

Various Committees

SL. NO	COMMITTEE	COMMITTEE MEMBER Ms/Mrs/Mr	DUTIES TO BE PERFORMED
1	Academic Council	1 S.K.Majumder Librarian 2.Vijay Bahadur TGT(So.Sc) 3.DevarajuPRT	i) To prepare the list of notebooks for the Academic year ii) To ensure the distribution of split-up syllabus to students of all classes iii)To monitor the teaching-learning process iii) To monitor the upkeep of CCE documents iv) To monitor the conduct of Remedial class for low achievers
2	Examination	1.S.K.Majumder Librarian 2.S.J. Bharathi, TGT(WET) 3. Ishwari PRT(MUSIC) 4.Puttaswamy SubStaff	i) To conduct internal exams as per the schedule given by KVS calendar of activities ii)To update the Report cards and Mark list format as per the latest CBSE directions iii) To provide CCE registers to various subject teachers. iv) To distribute the Timetable for Exam v) To collect Question papers from paper setters, along with Blueprint & Marking scheme vi) To conduct retest as per KVS norms vii)To analyse the Results of internal & Pre-Board Exams
3	CBSE & External Exam	1.S.K.Majumder Librarian 2.Manukumar TGT(Maths) 3.Vishalakshi M (Comp Inst)	i) To monitor the registration of class IX and class XI students for Board exam ii) To verify the details sent to CBSE iii) To approach Syndicate Bank for verification of Exam materials sent by CBSE iv) To plan Seating arrangement as per CBSE guidelines v) To intimate Pvt candidates about Practical Time table vi) To inform other schools about the requirement for invigilators for Board exam vii) To despatch Answer papers promptly viii) To maintain all proformas concerning the conduct of CBSE exams ix) A Xerox copy of all documents being sent to CBSE to be maintained x) To maintain account of answer papers & expenditure for conduct of exam in prescribed formats

4	CCA	Primary 1.Abhai PratapPRT 2.SangeethaPRT Secondary 1. Vijay Bahadur TGT(So.Sc) 2.Sowjanya TGT(Eng)	<p>Internal :- i) To prepare CCA calendar of Activities ii)To conduct Co-Curricular Activities iii) To ensure the morning assembly programmes are conducted in iv) The items for morning assembly to include programmes sugges v) To ensure the quality of the items presented on stage vi) To ensure the Assembly Register is updated regularly vii) To organise Programmes on Special days viii) To ensure maximum participation of students ix) To organise Annual Day & distribute CCA prizes</p> <p>External :- i) To coordinate with External agencies for conduct of ii) To ensure student participation in external competitions iii) To intimate parents about the participation of the student and iv) To update the student Achievement list regularly and a soft co v) Achievements to be updated in the School website vi) To collect data for Regional Newsletter.</p>
5	Timetable	Primary 1.Munesh Kumar, PRT 2.SamyukthaPRT Secondary 1. Vijay Bahadur TGT(So.Sc) 2. Manukumar TGT(Maths)	i)To prepare the School timetable as per the latest guidelines from KVS ii) To make arrangement for teachers on leave & vacant posts iii) To maintain a register for teachers to enter the date of leave in advance wherever possible and to ensure it is maintained for smooth functioning of the school activities iv) To ensure that Teachers attend their arrangement Periods v) To monitor the presence of Teachers in all the classes if not to remind teachers vi) To make remedial timetable for low achievers
6	Admission	1.Vijay Bahadur TGT(So.Sc) 2.AbhaipratapPRT 3.SangeethaPRT 4.SamyukthaPRT 5.Vishalakshi M (Comp Inst)	i)To display notice regarding the sale, registration and submission of Admission forms ii) To display forms/Annexure as per KVS guidelines iii) To get the Admission form & Brochures printed iv) Registration , Verification of the Admission forms, preparation of master list, and admission of students v) To give information regarding Registration & Admission to KVS queries
7	Furniture	1. Vijay Bahadur TGT(So.Sc) 2. DevarajuPRT	i) To prepare a list of requirements ii) To call for quotation in consultation with Principal iii) To prepare Budget and get approval of concerned Authority

