

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS

SESSION 2021-2022

All the class teachers are requested to note down their schedule and fixtures for the session 2021-22

- 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- Student's 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 should 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 one 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 Girls students to be out of the class at a time either for toilet or for drinking water just after ringing of the bell. Nevertheless, no one should be allowed to go out of the classroom while teaching.
- 9- Please check the cleanliness of the class room. If cleanliness is not up to the mark, please inform undersigned about the same.
- 10- 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.

KENDRIYA VIDYALAYA CRPF YELAHANKA BANGALURU

COMMITTEES FOR THE SESSION 2021-22

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2021-22. 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 over of the departments shall be completed immediately.

NAME OF COMMITTEE	INCHARGES/TEACHERS	DUTIES AND RESPONSIBILITIES
1- ADVISORY COMMITTEE TO THE PRINCIPAL	1-Ms. Neelam Kaur (VP) (In-charge) 2-Mr. Vivek Kumar 3-Mr. K R V P Rao 4-Ms. Deepa Kumaran 5-Mr. Nand Lal 6-Mr. K Purushotham 7-Ms. Veidehi R	1- The committee will help the Principal in day to day administrative matters. 2- The committee can go through the circulars received from KVS RO Bengaluru and KVS HQ New Delhi. 3- To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN) 4- Any other work assigned by the principal in day to day administrative matter. 5- Any other related work.
2- ACADEMIC COUNCIL COMMITTEE (Special Committee for pursuing the programme for bright and slow learners and Minimum programme for all)	1. Ms Neelam Kaur (VP) (In-charge) 2. Mr. Vivek Kumar 3. Ms. Sarita N Swamy 4. Mr K Purushotham 5. Ms N L Prasad 6. Ms. Veidehi R	1- To prepare the list of notebooks 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- TIME TABLE COMMITTEE	1. Ms Saritha N Swamy (In-charge) 2. Ms Bindu Menon 3. Ms. Suparna Ben 4. Ms. Ankita 5. Mr. Dheeraj, Sub-staff	1- To prepare the School timetable as per the latest guidelines from KVS 2- To make arrangement for teachers on leave. 3- To ensure that Teachers attend their arrangement Periods 4- To make remedial timetable for low achievers 5- To display copy of arrangement work in the notice board. 6- To maintain the arrangement register. 7- Any other related work.

4- ADMISSION COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Deepa Kumaran (In-charge) 2. Mr. Jitendra Sharma 3. Mr. K Purushotham 4. Ms. Veidehi R / HM 5. Ms. B Shymala 6. Ms. Nirmala L S 7. Ms Leela Rani 8. Mr. G Patidar 	<ol style="list-style-type: none"> 1- To display notice regarding Admissions Guidelines. 2- To display forms/Annexure as per KVS guidelines. 3- Verification of the Documents 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- Admissions as per RTE Act. 9- Maintenance of admission records as per KVS guidelines in the prescribed proformas. 10- Details of admission uploading on the website. 11- Any other related work.
5- INTERNAL EXAMINATION	<ol style="list-style-type: none"> 1. Ms. Nirmala Dasar (In-charge) 2. Mr. P S Madhusoodan 3. Ms Renu 4. Ms Ankita 5. Mr Keshavmurthy 	<ol 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 cards and Mark list format as per the latest CBSE directions. 3- To collect Question papers from paper setters, along with Blueprint & Marking scheme 4- To conduct retest as per KVS norms. 5- To analyse the Results of internal & Pre-Board Exams 6- Declaration of results as per the KVS schedule. 7- To update examination details on website regularly. 8- Any other related work.
6-EXTERNAL EXAMINATION	<ol style="list-style-type: none"> 1. Mr. P S Madhusoodan (In-charge) 2. Mr. K Purushottam 3. Mr. G Patidar 	<ol style="list-style-type: none"> 1- To correspond with CBSE for all exams related queries. 2- To monitor the registration of class IX and class XI students for Board exam. 3- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 4- Maintenance and submission of records.. 5- To despatch Answer papers promptly and with utmost care. 6- A Xerox copy of all documents being sent to CBSE to be maintained. 7- To maintain account of answer papers & expenditure for conduct of exam in prescribed formats. 8- To coordinate with external agencies for conduct of exam. 9- To keep exam related documents /materials in safe custody 10- To settle accounts. 11- Any other related work.

7- LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. Mr. K R V P Rao (In-charge) 2. Mr. P S Madhusoodan 3. Ms. Anu Soman 4. Ms Suparna Ben 5. Ms Maitri Sasmal 6. Ms. Enoo Hazarika 	<ol 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 not remain with same individual for a long period. 5- Students should be encouraged to write Book Review. 6- Guidance & Counselling corner or table to be maintained. 7- Any other related work.
8- CCA COMMITTEE	<ol style="list-style-type: none"> 1. Mr. K Purushotham (In-charge) 2. Mr. Nand Lal 3. Ms. Monika 	<ol style="list-style-type: none"> 1- Annual Planning of CCA activities. 1-To see that morning assembly programme is to conduct within stipulated time. 2-To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme. 4- Maintains of result of CCA activities. 5- Purchase and distribution of CCA prizes & medals. 6- Maintaining CCA Activities register 7- Any other related work.
9-PURCHASE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma (In-charge) 2. Mr. K Purushotham 3. Ms. B Shymala Banu 4. Stock Holders 	<ol style="list-style-type: none"> 1- To find out the requirements of various departments. 2- To prioritise the items to be purchased. 3- To prepare estimate of expenditure. 4- To put up budget proposal for approval. 5- To call for quotation in consultation with Principal. 6- To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7- To physically verified the purchased items/goods and put Marks by using permanent Marker with Date. 8- Any other related work.
10- GENERAL GRIEVANCE OF STUDENTS	<ol style="list-style-type: none"> 1. Ms Neelam Kaur (VP) (In-charge) 2. Ms Sarita N Swamy 3. Mr Nand Lal 4. Ms Anu Soman 5. Ms Lata Nand Kumar 	<ol style="list-style-type: none"> 1-To see the complaint related to immoral behaviour towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee.

11- GRIEVANCE BOX OPENING COMMITTEE (Students/Parents)	<ol style="list-style-type: none"> 1. Principal 2. Mr Vasanth Kumar 3. Ms Saritha N Swamy 4. Ms Vandana Agarwal 5. Ms Suparna Ben 6. Ms Vaidehi R 	<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. 2- The boxes should be open 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.
12-GRIEVANCE CELL COMMITTEE (Internal)	<p><u>General</u></p> <ol style="list-style-type: none"> 1. Ms Neelam Kaur (VP)(In-charge) 2. Ms. Suparna Ben 3. Ms. Maitrai Sasmal <p><u>SC/ST</u></p> <ol style="list-style-type: none"> 1. Ms. Niramala Dasar (In-charge) 2. Mr Jayaram S Rathod 3. Ms Hamsa N. 4. <u>Womens</u> 1. Ms. Saritha N Swamy(In-charge) 2. Ms. Bindu Menon 3. Ms. Maitrai Sasmal 	<ol style="list-style-type: none"> 1-To look into the genuine grievances of staff members.
13- POC SO School Complaints Committee	<ol style="list-style-type: none"> 1. Principal 2. Ms. Saritha N Swamy 3. Mr. P S Madhusoodan 4. Ms. Vandana Agarwal 5. Mas. 6. Mr. Keshav Murthy (Sub Staff) 	<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.
14-MAINTENANCE AND REPAIRS	<ol style="list-style-type: none"> 1. Ms. Vandana Agarwal (In-charge) 2. Mr Ram Mohan Rao 3. Mr. Anu Soman 4. Ms. B Shyamala 5. Ms. Jyoti 	<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.

