

PM SHRI KENDRIYA VIDYALAYA MALLESWARAM BENGALURU-560055

SHIFT 1 & 2

DUTY ALLOTMENT FOR THE ACADEMIC YEAR 2026-27

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

All the In-charges and Headmistress and Vice Principal shall regularly report the progress of work of various Committees, Clubs & Departments to the Principal before leaving the School Campus

VARIOUS COMMITTEES 2026-27

OBJECTIVES

1. To make the teaching-learning process more effective and meaningful through various alternative teaching strategies.
2. To initiate a programme of Seminars, Group Discussions, Computer Aided Teaching, Demonstration lessons, etc from class I to class IX and XI.
3. To make the special programme for bright and slow learners more meaningful.
4. To make the teaching staff more and more involved in purposeful activities and make them more conscious of their duties towards the students.
5. Regular observation of the class and the homework copies of the students under the supervision of the Principal, Vice Principal, and Headmistress.
6. To invite and execute expert guidance.
7. To make use of Audio- Visual Aids.
8. To plan and conduct activities in classrooms where a child-centred learning process will be carried out.
9. To discuss Innovative Projects of teachers for Awards and Students for the Exhibitions.
10. Last but not least, to achieve 100% qualitative results in Board classes and also to improve the teaching process for bringing better results in the home examinations and CBSE Examinations.

<u>COMMITTEE</u>	<u>SHIFT-1</u>	<u>SHIFT-2</u>	<u>Description of duties</u>
ADMISSION	Mrs Rubina Pasha, PGT - I/c Mrs Bharti Sharma, PGT Mrs. Asa Franklin, TGT Mrs Jyoti Kumari, Librarian Ms. Vanshika Singh, PRT Mrs Nisha Kumari, PRT Ms. Pooja, PRT Mrs Garima, PRT	Mr Ashish Shridatt (I/c) Mr Arvind Kumar Mr Yashwant Kumar Mr Saksham Shukla Ms Sana Akhtar Ms Sangeeta	Document verification Conducting of lottery Updating the OLA portal Entry in the school register Follow up of UBI update by class teachers.
EXAMINATION	Mrs Suman Yadav, PGT - I/C Ms. Asa Franklin, TGT Ms. Trapti Tekre, TGT Ms. Mukta Kumari, TGT Mr Neeraj Rathore, TGT Primary Ms. Shaji CC Mrs Vanshika Singh, Ms Punuru Sailaja Mr. Parveen Kumar	Ms Pooja Yadav (I/c) Mr Pratyay Pathak Mrs Shubhra Singh Ms Sangeeta (Primary I/c) Mr Yashwant Kumar	Conduct of monthly tests, PT, HY, SEE, and PB as per the schedule Ensure the BP, QP and MS is prepared and scrutinised on time Timely printing and distribution of QP Maintaining Records and updating Google Sheets in relation to result and its analysis. Conduct of PTM Sharing appropriate information with parents
CBSE & EXTERNAL	Mrs Bharti Sharma, PGT -I/C Mrs Rubina Pasha, PGT- Mr. Mahesh C. Meena, PGT Mr Vinayakiran, TGT Mrs. Devya Kumari, TGT Primary- Mr. Parveen , PRT	Ms Akhila V L (I/c) Ms Pooja Yadav	OASIS updation Registration of classes IX to XII Uploading of practicals and internal marks of class X and XII Smooth conduct of the board exam and external exam. Updating of <u>SAFAL Portal</u>