			<ul style="list-style-type: none"> iv) To prepare Comparative statement and place order for the v) To get the old furniture repaired
8	House keeping & Security	<ul style="list-style-type: none"> 1. Satish Kumar TGT(PET) 2. S.J. Bharathi, TGT(WET) 3. Puttaswamy SubStaff 4. Naga Sub Staff 	<ul style="list-style-type: none"> i) To monitor the work of House Keeping ladies ii) To prepare a list of areas to be cleaned during second Saturday iii) To maintain the master on Duty Register iv) To distribute duty to all the Teachers for the Academic year week v) To purchase Soap, detergent, Phenyl, Bleaching powder in vi) To certify the bills of security
9	Maintenance and repair (Vidyalaya And quaters)	<ul style="list-style-type: none"> 1. S.J. Bharathi, TGT(WET) 2. Abhai PratapPRT 	<ul style="list-style-type: none"> i) To monitor the repair work in the Vidyalaya ii) To maintain Register of date wise repair work in the Vidyalaya
10	Beautification and Gardening	<ul style="list-style-type: none"> 1. Satish Kumar TGT(PET) 2. Munesh KumarPRT 3. Puttaswamy SubStaff 4. Naga sub staff 	<ul style="list-style-type: none"> i) To plan for beautification of the Vidyalaya campus ii) To take initiative in decorating the Vidyalaya& Activity Hall during any event organised in the Vidyalaya iii) To ensure flower pots are used to decorate the corridors in front iv) To maintain the Vermicompost pit
11	Publication	<ul style="list-style-type: none"> 1. AbhaiPratapPRT 2. Sowjanya TGT(Eng) 3. Vishalakshi M (Comp Inst) 4. Bhuvaneshwari DEO 	<ul style="list-style-type: none"> i)To encourage students and staff members to contribute articles Patrika ii) To design the Cover page by May iii) To ensure the VidyalayaPatrika is published in July iv) To design the Student Diary v) To prepare the Teachers
12	Library	<ul style="list-style-type: none"> 1. S.K.MajumderLibrarian 2. YasminTGT(Hindi) 3. Priya CPRT 4. Ishwari PRT(MUSIC) 5. Puttaswamy SubStaff 	<ul style="list-style-type: none"> i) To purchase books as per KVS guidelines ii) The suggestion from staff members for purchase of new books to be taken iii) To ensure books are circulated as per the requirement of students & staff members as per Library rules iv)Books should not remain with same individual for a long period when there is a demand for it from others v) Library should be open during lunch time for students to read books & magazines vi) Students should be encouraged to write Book Review vii) Guidance & Counselling corner or table to be maintained viii) Good quotations related to Books and Reading to be displayed
13	Grievance	<ul style="list-style-type: none"> 1. S.J. Bharathi, TGT(WET) 2. Abhai PratapPRT 	<ul style="list-style-type: none"> i) To open the Grievance box on last day of every month ii) To list out then suggestion or Grievances made iii) To consult the Principal regarding the course of action iv) To inform the concerned individual about the action taken