15- STUDENT COUNCIL COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Madhusoodhan (In-charge) 2. Mr. K Purushotham 3. Ms. Nand Lal 4. Ms. Ms Suparna Ben 5. Ms Karthika K.A 	<ol style="list-style-type: none"> 1- To organise investiture ceremony. 2- To monitor discipline in the Vidyalaya. 3- To help in organising Sports day, Annual Day. 4- Division of houses along with house master and Associate of house masters and distribution of students of various house. 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.
16- PHOTOGRAPHY COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Vasanth Kumar (In-charge) 2. Mr. R M Rao 3. Ms. Sudha Lakshmi. 	<ol style="list-style-type: none"> 1- To ensure the photography/Videography on important occasions days/ functions. 2- To take photos of interesting special items during assembly. 3- To preserve the soft copies of these photos in folders in the computer lab. 4- Any other related work.
17- CONDEMNATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma 2. Mr. K Purushotham 3. Ms. Nirmala L S 4. Stock Holder 	<ol style="list-style-type: none"> 1- To send notice for stock verification & condemnation of articles. 2- To send notice to Regional Office and other schools regarding auction of articles. 3- Any other related work.
18- FURNITURE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. K V R P Rao (In-charge) 2. Mr. Vishwanath Jois 3. Ms Anu Soman 4. Ms. Maitrai S 	<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 requires repair & 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 replaced in its proper place. 5- Any other related work.
19- GUIDANCE AND COUNSELLING	<ol style="list-style-type: none"> 1. Ms. Neelam Kaur (VP)(In-charge) 2. Mr. Vivek Kumar 3. Ms. Jayaram S Rathod 4. Ms. Lata Nand Kumar 5. Counselor 	<ol style="list-style-type: none"> 1- To plan guidance & counselling activities for the academic year. 2- To maintain Guidance & counselling register. 3- To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries. 4- To arrange Vocational guidance and counselling 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.

20- EXCURSION COMMITTEE	<ol style="list-style-type: none"> 1. Mr.M Vasanthkumar(In-charge) 2. Mr. Vivek Kumar 3. Ms. Vandana Agarwal 4. Mr. J S Rathod 5. Ms Enoo Hazarika 6. Mr.Jyothish Choudhary 	<ol 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 file 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.
21- MEDICAL CHECKUP COMMITTEE	<ol style="list-style-type: none"> 1. Mr. S K Jaiswal (In-charge) 2. Ms. Anu Soman 3. Ms. Enoo Hazarika 4. Ms. Varsha Saini 5. Staff Nurse 	<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.
22- SCIENCE EXHIBITION COMMITTEE	<ol style="list-style-type: none"> 1. Dr. Vivek Kumar (In-charge) 2. Mr. K R V P Rao 3. Ms. Nirmala Dasar 4. Ms. Sarita Swamy 5. All Science Teachers 	<ol style="list-style-type: none"> 1- To Motivate the students to prepare exhibits based on themes given by KVS. 2- To organize Vidyalaya level Science exhibition as per schedule. 3-To encourage more and more children to participate. 4- To inculcate scientific temper among the students. 5- Any other related work.
23- SOCIAL SCIENCE EXHIBITION COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Neelam Kaur VP (In-charge) 2. Mr. Rajendra Rai 3. Mr. Jayaram S Rathod 4. Ms. Renu 5. Mr. R M Rao 	<ol style="list-style-type: none"> 1-To motivate children to prepare projects/model based on country/state allotted to the region 2-To encourage more and more children to participate in cluster level Regional level and Nation level exhibition 3-To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. 4- To give 1st Term project for each class based on the topics for Social science Exhibition. 5- Organise an exhibition, select the best projects 6- Any other related work.