	Ms. Vanshika Singh, PRT		
CCA & MAGAZINE PUBLICATION	Mr Mahesh C. Meena ,PGT-I/C Mrs. Chhaya Devi, TGT - Co-coordinator Mr.Vinayakiran,TGT Ms Trapti Tekri,TGT Primary Ms Pummy Anand Ms. Sarita Meena Ms. Nisha Kumari Ms. Meenakshi Gulia Mr. Prashant Kumar	Ms Arvind Kumar(I/c CCA) Mrs Akhila V L Mr Pratyay Pathak(I/C magazine) Tgt sst 1 Mrs Shubhra Singh Mr Arvind Kumar Mr Yashwant Kumar Ms Sana Akhtar (Primary I/c) Mr Yash Rastogi Computer instructor	Conducting CLA/CCA activities as per the schedule Ensuring proper planned assembly programs Special days to be observed Additional activities as per the KVS letter Publication of the newsletter and school magazine.
ASSEMBLY	Coordinator – Ms. Nisha Mohan, VP Ms. K Parameshwari	Coordinator – Ms. Neelam Pannu, VP	Ensure the smooth conduct of the morning assembly programme and other related aspects in the presence and absence of the Principal.
CLEANLINESS & SANITATION	Mrs Rubina Pasha, PGT– I/c Cleanliness: 1st floor: Ms Chaya Devi , TGT Ms. Jyoti Kumari, Librarian 2nd floor: Mrs Asa Franklin, TGT Ms Jyoti Agarwal, TGT Ground floor: Mrs Kasthuri Padmini, PRT	Cleanliness: 1st floor: Mr Ashish Ms Indu Ground floor: Mr Saksham Ms Sana Ground & outside building: Ms Himani	Ensure cleanliness and hygiene are maintained throughout the school premises. Monitor and follow up on stock requirements regularly. Maintain a daily written record of the cleanliness status of washrooms, classrooms, and all departments, and ensure thorough cleaning is carried out consistently.

BEAUTIFICATION & GARDENING	Ms. Santosh , PRT Ground & outside building: Ms. Bharti Sharma, PGT Mrs. Shaji C C, PRT Mr. Rahul Mehra, PRT Balvatika : Ms. Punuru Sailja, PRT Beautification: Mr Neeraj Rathore,TGT Ms Mukta Kumari, TGT Ms. Sarita Meena,PRT	Sports and Balvatiks building: Ms. Himani, TGT Beautification: Mrs Shubhra (I/c) Ms Akhila V L Ms Sangeeta N Ms Sanju	Enhance the aesthetic beauty of the school
TIME TABLE	Mrs Jyoti Agarwal , TGT–I/C Mrs Jyoti Kumari, Librarian Ms Mukta Kumari , TGT Primary Ms. Savita Wale Mrs Garima Mrs Pooja	Ms Shubhra Singh (I/c) Ms Akhila V L Ms Y Shyamala Ms Sanju Rani(pri/I/c) Ms Sangeeta N	Timely preparation of the timetable as per KVS Norms Preparation of class teachers list Modify the timetable as and when required Posting of the arrangement
ACADEMIC COMMITTEE	Ms. Nisha Mohan, VP – I/c Mrs K Parameswari , PGT- Co-I/c Ms. Rubina Pasha, PGT Ms. Bharti Sharma, PGT Mr Mahesh C. Meena,PGT Mrs Jyoti Agarwal , TGT Ms. Nidhi Balodi, HM	Ms Akhila V L (I/c) Ms Shyamala Mr Saksham Ms Sanju	Ensure smooth working of the school in all aspects of both curricular and co-curricular activities

	Ms. Shaji C C, PRT		
PM SHRI	Ms.K Parameshwari, PGT–I/c Mr. Amit Kumar Sinha, PGT Mrs Devya Kumari,TGT Ms. Nidhi Balodi, HM Ms. Savita Wale, PRT Ms. Santosh, PRT	Ms Arvind Kumar I/C Mr. Yash Rastogi, PRT	Ensuring the conduct of PM SHRI activities as per the activity calendar. Updation of Portal Filling up Google Sheets. Preparing reports and the release of PM SHRI Magazine.
PODCAST	Coordinator - Ms. Nidhi Balodi Cinematography & Editing - Mr. Chirag Yadav, PRT	Cinematography & Editing - Mr. Saksham Shukla PRT Ms Akhila V L TGT	Planning, coordinating and conducting podcasts at the school level, regional level and other national levels assigned and planned by authorities. Editing, compilation and release of videos on different social media platforms.
VR LAB	Ms. Mukta Kumari, TGT, I/c All PGTs and TGTs of Science, Mathematics, Social studies and Languages	Ms. Pooja Yadav, TGT – I/c Ms. Shyamala , TGT Mr Saksham Shukla, PRT	All teachers are to prepare a schedule and ensure to take all their allotted classes to the Lab on rotation and maintain a logbook of the same.
ATL	Ms. Mukta Kumari, TGT, I/c Ms. Devya Kumari, TGT PGT Physics PGT Mathematics	Ms. Pooja Yadav, TGT – I/c Ms. Y. Shyamala, TGT Mr Saksham Shukla, PRT	Encourage students to come up with projects and innovative initiatives by tinkering. Conducting exhibitions of students' work. Conduct activities for optimum utilisation

