

KENDRIYA VIDYALAYA, CHIKKAMAGALURU

COMMITTEES FOR THE SESSION 2024-25

The following committees are here by constituted for smooth and effective functioning of the Vidyalaya for the year 2022 – 23 As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking the departments shall be completed immediately.

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
1.ACADEMIC COUNCIL COMMTTEE (Special Committee for pursuing the programme for bring and slow learners and Minimum programme for all)	1. Mrs. B.K Chaithra (Convener-sec) 2. Mrs. Ambreen Anjum(Convener-Pri)	1. To prepare the list of note books for the Academic year. 2. To ensure the distribution of split- up syllabus to students of all classes. 3. To monitor the teaching-learning process. 4. To monitor the upkeep of CCE documents. 5. To monitor the conduct of Remedial class for low achievers. 6. To maintain the class wise and subject wise monthly student's academic performance analysis. 7. Any other related work.
3.ADMISSION COMMITTEE	1. Mr. Prakash S.T. (Convener) 2. Mrs. Ambreen Anjum 3. Mr.Keshav Meena 4. Computer instructor	1. To display notice regarding Admissions Guidelines. 2. To display forms / Annexure as per KVS guidelines. 3. Verification of the Document and admission of students. 4. To take the approval of VEC before the release of the merit list. 5. Maintenance of admission registers. 6. Admission of candidates based on KV TC as per KVS norms.

		<ul style="list-style-type: none"> 7. Local transfer admissions. 8. Admission as per RTE act. 9. Maintenance of admission records as per KVS guidelines in the prescribed performs. 10. Details of admission uploading on the website 11. Any other related work.
4.INTERNAL EXAMINATION	<p>Mrs. B.K Chaithra (Convener-sec</p> <p>Om Narayan Gurjar</p> <p>Rekha Rani.</p> <p>Mr. Pankaj I/C</p> <p>3. Mr.Dalvir</p>	<ul style="list-style-type: none"> 1. To conduct internal exams as per the schedule given by KVS calendar of activities. 2. To update the Report card and Mark list format as per the latest CBSE directions. 3. To Conduct Question papers from paper setters, along with Blueprint & Marking scheme 4. To conduct retest as per KVS norms. 5. To analyze the Results of internal per-Board Exams 6. Declaration of results of results as per the KVS schedule. 7. To update examination details on website regularly. 8. Any other related work.
5.LIBRARY COMMITTEE	<ul style="list-style-type: none"> 1. Mr.Om Naryan (Convener) 2. Mrs.Kirt 3. Mrs Rekha Rani 	<ul style="list-style-type: none"> 1. To purchase books as per KVS guidelines. 2. The suggestion from staff members for purchase of new books to be taken. 3. To ensure books are circulated as per the requirement of students & staff members as per library rules 4. Books should be encouraged to write book Review. 5. Guidance & Counseling corner or table to be maintained 6. Any other related work.

6.CCA COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Suraj kuriyal (Convener) 2. Mrs.Rekha Rani 3. Mrs. Kirti 4. Ms. Pawar sandhya rani 5. Mr.. Gaurav Saini 	<ol style="list-style-type: none"> 1. Annual Planning of CCA activities. 2. To see that morning assembly programme is to conduct within stipulated time. 3. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, Must be give responsibility of conducting morning assembly programme. 4. Maintain result of CCA activities. 5. Purchase and distribution of CCA prize & medals. 6. Maintaining CCA activities register 7. Any other related work.
7.PURCHASE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Prakash S.T. (Convener) 2.Mrs B K Chaithra 3 Mr. Suraj kuriyal 4 Mrs. Ambreen Anjum 	<ol style="list-style-type: none"> 1. To find out the requirements of various departments. 2. To prioritie the items to be purchased. 3. To prepare an estimate of expenditure. 4. To put up budget proposal for approval 5. To call for quotations in consultation with the Principal. 6. To prepare a Comparative statement and place order for the lowest quoted item as per requirement. 7. To physically verify the purchased items / goods and put Marks by using permanent Marks with date. 8. Any other related work
9.GRIEVANCE BOX OPENING COMMITTEE (Students/Parents)	<ol style="list-style-type: none"> 1. .Principal 2. Mr. Suraj kuriyal 3. Mrs. Ambreen Anjum 4. Mr.Dalvir 	<ol style="list-style-type: none"> 1. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.