24- MATHS/SCIENCE /ENGLISH AND OTHER OLYMPIAD	<ol style="list-style-type: none"> 1. Mr. Ramachandran Nair (In-charge) 2. Mr. K R V P Rao 3. Mr. P S Madhusoodhan 	<ol style="list-style-type: none"> 1- To inform students about these competitions. 2-To encourage students to participate in these competitions 3- To conduct the exam. 4-Maintain liaison with outside agencies regarding smooth conduct of different Olympiads. 5- Any other related work.
25- HINDI IMPLEMENTATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr. T Venkat (In-charge) 2. Ms. Monika 3. Ms Sonu 4. All Teachers 5. Mr Jyotish Chaudhary 6. Ms.Saly George 	<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 Pakhwara. 5- Any other related work.
26- WEBSITE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma (In-charge) 2. Mr. Madhusoodhan P S 3. Mr. R M Rao 4. Ms. Leela Rani 	<ol style="list-style-type: none"> 1- To update all information in the website regularly. 2- The photo gallery to be updated with latest photographs with captions. 3- Any exemplary achievement to be given as flash news. 4- Any other related work.
27- VALUE EDUCATION	<ol style="list-style-type: none"> 1. Ms Nirmala Dasar (In-charge) 2. Mr K Purushotham 3. Ms Bindu Menon 4. Mr Veidehi R 5. Ms N Jyoti Kumari 	<ol style="list-style-type: none"> 1- To ensure activities related to values are incorporated in the morning assembly. 2-To ensure value talks by Teachers in morning assembly. 3- Any other related work.
28- MINUTES COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Suparna Bain (In-charge) 2. Ms. Monika 3. Ms. Karthika 	<ol style="list-style-type: none"> 1- To write the minute of the meeting and to take teachers signature. 2- To maintain minutes register.
29- ALUMNI COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma (In-charge) 2. Mr Vivek Kumar 3. Mr. S K Jaiswal 4. Ms. Shyamala P 	<ol style="list-style-type: none"> 1- To coordinate between Vidyalaya and alumni for developmental work. 2- To maintain details of alumni in a register. 3- To conduct alumni meet. 4- Any other related work.
30- VMC COMMITTEE	<ol style="list-style-type: none"> 1. Vice Principal (In-charge) 2. Mr. K R V P Rao 3. Ms Anu Soman 4. Ms Sudha Laxmi 	<ol style="list-style-type: none"> 1-To inform and invite VMC members for the meetings. 2-To arrange for refreshments for such meetings. 3-To note down the minutes of VMC meetings. 4-To arrange for stationery material like files, pens etc. and maintain a record of such meetings. 5- Any other related work.

31- AEP COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Nirmala Dasar (In-charge) 2. Ms. Vandana Agarwal 3. Mr. K Purushotham 4. Ms. Renu 5. Ms. Ankita 6. Ms. Jyoti Kumari 	<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.
32- NEWS PAPER IN EDUCATION (NIE) COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Anu Soman (In-charge) 2. Mr T Venket 3. Ms. Suparna Bain 4. Ms Sonu 5. Ms.Hamsa N 	<ol style="list-style-type: none"> 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.
33- DISPLAY BOARD COMMITTEE	<ol style="list-style-type: none"> 1. Mr. R M Rao(In charge) 2. Ms. Vandana Agarwal 3. Ms Enoo Hazarika 4. Ms. Jai shree 	<ol style="list-style-type: none"> 1-To ensure the display boards are decorated as per the topic given 2- The articles displayed should be verified by the teachers 3- Any other related work.
34- DRINKING WATER COMMITTEE	<ol style="list-style-type: none"> 1. Mr Jitendra Sharma.(In-charge) 2. Mr. KCV Jois 3. Ms Sonu 4. Ms. Jai Shree 5. Ms Jyothi 	<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.
35- FOOD COMMITTEE	<ol style="list-style-type: none"> 1. Dr Vivek Kumar(In-charge) 2. Ms. Saritha N Swamy 3. Ms Renu 4. Ms Maitrai Sasmal. 	<ol style="list-style-type: none"> 1-To make arrangement for supply of hygienic food/refreshment during various functions/events in the vidyalaya. 2. To inquire market survey and set competitive rates without compromising the quality. 3-Any other related work.
36- TRANSPORTATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr K R V P Rao (In-charge) 2- Mr Nand Lal 3- Mr Jyotish Chaudhary 	<ol style="list-style-type: none"> 1-To arrange transport facility for students as and when required. 2-To keep a record of all outside movements. 3-To Keep a record of Different vehicle used. 4-To verify the bills. 5- Any other related work.
37-ACCOMODATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr Jitendra Sharma (In-charge) 2. Ms. Sarita Swamy 3. Ms. Anu Soman 4. Ms. Sudha Lakshmi 	<ol style="list-style-type: none"> 1-To make the arrangement of rooms for outstation students during their stay in the vidyalaya during different events. 2- To arrange and provide all the basic amenities to the children's during their stay. 3- Any other related work.

