

**KENDRIYA VIDYALAYA, IISc- BENGALURU- 560 012**  
**COMMITTEE FOR THE ACADEMIC YEAR 2022-23**

<b>Department</b>	<b>Name of the Teachers. Mr./Mrs./Ms.</b>	<b>Duties &amp; Responsibilities (all members)</b>
<b>Academic Council</b>	1. M. Govindan 2. Vasantha Jayepaul 3. PGT (Hindi) 4. Jaseer K.P 5. R. Saroja 1. R.Sunitha H M 2. R.Sunanda 3. Prabhavathi 4. Kavitha Chaudhary	
<b>Admission</b>	1. Jaseer K.P, PGT (Maths) – Incharge 2. R.Sunitha (HM) 3. Satyavrut Sharma, TGT (Science) 4. Neelam Gaur Raidurg, TGT (P&HE) 5. Snoby Jose, PRT 6. Rekha Hombal	OLA (Online Admissions)-Checking/Scrutiny of all application registered online/Offline for class 1 and other classes, processing and conducting the online admission as per the KVS Admission guideline . Admissions to be done for online /offline for classes I to IX and XI as per the KVS Admission Guideline 2022-23. T.C admission for all classes to be done as per KVS norms.
<b>Time-Table</b>  <b>Substitution/Arrangement</b>	1. T. Rajeswari, PGT (Che)- Incharge 2. R Saroja, TGT (S.Sci) 3. Deepti Tiwari, TGT (Maths) 4. Snoby Jose, PRT 5. Roniya Chalil, PRT 6. Nidhi Balodi, PRT  1. Neelam Gaur Raidurg, TGT(PE) 2. Anjali Kumari 3. Any member of Time Table Committee	Preparation of teachers and class Time table for online/offline classes for the session 2022-23s as per KVS norms. Remedial time table for class X and XII whenever required.  To arrange the classes for the teachers on daily basis who are on leave/OD

<p><b>Examination (Internal)</b></p>	<ol style="list-style-type: none"> <li>1. Vasantha Jaypaul, PGT (Che) - Incharge</li> <li>2. Priyanka Sharma, PGT (Bio)</li> <li>3. R Saroja, TGT (S. Sci)</li> <li>4. Satyavrut Sharma, TGT (Sc.)</li> <li>5. Amar Chaturvedi, TGT (Hin)</li> <li>6. Vijayalakshmi, SS</li> </ol> <ol style="list-style-type: none"> <li>1. R Sunanda- PRT- Primary Incharge</li> <li>2. Nidhi Balodi, PRT</li> <li>3. Sakshi Gupta, PRT</li> </ol>	<p>Action plan to conduct Monthly Tests/PT/HY/SEE/Pre-Boards as per the KVS schedule for the session 2022-23 Ensuring the completion of progress cards of first term/second term for all classes and to ensure the progress card reaches the parents through class teacher on time. Conduct PTA meeting periodically as and when required.</p> <p>Furnishing the required information related to internal exam/tests whenever required to send to RO.</p>
<p><b>CBSE Exam. External Exam</b></p>	<ol style="list-style-type: none"> <li>1. N Shravan, PGT(Eng.)- I/C</li> <li>2. Amar Chaturvedi</li> <li>3. Pushpita Gautam</li> <li>4. Reena TGT (Eng)</li> <li>5. Mohan Singh, SS</li> </ol>	<p>All CBSE RELATED work / conduct of exams related to CBSE (Board Exam) for the session 2022-23. <b>CBSE registration</b> related work for class IX and XI Taking care of timely dispatch of CBSE letters. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII. Preparation of result analysis. Attending to correspondence of RO (Chennai/Bangalore) &amp; headquarters at New Delhi. Any other work related to CBSE.</p> <p>Arrangement &amp; conduct of external exams as per guidelines given by the respective external agency for the session 2022-23.</p>
<p><b>ATL</b></p>	<ol style="list-style-type: none"> <li>1. Rajani C, PGT(Phy) (I/C)</li> <li>2. Archana Hastu (TGT Mat)</li> <li>3. Deepti Pradeep Tiwari, TGT (Maths)</li> <li>4. Satyavrut Sharma, TGT (Sci)</li> <li>5. B.Chitra, PRT</li> <li>6. Nidhi Balodi PRT</li> </ol>	<p>Prompt implementation of A T L activities in the Vidyalaya &amp; updating the Dash board. Corresponding to all ATL related letters and implementation of the same for the session 2022-23. Maintenance of record with regard to transaction of expenditure incurred towards ATL lab activities promptly.</p>
<p><b>PISA related works</b></p>	<ol style="list-style-type: none"> <li>1. Jaseer K.P PGT(Maths)</li> <li>2. S S Mani PGT(CS)</li> <li>3. Computer Instructor Sec</li> </ol>	<p>Planning and implementation of PISA related work as per the circulars of KVS.</p>