		<ol style="list-style-type: none"> 2. The boxes should be opened in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member 3. To list out the suggestion or Grievances made. 4. To consult the Principal regarding the course of action. 5. To maintain the minutes of the meetings 6. Any other related work.
10.GRIEVANCE CELL COMMITTEE	<p>SC/ST 1.Arun Kumar Rawat(Convener) 1. Mr. Pankaj Kumar</p> <p>Women's 1. Mrs. Ambreen Anjum (Convener) 2. Mr. Suraj kuriyal 3. Mrs. B.K Chaithra</p>	<ol style="list-style-type: none"> 1. To look into the genuine grievances of staff members.
11.SEXUAL HARASSMENT PREVENTION COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. B.K Chaithra (Convener) 2. Mrs. Rekha Rani 3. Mr. Prakash S T 4. Mr.Suraj Kuriyal 5.N G O member 	<ol style="list-style-type: none"> 1. To look after the cases of sexual harassment in Vidyalaya, If any 2. The committee should be impartial and unbiased. The committee should not disclose the identity of the girl and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality, the committee will report to the Principal.

12.MAINTENANCE AND REPAIRS	<ol style="list-style-type: none"> 1. Mr. Keshav Meena (Convener) 2. Mr. Suraj kuriyal 3. Mrs. Ambreen Anjum 	<ol style="list-style-type: none"> 1. To Monitor the repair work in the Vidyalaya 2. To maintain Register of date wise repair work in the Vidyalaya 3. Any other related work
13.STUDENT COUNCIL COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Arun Kumar Rawat 2 Mrs. B K Chaitra 3. Mr.Suraj Kuriyal 4 Mrs. Ambreen Anjum 5 Ms. Sandhya Rani 	<ol style="list-style-type: none"> 1. To organize investiture ceremony 2. To monitor discipline in the Vidyalaya. 3. To help in organizing Sports day, Annual Day 4. Division of houses along with house master and Associate of house masters and distribution of students of various houses. 5. Selection of School Captains, Vice Captains, Sports Captains and House Captains Prefects. 6. Procuring badges for Captains Monitors, Prefects. 7. Maintenance of Students council register / record. 8. Any other related work.
14.PHOTO GRAPHY COMMITTEE	<ol style="list-style-type: none"> 1. Mr. OM Narayan(Convenor) 2. Computer instructor 3. Mr. Dalvir 	<ol style="list-style-type: none"> 1. To ensure the photography / Videographer on important occasions days / functions. 2. To take photos of interesting special item during assembly 3. To preserve the soft copies of these photos in folders in the computer lab. 4. Any other related work
15.FURNITURE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Om Narayan (Convener) 2. Mr. Suraj Kuriyal 	<ol style="list-style-type: none"> 1. To ensure the furniture in each classroom is of uniform nature as far as possible 2. To check whether any furniture require & to bring it to the notice of the Principal

	3. Mr.Dalvir	<ul style="list-style-type: none"> 3. To ensure that no furniture is lying in the corridors. 4. To ensure that any furniture taken for any function to be replace in its proper place 5. Any other related work.
16.GUIDANCE AND COUNSELING	<ul style="list-style-type: none"> 1. Mr.Arun Kuamr Rawat (Convener) 2 Mrs. B.K Chaithra 3. Mr. Prakash S.T. 4. Mrs. Ambreen Anjum 5 . TGT (SST) 	<ul style="list-style-type: none"> 1. To plan guidance & counseling activities for the academic year. 2. To maintain Guidance & counseling register. 3. To arrange guest lectures on important occasions by inviting Scientist, Doctors and others dignitaries. 4. To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field 5. To pay the remuneration in consultation with principal 6. Any other related work
17.EXCURSION COMMITTEE	<ul style="list-style-type: none"> 1. Mr. Prakash S.T. (Convener) 2. Mrs.B K Chaithra 3. All Class Teachers 	<ul style="list-style-type: none"> 1. To plan education tours / excursions for all the classes as per KVS norms 2. To give the intimation letters to class teachers for transmission to parents. 3. To collect the acknowledgement from parents and to files it. 4. To ensure the safety of the students during the journey period and their stay at the venue 5. To provide hygienic food / potable water to the students who are participating in tour Programme 6. To arrange transport & settle bills 7. Any other related work

