWALIYA	TGT (Science)	Member

4. LITERARY CLUB:

1. Mrs.BHAVANA DIVAKAR	TGT (English)	In-charge
2. Mr. VINAYAKIRAN	TGT (SKT)	Member
3. Ms. TRAPTI TEKHRE	TGT(HINDI)	Member

5. NATURE AND ECO CLUB:

Main Objectives

- To arouse the aesthetic sense of feeling towards others.
- To develop the interest of doing any work sportively but effectively.
- To inculcate the habit of observation and appreciation of beauty
- To capture the beautiful and bounteous-‘NATURE’ and embrace it in the school representing ‘Mini –Nature’
- To inculcate the habit of conservation

1. Mr.LEKHA ANANDAN	PGT (Biology)	In-charge
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2. Mrs.DEVYA KUMARI	TGT (Science)	Member
3. Ms.MUKTA KUMARI KHATNAWALIYA	TGT (Science)	Member

4. CREATIVE CLUB AND YUVA

Main Objectives

- A unique effort to bring out the hidden talents in children by boosting their morale and give vent to their expressions through various literary and non – literary forms.
- Collect various types of sources for the benefit of students and teachers to make education more meaningful, creative and interesting

1. Mrs.PRATHIBA SINGH	TGT (English)	In-charge
2. Mrs.P UMA	TGT(Maths)	Member
3. Mrs.JYOTI KUMARI	LIBRARIAN	Member
4. Mrs.NEERAJ RATHORE	TGT(AE)	Member

5. INTEGRITY CLUB:

Main Objectives

- To follow the motto of the club “Living Values’ by the members “young Champions of Ethics”
- To rekindle the values in the society
- To achieve this live ethically, the young champions of ethics will propagate ‘Human Values’ in their families, neighbourhood, school community and society at large to strengthen value-based culture in the country

1. Mrs. PARAMESWARI	PGT (English)	In-charge
2. Mrs. POONAM YADAV	TGT (Social Science)	Member
3. Mrs. NEETU B	TGT (Social Science)	Member

6. SCOUTS & GUIDES CLUB

Main Objectives

- A sincere endeavour to bring out our truly spirited –patriots and patrons
- To teach them the idea of the slogan “Be prepared in the context of the practical”
- To develop service-oriented personality of a student
- To provide Physical, Mental, Social and Spiritual development to the students and make them better citizens of tomorrow.
- To inculcate Leadership qualities.
- To develop all round development and feeling of Brotherhood and Co-operation.

- To bring them close to their natural environment and spring up environmental awareness.

1.	Mrs. PUMMY ANAND-PRT	GUIDES	IN-CHARGE
2.	Mrs. ASA FRANKLIN -TGT (MATHS)	GUIDES	MEMBER
3.	Mrs. JYOTI AGARWAL-TGT (MATHS)	GUIDES	MEMBER

7. NIE (NEWS PAPER IN EDUCATION CLUB)

Main Objectives

- To inculcate the habit of reading
- To make them aware about the current affairs
- To inculcate the habit of discussion and debates

1.	Mrs.BHAVANA DIVAKAR	TGT(ENG)	In-charge
2.	Mrs.JYOTHI KUMARI	LIBRARIAN	Member

8 Staff Club:

1.	Mr. N CHANDRAMOULI	PGT (Phy)
2.	Mrs. ASA FRANKLIN	TGT (Maths)