

PM SHRI KENDRIYA VIDYALAYA, CHIKKAMAGALURU
DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS

SESSION 2025-26

All the class teachers are requested to note down their schedule and fixtures for the session 2025-26

1. To observe the students attendance before Morning assembly and just after interval hours.
2. If any student is found absent, the reason of absence must be asked in writing from the student duly signed by the parent
3. If any student's attendance is less than 90% in a month parents must be called and information should be furnished in writing with a warning letter mentioning the attendance and record must kept for action in future.
4. Students must be escorted by the respective class teacher from class room to assembly and back.
5. Class teachers are requested to be with their class during assembly time.
6. All students sit in a proper way. Desks and benches should be arranged in two- three rows as per the roll strength of the students. They must be arranged in a manner that would give a descent look.
7. All classes should have 2 monitors, one boy and girl. It is the class monitor's duty to switch on the lights and fans as per requirement and to switch it off when students are out of the classroom.
8. Each class will have TWO OUT PASS one for Boys and one for Girls. Boys Out pass will allow only One Boy and Girls Out pass will allow two Girl students to be out of the class at a time either for toilet or for drinking water just after ringing of the bell. Never the less, no one should be allowed to go out of the classroom while teaching.
9. Every class teacher must take proper note of the behavior of the students of their class. If anybody is behaving unruly, it must be put on check immediately. If the same is beyond their control, it must be brought into the notice of the undersigned immediately.

PM SHRI KENDRIYA VIDYALAYA, CHIKKAMAGALURU

COMMITTEES FOR THE SESSION 2025-26

The following committees are hereby 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 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 COMMITTEE (Special Committee for pursuing and monitoring slow learners and Minimum programme for all)	1. Mrs. B.K Chaithra (Convener-sec) 2. Mr. Prakash 3. Mrs. Sunitha (Convener-Primary) 4. Ms. Kirti	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 conduct of Remedial class for low achievers. 5. To maintain the class wise and subject wise monthly student's academic performance analysis. 6. To plan PTA meetings on a regular 7. Any other related work. Primary 1. Prepare and maintain Inventory of TLM/ Toys available and get it displayed in staffrooms 2. Prepare a list of Films that can be shown to students relevant to lessons being taught 3. Nipun Activities. Follow Nipun Guidelines, ensure conduct of relevant activities, workshop for teachers
2.ADMISSION COMMITTEE	1. Mr. Prakash S.T. (Convener) 2. Mr. A K Rawat 3. Mrs. Ambreen Anjum 4. Mr. Pankaj Nigam 5. 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.

		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.
3. INTERNAL EXAMINATION and CBSE	1. Mrs. Chaithra (overall I/C) 2. Ms.Swathi 1. Mr. Prakash (I/C CBSE) 2. Gaurav Saini 1. Mr .Dalvir (primary I/C) 2. Ms. Farnaaz	1. To conduct internal exams as per the schedule given by KVS calendar of activities. 2. Registration & LOC of class X students. Getting students registered for CBSE exam class IX 3. Update of OASIS and SARAS portals 4. To update the Report card and Mark list format as per the latest CBSE directions. 5. To collect Question papers from paper setters, along with Blueprint & Marking scheme 6. To conduct retest as per KVS norms. 7. To analyze the Results of internal per-Board Exams 8. Declaration of results as per the KVS schedule. 9. To update examination details on website regularly. 10. Conduct of PTM on a periodic basis and maintenance of records 11. Any other related work.
4. TIME TABLE COMMITTEE	- Mr. Arun Kumar Rawat (Convenor) - Ms. Uzma - Mr. Gaurav Saini (I/C primary) - Ms. Sandhya	1. To prepare timetable for the classes and teachers as per KVS norms. 2. To implement changes in the time table from time to time 3. To make arrangement for teachers who are on leave 4. To monitor the effective implementation of the classes specially arrangement periods 5. To plan and prepare remedial time table , winter and autumn break time tables for board classes
5. CLA AND ASSEMBLY COMMITTEE & KVS FLAG SHIP PROGR	1. Mrs . Rekha rani (Convenor- SEC) 2. Ms. Swathi 2. Mr. Gaurav Saini (OVERALL Assembly I/C including PA	1. Annual Planning of CCA activities. 2. Flag hoisting on daily basis. 3. To Plan and make all arrangements for all special days one day in advance. 4. To see that morning assembly programme is to conduct