18.MEDICAL CHECKUP COMMITTEE	<ol style="list-style-type: none"> 1. Mrs.AmbreenAnjum(Convener) 2. Nurse 3. Mr. Sports coach 4.Mrs Sandhya Rani 4. Mrs.Kirti 	<ol style="list-style-type: none"> 1. To conduct medical check-up of students twice a year 2. To provide medical help whenever required to the students 3. To maintain medical records of all students. 4. To maintain the medical room 5. To ensure the follow up action after the medical check-up 6. Any other related work
19. HINDI IMPLEMENTATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Suraj Kuriyal (Convener) 2. Mr. Rekha Rani 	<ol style="list-style-type: none"> 1. To ensure the names of staff members in attendance register is bilingual. 2. To ensure replies to official letters in Hindi are sent in Hindi 3. To prepare report on Hindi implementation 4. To celebrate Hindi Week and Hindi Pakhwada 5. Any other related work
20. Minutes of Meeting	<ol style="list-style-type: none"> 1. Mrs Ambreen Anjum (Eng.) 2. Mr. Suraj Kuriyal (Hindi) 3. Mrs.Rekha Rani 	<ol style="list-style-type: none"> 1. To write the minute of the meeting and to take teachers signature 2. To maintain minutes register.
21. AEP COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. B.K Chaithra (Convener) 2. Mr Arun kumar 3. Mr.Prakash 	<ol style="list-style-type: none"> 1. To plan activities for the academic year 2. To arrange talk by experts. 3. To maintain record of activities conducted 4. Any other related work.
22. NEWS PAPER IN EDUCATION (NIE)	<ol style="list-style-type: none"> 1. MR OM Narayan gurjar (Convener) 	<ol style="list-style-type: none"> 1. To coordinate with Newspaper Agency 2. To encourage students to subscribe for NIE.

<p>COMMITTEE & MEDIA.MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE</p>	<ol style="list-style-type: none"> 2. Mrs. Ambreen Anjum 3. Mr.Suraj kudiyal 4. Computer instructor 5. Mr.Rekha Rani 	<ol style="list-style-type: none"> 3. To ensure the events of the Vidyalaya & articles of students get coverage in NIE.To encourage students and staff members to contribute articles for the Vidyalaya Patrika 4. To design the Cover page with the help of Drawing teacher and students. 5. To ensure the Vidyalaya Patrika is published and Distributed in July. 6. To design the Student Diary 7. Maintain liaison with Press and Media 8. Any other related work.
<p>23.DRINKING WATER COMMITTEE</p>	<ol style="list-style-type: none"> 1. Mr..Om Narayan 2. Sports Coach 3. All Class Teachers 	<ol style="list-style-type: none"> 1. To ensure drinking water is available in the Vidyalaya. 2. To send water sample for analysis once in every 3 Months 3. To ensure the proper functioning of Aqua guard installed in school premises 4. To ensure the proper functioning of water coolers 5. Any other related work.
<p>24.RIGHT TO INFORMATION COMMITTEE</p>	<ol style="list-style-type: none"> 1. Mr. Prakash S T(Convener) 2. Mrs.Rekha Rani 	<ol style="list-style-type: none"> 1. To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office 2. Collect date / information to be incorporated in the reply of such letters. 3. The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI 4. Any other related work