38- RIGHT TO INFORMATION COMMITTEE	<ol style="list-style-type: none"> 1. Dr. Vivek Kumar (In-charge) 2. Mr. K Purushotham 3. Ms. Shyamala P Bhanu 	<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 data / 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.
39- SAFETY AND SECURITY OF CHILDREN DURING LUNCH TIME	<p><u>Secondary Section :</u></p> <ol style="list-style-type: none"> 1. Mr. S K Jaiswal (In-charge) 2. Mr. Dev Raj Sports Coach (Ground) 3. Mr. Vandana Agarwal (Ground Floor) 4. Ms. S K Jaiswal(First Floor) 5. Ms. /Counsellor (Second Floor) <p><u>Primary Wing :</u></p> <ol style="list-style-type: none"> 1. Sports Coach (Ground) 2. Ms Anu Soman First Floor 3. Ms. Sudha Lakshmi Second Floor 4. Ms Computer Coach G floor 5. All Primary Teachers 	<ol style="list-style-type: none"> 1- To mind the discipline of the students during the lunch break. 2- To see that the 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 movements during the break. 5- Any other related work.
40- SAFETY AND SECURITY OF CHILDREN WHEN SCHOOL IS OVER	<ol style="list-style-type: none"> 1. Mr. S K Jaiswal (In-charge) <p>Front Stair case:</p> <ol style="list-style-type: none"> 1. Mr. Dev Raj Sports Coach 2. Ms Anu Soman 3. Ms Sports Coach <p>Secondary Stair Case:</p> <ol style="list-style-type: none"> a. Ms.Vandana Agarwal b. Jaishree Counselor c. Staff Nurse. <p>Primary Stair Case:</p> <ol style="list-style-type: none"> 1. Ms. Nirmala L S 2. Ms Sudha Lakshmi 3. Ms Comp Instructor 	<ol style="list-style-type: none"> 1- To ensure the safety and security of the children at the time of final dispersal when school is over. 2- To ensure that no child left in the classes/building when school is over. 3- Any other related work.