14	First Aid	<ol style="list-style-type: none"> 1. Satish Kumar TGT(PET) 2. Puttaswamy SubStaff 3. Ishwari PRT(MUSIC) 4. Shobha PRT 	<ol style="list-style-type: none"> i) To ensure First aid boxes re available at the entrance /reception ii) To provide First-aid boxes in all the labs, HM iii) To ensure the contents of the First-aid box are replenished at
15	Discipline	<ol style="list-style-type: none"> 1. Satish Kumar TGT(PET) 2. S.K.MajumderLibrarian 3. Pallavi TGT(Sc) 4. VasanthaPRT 5. All Class Teachers 	<ol style="list-style-type: none"> i) To monitor the discipline of students during assembly ii) To check whether students are attending assembly or not iii) To check the bags of higher class students at regular intervals
16	UniformChecking And Latecomers	<ol style="list-style-type: none"> 1. Satish Kumar TGT(PET) 2. All Class Teachers 	<ol style="list-style-type: none"> i)To assign duties to the committee members to monitor the ii) To inform the parents about regular defaulters iii) To maintain the details of defaulters in the register iv) To announce the names of classes with minimum defaulters at v) To plan for corrective measures, through skit or talk during morning assembly
17	CMP	<ol style="list-style-type: none"> 1. Munesh KumarPRT 2. SangeethaPRT 3. SowmyashreePRT 	<ol style="list-style-type: none"> i) To monitor the use of AV room as per AV room time table ii) To ensure the AV room logbook is maintained iii)To ensure Av room Timetable is displayed in the AV room as well as on the door outside iv) To collect the e-lessons from teachers for all the subjects and to v) A catalogue of CDs to be prepared
18	Condemnation	<ol style="list-style-type: none"> 1. S.K.MajumderLibrarian 2. Priya Darshini DEO 	<ol style="list-style-type: none"> i) To send notice for stock verification & condemnation of articles. ii) To prepare list of checkers. iii) To send notice to RO & other schools regarding auction of artic
19	Excursion and Transportation	<ol style="list-style-type: none"> 1. Satish Kumar TGT(PET) 2. Abhai PratapPRT 3. Munesh KumarPRT 4. Manukumar TGT(Maths) 5. Devaraju PRT 6. NagaSub Staff 	<ol style="list-style-type: none"> i)To coordinate with class teachers in arranging for visits to ii) To give the intimation letters to class teachers for transmission to parents iii) To collect the acknowledgement from parents and to file it iv) To arrange transport & settle bills
20	Sports	<p>Primary</p> <ol style="list-style-type: none"> 1. Munesh KumarPRT 2. Ishwari PRT(MUSIC) 3. Seema KhanPRT 4. Nanjundaswamy PRT <p>Secondary</p>	<ol style="list-style-type: none"> i) To plan for Annual Sports day for April/ May ii) To conduct school level competitions iii) To select students for Regional & National level competitions iv) To prepare the Sports report for Regional Newsletter v) To issue sports equipments to students

		1 . Satish Kumar TGT(PET) 2.Manukumar TGT(Maths)	
21	Computer	1. S.K.Majumder Librarian 2. Abhai Pratap PRT 3. Vishalakshi M (Comp Inst) 4. Bhuvaneshwari DEO	i) To update school website ii) To prepare report on e-CTLT iii) To update details about ICT infrastructure of the Vidyalaya iv) To train teachers about the use of Interactive Board v) To guide X class teachers in uploading data online in CBSE website vi) To ensure the systems in the computer lab are in working condition
22	Medical /Health Check up	1.Satish Kumar TGT(PET) 2.S.J. Bharathi, TGT(WET) 3.Shobha PRT 4.Yasmin TGT(Hindi)	i) To conduct medical check-up of students & staff twice a year ii) To provide medical help whenever required to the students iii) To maintain medical records of all students & staff members iv) To maintain the medical room
23	Office	1. S.K.Majumder Librarian 2. S.J. Bharathi, TGT(WET) 3. Priya Darshini DEO 4. Vishalakshi M (Comp Inst)	i) To update CS-11, CS-54 ii) To prepare & upload pay bill in the stipulated time iii) To calculate income tax of all the employees and ensure deduction
24	Photography	1. Abhai Pratap PRT 2. Sowjanya TGT(Eng) 3. Seema Khan PRT 4. Vishalakshi Comp. Inst. 5. Bhuvaneshwari DEO	i) To take photographs all events in the Vidyalaya ii) To take photos of interesting special items during assembly iii) To preserve the soft copies of these photos in folders in the computer lab iv) To take prints of minimum 2 photos of each event for display in the Display Board
25	Science Exhibition	1. Vijay Bahadur TGT(So.Sc) 2. Devaraju PRT 3.Manukumar TGT(Maths) 4. Pallavi TGT(Sc)	i) To inform the students to make working models based on Previous year ii) To collect the phone number of parents who are scientists and innovative project iii) To take help from alumni in making prize winning projects iv) Students are to be given guidance regarding the models to be made v) The write-up for each project also to be made vi) Discourage students from making thermocole projects vii) Ensure that students feel inspired to make models that are innovative, help them to choose the right project from data collected viii) Projects should not be simply replicated from the net
26	Social Science	1. Vijay Bahadur TGT(So.Sc) 2. S.J. Bharathi, TGT(WET) 3. Munesh Kumar PRT 4. Abhai Pratap PRT 5. Ishwari PRT(Music)	i) To give 1st Term project for each class based on the topics for Social sc Exhibition ii) Ensure the proper distribution of work to students roll number iii) Choose the appropriate song and dance from the website iv) Select the right costumes, take help from parents or other