<p>25.SAFETY AND SECURITY OF CHILDREN DURING LUNCH TIME</p>	<p>Secondary Section</p> <ol style="list-style-type: none"> 1. Sports Coach 2. TGT(Maths) <p>Primary Section</p> <ol style="list-style-type: none"> 1. Mrs. Ambreen Anjum 2. Mr. Pankaj Kumar 3. All Class teacher's 4. Overall I/c Sports Coach 	<ol style="list-style-type: none"> 1. To mind the discipline of the students during the lunch break. 2. To see that students reach their respective class after the lunch 3. To ensure the safety and security of students during lunch time by maintaining proper discipline. 4. Monitoring the parents and students movement during the break 5. Any other related work
<p>26.SAFETY AND SECURITY OF CHILDREN WHEN SCHOOL IS OVER</p>	<ol style="list-style-type: none"> 1. Last period teachers take the responsibility of safety and security while letting off the students to their houses and class teachers take care of students during lunch break. 	<ol style="list-style-type: none"> 1. To ensure the safety and security of the children at time of final dispersal when school is over. 2. To ensure that no child left in classes / building when school is over 3. Any other related work
<p>27.CULTURAL COMMITTEE</p>	<ol style="list-style-type: none"> 1. Mr.Suraj Kuriyal (Convener) 2. Mrs. Ambreen Anjum 3. Mr.Gourav Saini 4. Mrs Premalatha 5. Mrs.prathima 6. All Class Teacher's 	<ol style="list-style-type: none"> 1. Presentation of cultural programs on different occasions in the Vidyalaya 2. Any other related work.

<p>28.CLEANLINESS AND SANITATION COMMITTEE</p>	<ol style="list-style-type: none"> 1. Mrs. Sunitha (Convener) 2. TGT (MATHS) 3. Mr. Gaurav Saini 4. Mrs.Sandhya Rani 5. All Class Teachers 	<ol style="list-style-type: none"> 1. To keep stock of cleanliness activities in the Vidyalaya 2. To supervise the work of House Keeping in maintaining cleanliness. 3. To coordinate with AEP to include students in maintaining cleanliness 4. To see that the Student Council also contributes towards maintenance of cleanliness 5. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas 6. To ensure the provision of dustbins in all the class rooms 7. To given suitable instruction to the people deployed under housekeeping regarding cleanliness of campus 8. To clear the wild bushes inside school campus 9. To ensure cleanliness of area around the staff quarters. 10. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness 11. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 12. Any other related work.
<p>29.P A SYSTEM</p>	<ol style="list-style-type: none"> 1. Mr. Keshav Meena (Convenor) 2. Gaurav Saini 	<ol style="list-style-type: none"> 1. Arrangement and maintenance of PA system for assembly and other celebrations. 2. Maintenance of fire extinguisher. 3. Any other related works.
<p>30.HOUSE KEEPING AND SECURITY</p>	<ol style="list-style-type: none"> 1. Mrs. Ambreen Anjum (Convener) 2. Mr. ArunKumar Rawat 3. Mr.Prakash S T 4. All class Teachers 	<ol style="list-style-type: none"> 1. To monitor the work of Housekeeping ladies. 2. To prepare a list of areas to be cleaned during second Saturdays. 3. To maintain the Sanitation Register