DISCIPLINE	Ms. Rashmi Nair, PGT – I/c Mrs K Parameswari , PGT Mr Mahesh C Meena, PGT Ms. Bharti Sharma, PGT Ms. Jyoti Agarwal, TGT Ms Mukta Kumari, TGT Primary Mrs Kasturi Padmini Mrs Pummy Anand Mr Rahul Ms. Garima	Ms Himani(i/c) Ms Akhila V L Ms Y Shyamala Mr Ashish Shridutt Coach Mr Yashwant Kumar(Primary I/c) Mr Yash Rastogi Mr Saksham Shukla Ms Sanju Rani All class teachers	To ensure proper discipline is maintained in the school Disciplinary action to be taken if required after proper warning and enquiry. Maintain a record of disciplinary actions of students. To make sure that students are moving in and out of their class in an orderly manner, in a proper line.
STUDENT AFFAIRS TASK FORCE	Ms. K Parameshwari, PGT Mr. Mahesh C Meena, PGT Student Affairs Task Force, PGT All coaches		To conduct surprise checks in classes and other places within the campus and the school bags of students to ensure no objectionable item is being carried by the students and they are not being involved in any indisciplined act.
TEACHER'S ATTENDANCE	OFFLINE (In Register) Mr. Abdul Razak, PGT ONLINE (In Samagam) Ms. Nidhi Balodi, HM		Keep a check on the arrival time of teachers and note latecomers Ensure accurate marking of attendance in the Samagam Portal.

FLOOR COORDINATORS	Ground- Mr Abdul Razak, , PGT Ms. Nidhi Balodi, HM First- Mrs Rubina Pasha, PGT Second – Mr Mahesh C Meena, PGT	1st floor: Mr Ashish Shridatt Ms Shubhra Ground floor: Ms Sanju Ms Sangeeta Narwal Ground & outside: Ms Himani	Ensure that teachers reach their respective classes on time. If any class is found to be indisciplined, identify the cause and take appropriate corrective action.
MAINTENANCE & REPAIR	Mr Mahesh Meena , PGT I/C Mr Vinayakiran,TGT Mr Neeraj Rathode,TGT Mr Rahul, PRT	Mr Yashwant Kumar (I/C) Mr Arvind Kumar Mr Saksham Shukla	To ensure proper maintenance of the school building Repair works to be undertaken as and when required.
FURNITURE	Mr Parveen Kumar, PRT I/C Mr Vinayakiran,TGT Mr Chirag Yadav, PRT	Mr Arvind Kumar, TGT- (I/C) Mr Ashish Shridatt Mr Saksham Shukla Mr Pratyay Pathak	Condemn the old furniture that is irreparable Purchase of new furniture as and when required Repair of broken furniture, if any.
SCOUTS & GUIDES	Mrs Jyoti Kumari, Librarian -I/C Mr Neeraj Rathode,TGT ART Mrs Jyoti Agarwal,TGT Math Mrs Asa Franklin, TGT Math Mrs Pummy Anand, PRT Miss Santosh, PRT Mr. Prashant Kumar, PRT	Ms Sangeeta (I/C) Mr Saksham Shukla Mr Yash Rastogi Ms Sana Akhtar Ms Shubhra Singh	Regular classes to be conducted. Registration to be completed as per the schedule.