			<p>teachers</p> <p>v) Monitor the practise schedule of the students, allocate duties to teachers</p> <p>vi) Organise an exhibition, select the best projects</p>
27	Teaching Aid	<p>1. Vijay Bahadur TGT(So.Sc)</p> <p>2. Munesh KumarPRT</p>	<p>i) To ensure teachers use the available resources</p> <p>ii) To maintain a log book for the issue of teaching aids</p> <p>iii) To purchase new teaching aids as per fund availability & requirement</p>
28	Competitive examinations, Olympiads	<p>1. S.K.MajumderLibrarian</p> <p>2. Manukumar TGT(Maths)</p> <p>3. DevarajuPRT</p>	<p>i) To inform students about these competitions</p> <p>ii) To encourage students to participate in these competitions</p> <p>iii) To conduct the exam</p> <p>iv) To give a report about the Prize winners to VP in soft copy</p>
29	Purchase committee	<p>1. S.K.MajumderLibrarian</p> <p>2. S.J. Bharathi, TGT(WET)</p> <p>3.Satish Kumar TGT(PET)</p> <p>4.Abhai PratapPRT</p> <p>5.DevarajuPRT</p>	<p>i) To find out the requirements of various departments</p> <p>ii) To prioritise the items to be purchased</p> <p>iii) To prepare estimate of expenditure</p> <p>iv) To put up budget proposal for approval</p>
30	TLM and worksheets	<p>1. Abhai Pratap PRT</p> <p>2. Munesh Kumar PRT</p> <p>3. Devaraju PRT</p>	<p>i) Prepare the TLM and worksheets</p>
31	Notice Board and Display	<p>1. SowmyashreePRT</p> <p>2. All House master</p>	<p>i)To display the list of holidays, staff list, bell timings, address of K</p> <p>ii) To display admission related details</p>
32	Hindi Implementation	<p>1. Vijay Bahadur TGT(So.Sc)</p> <p>2. Abhai PratapPRT</p> <p>3. Vishalakshi M (Comp Inst)</p> <p>4. Priyadarshini DEO</p>	<p>i)To ensure the names of staff members in attendance register is bilingual</p> <p>ii) To ensure replies to official letters in Hindi are sent in Hindi</p> <p>iii) To prepare report on Hindi implementation</p> <p>iv) To celebrate Hindi Week</p>
33	Scouts and guides	<p>1.Satish Kumar TGT(PET)</p> <p>2.AbhaiPratapPRT</p> <p>3.Ishwari PRT(MUSIC)</p> <p>4.DevarajuPRT</p> <p>5.MuneshKumarPRT</p>	<p>i) To plan activities for Scouts & guides</p> <p>ii) To conduct activities during mass PT period</p> <p>iii) To take up social service activity for the school</p> <p>iv) To conduct TritiyaSopan, TritiyaCharan camps in the Vidyalaya</p> <p>v) To ensure students maintain log books</p>