41- CULTURAL COMMITTEE	<ol style="list-style-type: none"> 1. Ms. Saritha N S (In charge) 2. Ms. Nirmala Dasar 3. Mr. Nand Lal 4. Ms. Suparna Bain 5. Ms Maitrai Sasmal 6. Ms. Jyoti Kumari 7. Ms. Sudha Lakshmi 	<ol style="list-style-type: none"> 1-Presentation of cultural programs on different occasions in the vidyalaya. 2- Any other related work.
42- TEACHING AIDS/AUDIO VISUAL	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma (In charge) 2. Mr. Vasantha Kumar (Inventory) 3. Ms Enoo Dutta 4. Ms Hamsa 	<ol style="list-style-type: none"> 1-TO PROVIDE ALL TYPE OF TEACHING MATERIALS REQUIRED BY TEACHERS. 2- Any other related work.
43- CLEANLINESS AND SANITATION COMMITTEE	<ol style="list-style-type: none"> 1. Mr Jitendra Sharma(In-charge) <p><u>SECONDARY SECTION:</u></p> <p>A. <u>GROUND FLOOR:</u></p> <ol style="list-style-type: none"> b. Mr. T Venket c. Ms. Nirmala C Dasar <p>B. <u>FIRST FLOOR :</u></p> <ol style="list-style-type: none"> a. Dr. Vivek Kumar b. Ms. Sarita Swamy <p>C. <u>SECOND FLOOR :</u></p> <ol style="list-style-type: none"> a. Mr. Madhusoodan P S b. Ms. Vandana Agarwal <p>D. <u>SPORTS GROUND</u></p> <ol style="list-style-type: none"> i. Mr. S K Jaiswal. ii. Sports Coach <p><u>Front:</u></p> <ol style="list-style-type: none"> a. Mr. Ram Mohan Rao b. Ms. Suparna Bain <p><u>PRIMARY SECTION:</u></p> <p>E. <u>GROUND FLOOR:</u></p> <ol style="list-style-type: none"> a. Ms. Sudha Lakshmi b. Ms. Jyoti Kumari <p>F. <u>FIRST FLOOR :</u></p> <ol style="list-style-type: none"> a. Ms. Enoo Hazarika b. Mr. Jyothish Chaudhary <p>G. <u>SECOND FLOOR :</u></p> <ol style="list-style-type: none"> a. Rajendra Rai b. Ms Bindu Menon 	<ol style="list-style-type: none"> 1- To keep a 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- Any other related work.

44- P A SYSTEM	<ol style="list-style-type: none"> 1. Ms. Vandana Agarwal(In charge) 2. Ms. Sudha Lakshmi 3. Mr Keshavamurthy 4. Mr Dheeraj G 	<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.
45- SCOUTS AND GUIDES COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Nand Lal (In charge) 2. Mr. Jayaram Rathod 3. Mr. K Purushotham 4. Ms N Jyoti Kumari 5. Ms Varsha Saini 6. All Members of Scouts & Guides 	<ol style="list-style-type: none"> 1- To plan activities for Scouts & guides. 2- To conduct activities during CCA period. 3- To take up social service activity for the school. 4- To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya. 5- Any other related work.
46- STAFF QUARTERS COMMITTEE	<ol style="list-style-type: none"> 1. Ms.Jaishree 2. Ms Jyoti 3. Mr. G Patidar 	<ol style="list-style-type: none"> 1- To see the allotment of Quarters. 1- To monitor the repair work in the Quarters. 2- To maintain Register of date wise repair work. 3- Any other related work.
47- HOUSE KEEPING AND SECURITY	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma (In-charge) 2. Mr. S K Jaiswal 3. Ms Vandana Agarwal 4. Ms. Sudha Lakshmi 	<ol style="list-style-type: none"> 1- To monitor the work of House Keeping 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 of 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.
48- BEAUTIFICATION COMMITTEE	<ol style="list-style-type: none"> 1. Dr. Vivek Kumar (In-charge) 2. Ms. Anu Soman 3. Ms. B Syamala 4. Ms. Sudha Lakshmi 5. Mr. Keshavmurthy 	<ol style="list-style-type: none"> 1- To plan for beautification of the Vidyalaya campus. 2- To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. 3- To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. 4- To procure fertilizers, manure, pesticides in consultation with Principal. 5- To motivate the children for gardening and beautification. 6- To develop medicinal plant garden in the campus. 7- Any other related work.

49- MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Madhusoodhan (In charge) 2. Ms. T Venket 3. Mr Nand Lal 4. Ms. Vaidehi R 5. Ms Leela Rani 6. Ms Varsha Saini 	<ol style="list-style-type: none"> 1- To encourage students and staff members to contribute articles for the Vidyalaya Patrika. 2- To design the Cover page with the help of Drawing teacher and students. 3-To ensure the Vidyalaya Patrika is published and Distributed in July. 4- To design the Student Diary. 5- Maintain liaison with Press and Media. 6-. Any other related work.
50- FIRST AID COMMITTEE	<ol style="list-style-type: none"> 1. Mr. S K Jaiswal (In charge) 2. Ms. Suparna Bain 3. Nurse 	<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.
51- Discipline Committee (Secondary and Senior Secondary)	<ol style="list-style-type: none"> 1. Mr. S K Jaiswal (Incharge) 2. Mr B Srinivas 3. Ms. Saritha Swamy 4. Mr. K C V Jois 5. Ms Suparna Ben 	<p>To check personal turn of students during assembly</p> <ol style="list-style-type: none"> 1- To check the late comers during morning assembly 2- To observe the behavior of students inside and outside class room 3- To ensure provision of out pass in all classes and their utilization 4- To initiate proper action as per KVS norms against indiscipline students 5- To check the girls and boys uniform daily. 6- To check the bags once in a week. 7- To confiscate the mobiles and other prohibited appliances. 8-To take the regular meeting of student councils, prefect, monitors. 9- To refer the problematic cases to the counselor for diagnosis 10- To inform the parents immediately 11- Any other related work.
52- CMP/ e- CLASS ROOM	<ol style="list-style-type: none"> 1. Mr. Jitendra Sharma (In-charge) 2. Mr. Viswanatha Jois 3. Ms. Vaidehi R 4. Ms P Shymala 5. Ms Enoo Hazarika 	<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 Interactive Board. 7- To guide teachers in uploading data online in CBSE website. 8- To ensure the systems in the computer lab are in working condition. 9- Any other related work.

53- LAISON COMMITTEE	1 Ms Neelam Kaur (In-charge) 2. Mr T Venket 3- Ms. Vaidehi R	1- To coordinate with external agencies. 2- Any other related work.
54- Lab Maintenance	1 Ms Neelam Kaur (In-charge) 2. Mr Keshavmurthy (Physics Lab, Library) 3- Mr. Subhash Chand (Chem, Bio) 4. Mr Dheeraj G (Comp Lab, Junior Science Lab)	1- To oversee the cleaning of Lab. 2. Breakage and maintenance. 3. Preparation and presence during practical. 2- Any other Lab and practical related work.
55- Implementation of SOP (Standard Operating Procedure)/Evacuation/Fire Safety	Mr. S K Jaiswal (In-charge) Mr. J S Rathod Ms Vandana Agarwal Mr. G Patidar	1-To follow all the student safety guidelines issued by KVS (HQ), KVS(RO) Bengaluru/ CBSE & Supreme court & make action plan & take steps accordingly. 2- To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. 3- Develop comprehensive action plan to implement the guidelines.
56- Flag Hosting and Retreating Ceremony	Mr. S K Jaiswal Mr. J S Rathod Mr. G Patidar	1- To ensure raising of National Flag every morning and it's lowering before sunset in our KV. 2- To position the flag post at prominent place. 3- To follow DO's and Don'ts to honour our National Flag. 4- To ensure compliance of the Flag Code.
57- Reception and Refreshment Committee for all occasions	1. Ms. N C Dasar (In-charge) 2. Ms Ankita 3. Ms Veidehi 4. Ms. Jyoti	The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. a. Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. b. Fixing and arranging the arena for refreshment of Guests.
58- Awakened Citizen Program	1. Ms Neelam Kaur VP (In-charge) 2. Mr Nand Lal Mr Rajendra Rai Ms Suparna Ben	To undertake all the programmes of ACP as per KVS Guidelines & sending periodic report.
59- PISA Implementation Committee	1- Ms Neelam Kaur (VP) 2. Mr K Purushotham 3. Ms Suparna Ben 4. Ms Ankita 5- All Maths/ Science/English Teachers	To undertake all the programmes and activities related to PISA.

PRINCIPAL