GUEST REFRESHMENT FOR SPECIAL OCCASIONS	Ms. Bharti Sharma, PGT-I/C Ms. Trapti Tekre, TGT Ms. Nisha Kumari, PRT Ms. Meenakshi Gulia, PRT	Ms. Akhila VL, TGT Ms. Shubra Singh, TGT Ms. Sanju, PRT Ms. Kiranbala, PRT	
LIBRARY COMMITTEE	Mrs. Jyoti Kumari, Librarian - I/C Mrs K Parameswari, PGT Mr Mahesh Meena, PGT Mrs Rashmi Nair, PGT Mrs Pooja, PRT Ms. Pummy Anand, PRT	Mr Ashish Shridutt (I/C) Ms Akhila V L Ms Indu Kshatri Mr Pratyay Pathak Ms Kiran Bala (Primary I/c) Mr Sana Akhtar	Conduct meetings periodically Purchase of books as per requirements Encourage students to inculcate reading habits
PHOTOGRAPHY	Mr. Neeraj Rathore, TGT – I/c Mr. Prashant Kumar, PRT	Mr. Yash Rastogi, PRT Mr. Yashwant Kumar, PRT	
WEBSITE UPDATION	Mr Amit Kumar Sinha, PGT I/C Computer Instructor-1 Computer Instructor-2 Mr. Prashant Kumar, PRT	Mr Saksham Shukla(I/c) Mr Yash Rastogi Computer instructor	Updating the website with all the details and photos of activities periodically.
RAJBHASHA COMMITTEE	Mr Mahesh C Meena ,PGT - I/C Mr Vinayakiran, TGT Ms Trapti Tekhre, TGT Mr. Rahul, PRT Ms. Sarita Meena, PRT	Ms Indu Kshatri (I/c) Mr Pratyay Pathak Ms Kiran Bala Ms Sangeeta N Mr Arvind Kumar	Ensure implementation of Rajbhasha at all levels. All letters to be bilingual Organise Hindi Pakhwada.
EXCURSION COMMITTEE	Mrs K Parameswari , PGT I/C Mr Neeraj Rathore, TGT	Mr Yash Rastogi (I/c) Ms Himani	Plan and execute excursions for all classes

	Ms. Meenakshi Gulia, PRT Mr. Chirag Yadav, PRT	Ms Indu Kshatri Mr Prathyay Coach	
ACCOUNTS & PAY BILL VERIFICATION	Mrs Rashmi Nair, PGT -I/C Office	Ms Jyothi Shetty (I/c) Ms Y Shyamala Ms Akhila V L	Verify the accounts and pay bill
MEDICAL	Ms. Jyoti Agarwal, TGT, I/c Ms. Mukta Kumari, TGT Nurse	Ms Pooja Yadav (I/c) Ms Himani Ms Sangeeta Ms Kiran Bala Staff nurse	Purchase of materials required for providing first aid Conduct health check up twice a year
ADOLESCENCE EDUCATION	Mrs Suman Yadav, PGT - I/C Mrs Rubina Pasha, PGT Educational counsellor.	Ms Pooja Yadav Educational Counsellor Tgt science Tgt maths	Conduct classes regularly as per the guidelines.
GRIEVANCE CELL	Mr. Mahesh C Meena, PGT – I/c Ms. Jyoti Agarwal, TGT Ms. Shaji C C, PRT	Mr Yashwant Kumar (I/c) Ms Akhila V L Ms Y Shyamala Mr Arvind Kumar	Opening complaint boxes and maintaining the registers of all the different complaints and grievances received and addressed.
SEXUAL HARASSMENT PREVENTION COMMITTEE	Ms. Suman Yadav, PGT – I/c Mr. Amit Kumar Sinha, PGT Ms. Asa Franklin, TGT Ms. Nidhi Balodi, HM	Ms Akhila V L (I/c) Ms Shubhra Singh Ms Indu Kshatri Ms Sanju Rani	To provide a safe working atmosphere.

RIGHT TO INFORMATION ACT COMMITTEE	Mr. Amit Kumar Sinha, PGT Office Staff	Mr Pratyay Pathak (I/c) Ms Akhila V L Ms Jyoti Shetty	Reply to any question /query raised after proper verification and documents.
SOCIAL MEDIA /PRINT MEDIA/ELECTRONIC MEDIA & PUBLICATION	Mrs K Parameswari ,PGT Mr. Mahesh Meena, PGT Mr. Prashant Kumar, PRT Ms. Meenakshi Gulia, PRT	Mr Saksham Shukla-I/c Ms Akhila V L Mr Pratyay Pathak Mr Yash Rastogi	All the activities of the vidyalaya must be showcased on the website and all social media platforms Major events of the school must be published in the media.
PA SYSTEM FOR MORNING ASSEMBLY	Mr Neeraj Rathore, TGTI/C Ms. Nisha Kumari, PRT Mr. Parveen Kumar, PRT Class teacher of the performing class	Mr Yashwant Kumar (I/c) Mr Saksham Shukla Mr Prathyay Pathak	Minimum 3 microphones to be kept ready for assembly by 6.50 am/11.30 am.
RUPANTAR ● PBL ● PI ● AS ● CBA ● CBL	Ms. Trapti Tekre –I/c Mrs Kasthuri Padmini, PRT Ms. Savita Wale Ms. Pummy Anand Ms Trapti Tekre Ms. Mukta Kumari	Ms Akhila V L (I/c) Mr Yash Rastogi	Ensuring that teachers are trained and its implementation and documentation are done systematically.
CPD	Mrs Rubina Pasha,PGT Ms. Nidhi Balodi, HM	Ms Akhila V L (I/c) Ms Shyamala Mr Pratyay Pathak Mr Saksham Shukla	Planning and conducting 30 hrs of CPD at the school level Inviting eminent speakers for the CPD sessions