34	School website	1. Abhai PratapPRT 2. Vishalakshi M (Comp Inst)	i) To update all information in the website regularly ii) The photo gallery to be updated with latest photographs with iii) Any exemplary achievement to be given as flash news
35	Minutes of Meetings	1. Sowjanya TGT(Eng) 2. SangeethaPRT	i) To write the minute of the meeting and to take teachers signature
36	VMC Meetings	1. S.K.MajumderLibrarian 2. Vishalakshi M (Comp Inst) 3. Priya Darshini DEO	i)To inform and invite VMC members for the meetings. ii)To arrange for refreshments for such meetings iii)To note down the minutes of VMC meetings. iv)To arrange for stationery material like files, pens etc and maintain a record of such meetings.
37	ACP	1. S.K.MajumderLibrarian 2. Vijay Bahadur TGT(So.Sc) 3. S.J. Bharathi, TGT(WET)	i) Implementation of ACP ii) Attending the trainings
38	Parents Teacher Association	1. S.K.MajumderLibrarian 2. DevarajuPRT	i) To intimate parents about PTA meetings ii) To take the signature of parents attending the meeting iii) To take Parents suggestion during PTA meetings iv) To inform parents about the action taken
39	Petty Construction /repairs and day to day maintenance	1. S.J. Bharathi, TGT(WET) 2. Munesh KumarPRT 3. DevarajuPRT	i)To monitor petty construction work iii) repair work to be taken up by hiring labour in consultation iii) Coordinate with the class teachers and department incharges for maintaining record of repair work. iv) Hiring a carpenter and other necessary personnel for such work
40	Display Board	1. Sowjanya TGT(Eng) 2. SowmyashreePRT 3. All House Master	i)To ensure the display boards are decorated as per the topic given ii) The articles displayed should be verified by the teachers
41	Rain Water Harvesting/ Watering Plants	1. Munesh KumarPRT 2. DevarajuPRT	i) To ensure the functioning of the unit ii) to educate the student about the rain water harvesting system
42	Drinking water Facility	1. Munesh KumarPRT 2. DevarajuPRT	i) To ensure drinking water is available in the Vidyalaya 24x7 ii) To send water sample for analysis once in every 3 months

43	Students Council	1. Vijay Bahadur TGT(So.Sc) 2. Sowjanya TGT(Eng) 3. Abhai PratapPRT	i) To organise investiture ceremony ii) To monitor discipline in the Vidyalaya iii) To help in organising Sports day, Annual Day
44	Moderation committee	1. S.K.MajumderLibrarian 2. S.J. Bharathi, TGT(WET) 3. Ishwari PRT(MUSIC)	i) To decide the action to be taken for exam related queries
45	Advisory Committee	1. S.K.MajumderLibrarian 2. S.J. Bharathi, TGT(WET) 3. Priya Darshini DEO 4. Vishalakshi Comp Inst	i) Decisions regarding issues in the Vidyalaya
46	Audio Visual	1. S.J.Bharathi TGT(WET) 2. AbhaipratapPRT	i)To maintain audio visual and musical instruments ii) Repair and maintenance of the same
47	Staff Room	Primary 1. Abhai PratapPRT Secondary 1. Vijay Bahadur TGT(So.Sc)	i)maintenance of the room ii)providing adequate furniture
48	Junior science lab	1. Vijay Bahadur TGT(So.Sc) 2. Pallavi TGT(Sc)	i) Procurement of chemicals and other materials ii) Conduct of practical iii) Maintenance of Lab
49	Sexual Harassment	1. S.J. Bharathi, TGT(WET) 2. Ishwari PRT(MUSIC) 3. Abhai PratapPRT 4. Priya Darshini DEO 5. Shobha PRT	i) Maintain the discipline among Staff and Students ii) Complaints should be discussed with the Principal for solution
50	SATS	1. DevarajuPRT 2. Sowjanya TGT(Eng) 3. All the Class Teachers	i) Allotment of SATS No.to all the students ii) Requirement of parents to be full filled iii) Promotion, Issue of TC etc...
51	Shaala Darpan	1. Vishalakshi M (Comp Inst) 2.Bhuvaneshwari DEO 3.All the Class Teachers	i) Maintenance of attendance ii) Entries of Marks and others, issue of progress card and attending the teleconference.
52	Arrival and Departure of students	1. Munesh Kumar PRT 2. Puttaswamy Sub staff 3. All the Class Teachers	i)To take care the students while arriving and departing of students
53	PISA	1. Vijay Bahadur TGT(So.Sc) 2. Abhai PratapPRT	i)Uploading and updating the particulars ofthe students and staffs

		3. Class Teachers of VIII,IX,X	
54	Fee Collection	1.Vishalakshi M (Comp Inst) 2.Manu Kumar TGT(Maths) 3.Shobha PRT	i) Inform the students and parents about the schedule of the fee collection. ii) List of defaulters, assuring the fee collection by 12 th of every quarter of the first month.
55	SBSB	1.Satish Kumar TGT(PET) 2. Abhai Pratap PRT 3. All class teachers	i) Uploading and updating the particulars of the students ii) Providing workshop for all the staff and any other work related to this.

Principal I/C