		<ol style="list-style-type: none"> 4. To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya 5. Keep a record of the addresses / contact numbers off all the housekeeping / Security personnel 6. Ensure they report to the Vidyalaya on time 7. To verify the bills put up by the agency 8. Any other related work
31FIRST AID COMMITTEE	<ol style="list-style-type: none"> 1. Sports coach (Convener) 2. Mr. Pankaj Kumar 3. All Class Teachers 	<ol style="list-style-type: none"> 1. To ensure First aid boxes are available 2. To ensure the contents of the First-Aid box are replenished at regular intervals and to check the expiry of Ointments / medicines. 3. Any other related work.
32UNIFORM CHECKING AND LATE COMERS	<ol style="list-style-type: none"> 1. Mr. Suraj Kuriyal (Convener) 2. Mrs. Ambreen Anjum 3. All Class Teachers 	<ol style="list-style-type: none"> 1. To assign duties to the committee members to monitor the uniform of students & late comers 2. To inform the parents about regular defaulters 3. To maintain the details of defaulters in the register 4. To plan for corrective measures, through skit or talk during morning assembly 5. Any other related work
33.CMP / e- CLASS ROOM	<ol style="list-style-type: none"> 1. Mrs. Ambreen Anjum (Convener) 2. Mr. Pankaj Kumar 3. Ms. Sunita 	<ol style="list-style-type: none"> 1. To monitor the use of e-classroom 2. To maintain the log book 3. To collect the e-lessons from teachers for all the subjects for use by other teachers 4. To prepare report on e-CTLT 5. To update details about ICT infrastructure of the Vidyalaya 6. To train teachers about the use of the interactive Board

		<ul style="list-style-type: none"> 7. To guide teachers in uploading data online in CBSE website 8. To ensure the system in the computer lab are in working condition 9. Any other related work
34. LIAISON COMMITTEE	<ul style="list-style-type: none"> 1. Mrs. B K Chaithra (Convener) 2. Mr. Prakash S T 	<ul style="list-style-type: none"> 1. To coordinate with external agencies 2. Any other related work.
35 SCOUTS & GUIDES	<ul style="list-style-type: none"> 1. Mrs. B K Chaithra (Convener) 2. Mr. Suraj Kuriyal 3. Mr. Prakash S T 4. Mr.Sandhya Rani 	<ul style="list-style-type: none"> 1. All the works related to Scouts & Guide, Cubs and Bulbul should be completed within time.
36. EBSB	<ul style="list-style-type: none"> 1. Mr. Suraj Kuriyal (Convener) 2. Mrs. Ambreen Anjum 3. All Class Teachers 	Activities as per EBSB (Ek Bharat Shresthh Bharat) Calendars.
37. DISASTER MANAGEMENT	<ul style="list-style-type: none"> 1. Mrs. B K Chaithra (Convener) 2. Mr. Suraj Kuriyal 3. Mrs. Ambreen Anjum 4. Kannada teacher 	
38FIT INDIA	<ul style="list-style-type: none"> 1. Sports coach (Convener) 2. Mr. Suraj kuriyal 3 Mrs. Ambreen Anjum 4. kannada teacher 	

39. BEAUTIFICATION OF GARDEN	<ol style="list-style-type: none">1. MrS. Rekha RaniConvener)2. Mr. Om Narayan3. Kannada teacher	Works related to School Beautification.
40. MAINTENANCE OF OFFICE	<ol style="list-style-type: none">1. Mr. Keshav Meena2. Mr Pankaj Kumar3. Mrs Shwetha D E O	
41. FLAG	<ol style="list-style-type: none">1. Mr. Suraj kuriyal(Convener)2. Mr.Pankaj Kumar	Vidyalaya premises Flag raising and lowering.

KENDRIYA VIDYALAYA, CHIKKAMAGALURU

DUTIES AND RESPONSIBILITIES

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
HOUSE KEEPING	Administrative block 1. Pavithra	<ol style="list-style-type: none">1. Arrival time, at 7:45 AM ,2. To clean all the class rooms in new block classes and veranda3. To clean the girls toilet and ladies staff toilet4. To clean office and other rooms in new block5. To check the availability of drinking water for staff & students and Principal6. Half an hour break for lunch7. To clean the assembly ground8. To look after and clean the garden area
HOUSE KEEPING	<ol style="list-style-type: none">1. Primary Block:Mrs.Ranjitha2. secondary block:Bhagya	<ol style="list-style-type: none">1. Arrival time, at 7:45 AM ,2. To clean all the classrooms and other rooms in the old block3. To clean the veranda of old block

		<ol style="list-style-type: none">4. To clean boys toilet and gents staff toilet5. To check the availability of drinking water6. Half an hour break for lunch
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