		Mr Yash Rastogi	
ACP/FCP AWAKENING	Mrs Asa Franklin, TGT -I/C Ms. Kasthuri Padmini, PRT	Mr Saksham Shukla(Awakening I/C) Ms Kiran Bala Ms Indu Kshatri(FCP I/C) Mr Prathyay Pathak Mr Arvind Kumar	Ensuring that teachers are trained and its implementation and documentation is done in a systematic way
OLYMPIADS & SPELL BEE	Mrs Devya Kumari,TGT - I/C Mrs Jyoti Agarwal,TGT Ms Trapti Tekhre,TGT TGT English -2 Ms. Punuru Sailja, PRT Mrs. Garima, PRT	Ms Akhila V L (I/C) Ms Y Shyamala Ms Pooja Yadav Mr Saksham Ms Sana Akhtar Tgt Maths Tgt Science	Smooth conduct of all Olympiads as per schedule.
<u>VARIOUS SUBJECT COMMITTEES</u>			
ENGLISH	Mrs K Parameswari , PGT I/C Ms. Chaya Devi, TGT TGT English - -1 TGT English - 2	Ms Akhila V L Tgt English 2 Ms Sangeeta N Ms Sana Akhtar	•Conduct of subject committee meetings •Scrutiny of committee papers for all exams •Discuss techniques to improve listening and speaking skills
HINDI & SANSKRIT	Mr Mahesh C Meena,PGT - I/C	Mr Pratyay Pathak	•Conduct of subject committee meetings

	Ms Trapti Tekri,TGT Hindi Mr Vinayakiran,TGT Sanskrit TGT Sanskrit - 1	Ms Indu Kshatri Mr Arvind Kumar Ms Kiran Bala Ms Sangeeta	•Scrutiny of committee papers for all exams •Discuss techniques to improve listening and speaking skills
MATHEMATICS	PGT Mathematics – I/c Mrs Jyoti Agarwal, TGT Mrs Asa Franklin, TGT Ms Rashmi Nair, PGT Comm.	Mr Saksham Shukla(I/C) Mrs Y Shyamala Tgt Maths 2	•Conduct of subject committee meetings •Scrutiny of committee papers for all exams •Encourage students to participate in maths circle activities and the committee •Conduct various exhibitions to showcase the talents of the students •Develop interest for the subjects
SCIENCE	Mrs Rubina Pasha, PGT– I/c Mr Abdul Razak, , PGT Mrs Suman Yadav, PGT Mrs Devya Kumari,TGT Ms Mukta Kumari , TGT	Ms Pooja Yadav(I/C) Tgt Science 2 Ms Sanju Rani	•Conduct of subject committee meetings •Scrutiny of committee papers for all exams •Encourage students to participate in science circle activities and the committee •Conduct various exhibitions to showcase the talents of the students •Develop interest in the subjects
SOCIAL SCIENCE	Mrs Bharti Sharma, PGT Economics – I/c TGT SST – 1 TGT SST – 2 TGT SST - 3	Mr Yash Rastogi(I/C) TGT SST 1 TGT SST 2	•Conduct of subject committee meetings •Scrutiny of committee papers for all exams •To promote a sense of belonging as global citizens, equipping students to compete confidently. •To organise Social Science exhibitions at various levels

			•To follow the motto of the club, “Living Values by the members “, young Champions of Ethics. •To rekindle the values in 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 a value-based culture in the country
CLUBS			
SPORTS AND ADVENTURE	Coach-1 COACH-2 Yoga instructor	Ms Himani (I/c) Coach Ms Sangeeta N	The most enlivening and engaging structure for the development of a strong and sporty personality To motivate the student to participate in various sports and games within the framework 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
LITERARY CLUB	Mrs K Parameswari , PGT I/C Mr Mahesh Chand Meena ,PGT Ms Trapti Tekhre,TGT Ms. Chaya Devi, TGT Mr. Vinaykiran, TGT	Ms Akhila V L (I/c) Mr Pratyay Pathak Ms Indu Kshatri Mr Arvind Kumar TGT English 2	Set up reading corners To inculcate the habit of reading To make them aware of the current affairs To inculcate the involvement of discussions and debates.