	system) All teachers secondary 1.Ms. Sunitha (I/C PRIMARY) 2.Ms. Sandhya All teachers of primary	within stipulated time. 5. To prepare the schedule for conducting morning assembly programme CLASSWISE. 6. Maintain result of CLA activities. 7. Purchase and distribution of CLA prize & medals. 8. Maintaining CLA activities register. 9. Any other related work. 10. Monitor implementation of all flagship programs in letter and sprite.
6. PURCHASE COMMITTEE	1. Mr. A K Rawat (convenor) 2. Mr. Prakash S.T. 3. Mrs. B K Chaithra 4. Mr. Dalvir Singh 5. Sandhya rani	1. To find out the requirements of various departments. 2. To priorities 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
7. FURNITURE COMMITTEE	1. Mr. Om Narayan (Convener) 2. Mrs. Kirti	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. 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.
8. STEM ACTIVITIES	1. Prakash (OVERALL I/C) 2. Ms. Uzma 3. Ms. Sangeetha All teachers of secondary and	1. To assist the department in charges in procurement of goods and services as per KVS norms , through GeM

	primary	
9. SEXUAL HARASSMENT PREVENTION COMMITTEE	1. Mrs. B.K Chaithra (Convener) 2. Mrs. Rekha Rani 3. Mr. Prakash S T 5. N G O member	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.
10.MAINTENANCE AND REPAIRS	1. Mr. Om Narayan(Convener) 2. Mr Dalvir singh	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
11. STUDENT COUNCIL COMMITTEE	1. Mr. Arun Kumar Rawat 2. Mr. Prakash 3. Mrs. B K Chaitra 3. Mrs. Sunitha (PRI)	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.
12.PHOTO GRAPHY COMMITTEE	1. Mr. Om Narayan (Convener) 2. Mr. Dalvir 3. Sandhya	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
13. UDISE , UBI SATS COMMITTEE	1. Dalvir singh (overall I/C 0 2. Computer instructor.	1. To check the fee details on the UBI portal, well before closing dates and inform the class teachers about the defaulters on a regular basis.

14.EXCURSION COMMITTEE	1. Mr. Prakash S.T. (Convener) 2. Mrs. B. K Chaithra 3. Ms. Farnaaz 4. All Class Teachers	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
15.MEDICAL CHECKUP COMMITTEE	1. Mrs . Sandhya (Convenor) 2. Nurse 3. Mr. Sports coach	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
16. HINDI IMPLEMENTATION /RAJBHASHA COMMITTEE	1. Mrs. Rekha Rani (Convener) 2. Ms. Sunitha (pri)	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
17. Minutes of the staff Meeting	1. Mrs.Chaithra (i/c) 2. Mrs. Rekha Rani (Hindi)	1. To write the minute of the meeting and to take teachers signature 2. To maintain minutes register.
18. Cyber COMMITTEE	1. Mrs. B.K Chaithra (Convenor) 2. Mr. Arun kumar 3. Mr. Prakash	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.

19. NEWS PAPER IN EDUCATION (NIE) COMMITTEE & MEDIA.MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE	1. Mr. OM Narayan Gurjar (Convener) 2. Chaithra 3. Mrs. Rekha Rani 4. Computer instructor	1. To coordinate with Newspaper Agency 2. To encourage students to subscribe for NIE. 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.
20.DRINKING WATER COMMITTEE	1. Mr. Om Narayan 2. Sports Coach 3. All Class Teachers Others (Ms. Bhagya, Ms.Pavithra, Ms. Ranjitha)	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.
21.RIGHT TO INFORMATION COMMITTEE	1. Mr. Prakash S T(Convener) 2. Mrs. Rekha Rani	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
22. SAFETY AND SECURITY	Secondary Section 1. A K Rawat (convenor) 2. Chaithra Primary Section 1. Mr. Dalvir (overall I/C primary)	1. To monitor 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

	2. All Class teachers 3. Sports Coach	break 5. Any other related work
23.SAFETY AND SECURITY OF CHILDREN WHEN SCHOOL IS OVER	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.	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
24.GeM procurement and process	1. Gaurav (I/C) 2. Prakash 3. Chaithra 3. all department heads	1. To process all purchases through GEM as per KVS norms. 2. To maintain proper record all documents relevant to the purchases done 3. To complete process as per time line.
25. LIBRARY COMMITTEE	1. Mr. Om Narayan (Convener) 2. Mrs. Kirti (PRT) 3. Mrs. Rekha Rani	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. Students should be encouraged to write book Review. 5. Guidance & Counseling corner or table to be maintained Any other related work.