		Ms Kiran Bala Ms Sana Akhtar	
SCIENCE CLUB • INSPIRE • SAATHI • PRAYAS • NCSC • RBVP • SCHOOL INNOVATION • AI BUILDATHON	Ms. Suman Yadav, PGT Ms. Suman Yadav, PGT Ms. Mukta Kumari, TGT Ms. Rubina Pasha, PGT Ms. Rubina Pasha, PGT Ms. Devya Kumari, TGT Mr. Amit Kumar Sinha, PGT	Ms Pooja Yadav (I/c) TGT Science 2 Ms Sanju Rani PRT 2	To develop a scientific attitude and temper, outlook & inquisitiveness in the young minds and promote practical learning, activity-based learning by doing, i.e. based on facts and certainty but not on myths and make children competent enough to excel in KVS National level Competitions. To improve the myths/ misconceptions and go towards the facts and evidence. To develop a rational and non-discriminatory mind
SOCIAL SCIENCE & EBSB/ INTEGRITY CLUB	Ms. Chaya Devi, TGT – I/c Mr. Mahesh Meena, PGT Mrs Bharti Sharma, PGT TGT SST – 1 TGT SST - 2	Mr Yash Rastogi (I/c) Ms Sangeeta TGT SST – 1 TGT SST – 2	To bring about a sweet amalgamation of academic knowledge To be aware of current happenings, highlighting the importance of universal brotherhood. To promote a sense of belonging as a citizen of the world, equipping students to compete confidently. To organize Social Science exhibitions at various levels To follow the motto of the club, “Living Values by the members”, Young Champions of Ethics.’ To rekindle the values in 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

NATURE AND ECO CLUB	Mrs Rubina Pasha, PGT Biology - I/C Ms Mukta Kumari, TGT Science Ms. Devya Kumari, TGT	Ms Y Shyamala (I/c) Mr Saksham Shukla PRT 1 PRT 3	To arouse the aesthetic sense of feeling towards others. To develop an interest in doing any work sportively but silently. 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
CREATIVE CLUB	Mr Neeraj Rathode, TGT ART- I/C Mr Vinayakiran, TGT Sanskrit Mrs Nisha Kumari, PRT	Ms Shubhra Singh(I/c) Mr Yashwant Kumar Ms Sangeeta PRT 3	A unique effort to bring out the hidden talents in children by boosting their morale and venting their expressions through various literary and non – literary forms Collect various types of sources for the benefit of the students and teachers to make education more meaningful, creative and interesting
<u>PORTAL</u>			
SAMAGAM, UBI & UDISE	Mr. Amit Kumar Sinha, PGT CS Computer Instructor 1 Computer Instructor 2 Office Staff	Mr Ashish Shridatt (I/c) Mr Saksham Shukla Mr Yash Rastogi Computer instructor All class teachers	Updating all the data must be completed promptly without any mistakes.
VIDYANJALI	Ms. Nidhi Balodi, HM Office Staff	Ms Jyothi Shetty (I/c) Mr Saksham Shukla Office staff	Raise and accept a request on the portal
PRASHAST APP&	Mrs Savita Wale, PRT	Mr. Saksham Shukla, PRT	Ensuring that teachers are trained and its implementation and

PROJECT INCLUSION			documentation is done in a systematic way
LEARNER'S ACHIEVEMENT TEST(LAT)	Mrs Asa Franklin, TGT Maths I/C Mrs Shaji C C, PRT	Ms Akhila V L Ms Sangeeta	Ensuring that teachers are trained and its implementation and documentation is done in a systematic way
ORAL READING FLUENCY - TARA	Ms Trapti Tekhra Ms. Punuru Sailja, PRT	Mr Saksham Shukla I/C Ms Akhila V L	Ensuring that teachers are trained and its implementation and documentation is done in a systematic way
SWAYAM	Mr. Amit Kumar Sinha, PGT CS	Mrs Pooja Yadav TGT(Sci)	Ensuring that teachers are trained and its implementation and documentation is done in a systematic way

VICE-PRINCIPAL

PRINCIPAL