26. SWACHTA CLEANLINESS AND SANITATION COMMITTEE	1. Ms. Kirti (Convenor) 2. Ms. Dakshayani 3. Ms. Swathi 4. Mr. Gaurav Saini 5. All staff members	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 give 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.
27. ECO CLUB FOR MISSION LIFE	1. Ms. Rekha (i/c) 2. Sandhya (i/c)	1. To encourage and maintain green cover 2. To carry out plantation drives. 3. To maintain proper record of all activities .
28. HOUSE KEEPING	1. Mr. Arun Kumar Rawat (overall I/C) 2. Mrs. Kirti (Convener) 3. Mr. Prakash S T - All class Teachers	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 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
29. FIRST AID COMMITTEE	1. Mrs. Sandhya 2. All Class Teachers & NURSE	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.
30. DISCIPLINE COMMITTEE	1. Mr. A K Rawat (Convenor) 2. Mrs. Sunitha (pri) 3. All Class Teachers and teachers on gate duty	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
31.CMP & e- CLASS ROOMS, computer peripherals (ALL CLASS ROOMS AND WHEREVER INTERACTIVE PANELS AVAILABLE)	1. Mr. Dalvir (overall I/C) 2. Mr. Prakash S.T 3. Mr. Gaurav Saini	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 order/ service and keep all the machinery functional 7. To train teachers about the use of the interactive Board 8. To guide teachers in uploading data online in CBSE website 9. To ensure the system in the computer lab are in working condition 10. Any other related work
32. SCOUTS & GUIDES	1. Mr. Gaurav Saini (I/C) 2. Ms. Chaithra B 3. Ms. Sunita (overall I/C primary)	1. All the works related to Scouts & Guide, Cubs and Bulbul should be completed within time.
33. EBSB	1. Mrs. Chaithra (Convenor) 2. TGT SST (-----)	Activities as per EBSB (Ek Bharat Shrestha Bharat) Calendars.

	3. Mrs. Ambreen Anjum All Class Teachers	
34. FIT INDIA	1. Dalvir 2. Sports coach (Convenor) 3. Kavya AND all class teachers	1. To conduct all events as per KVS Circular received time to time as per schedule. 2. Documentation, maintenance and uploading of data.
35. BEAUTIFICATION OF SCHOOL AND SURROUNDINGS	1. Mrs. Rekha Rani (Convener) 2. Mr. Om Narayan 3. Kavya	1. Works related to School Beautification. 2. Overall monitoring of maintenance and up keep of school garden on a regular basis. 3. Grass cutting and removal of weeds and
36. Discipline committee	1. A.K Rawat (i/c) 2. Chaithra 3. Gaurav (i/c) 4. Sunita	1. Overall in charge of discipline and conduct of students in the Vidyalaya. 2. Maintenance of discipline file and handling of issues of discipline as per the KVS guidelines.
37. website maintenance & Social media handles	1. Pankaj (i/c) 2. computer instructor	1. Overall in charge of website maintenance as per KVS norms. 2. Uploading, upkeep and updating of website & social media handles of all KVS activities taking place from time to time.

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DUTIES AND RESPONSIBILITIES 2025-26

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES (on rotation)
HOUSE KEEPING	1. Ms. Ranjitha 2. Ms. Pavithra 3. Ms. Bhagya	1. Arrival time, at 8:00 AM , 2. To clean all the class rooms in new block classes and veranda 3. To clean the girls toilet and ladies staff toilet 4. To clean office and other rooms in new block 5. To check the availability of drinking water for staff & students and Principal 6. Half an hour break for lunch 7. To clean the assembly ground 8. To look after and clean the garden area

I/C CLEANININESS

PRINCIPAL