<b>Fee collections &amp; Checking</b>	<ol style="list-style-type: none"> <li>1. S S Mani PGT(CS)</li> <li>2. N.Shravan, PGT(Eng)</li> <li>3. Comp.Instructor Sec</li> <li>4. Comp.Instructor Pri</li> <li>5. B.Chitra, PRT</li> </ol>	<p>Attending to all UBI related work with regard to fee collection for the session 2022-23.</p> <p>Providing information to teachers and students regarding fee collection and updating of data in the UBI portal every quarter. Guiding the teachers and parents whenever required.</p>
<b>STS</b>	<ol style="list-style-type: none"> <li>1. S. S. Mani</li> <li>2. Comp.Instructor Sec</li> <li>3. Comp.Instructor Pri</li> <li>4. All Class teachers</li> </ol>	<p>STS and other data entry work of students and staff assigned by State Government/KVS</p> <p>Implementation of STS State govt. circulars.</p> <p>Promotion of the students to the next higher class etc.</p>

<b>P-T Meeting</b>	<ol style="list-style-type: none"> <li>1. Vasantha Jaypaul</li> <li>2. R.Saroja TGT(S.St)</li> <li>3. R.Sunitha, HM</li> <li>4. All class teachers/Co class teachers</li> </ol>	<p>Conduct of Parents Teachers meeting periodically as per the KVS norms/Whenever required and informing the same to students &amp; parents about the Meeting. Arrangement of PTM as per schedule. Maintain attendance and minutes of the meeting (all concerned class teachers &amp; subject teachers).</p>
<b>STAFF MEETING</b>	<ol style="list-style-type: none"> <li>1. N Shravan, PGT (English)</li> <li>2. Sunitha R, HM</li> </ol>	<p>To Organize/Arrangement of staff meeting</p> <p>To prepare the minutes of the meetings conducted.</p> <p>Planning and execution of CCA activities for the session 2022-23. Conduct of program/event as per the KVS/CBSE circulars.</p>
<b>CCA(Secondary)</b>	<ol style="list-style-type: none"> <li>1. Rajini C PGT (Phy) Incharge</li> <li>2. Satyavrut Sharma TGT(Sc)</li> <li>3. Deepti Pradeep Tiwari</li> <li>4. Prabhavathy C PRT</li> <li>5. Sanghmitra, PRT</li> </ol>	<p>Planning, making arrangement and conduct of important days and celebrations as per the KVS circulars.</p> <p>Planning and conduct of Annual day.</p>



**Eco club –**

Priyanka Sharma PGT (Bio)  
T Rajeswari, PGT(Che)  
Satyavrut Sharma, TGT (Sc)  
Shruti Yadav, TGT (Sci)  
R.K.Sudha,PRT  
Sakshi Gupta,PRT

**Integrity –**

C Saravanan, TGT (Eng)  
Reena K V , TGT (Eng)  
Varsha, TGT (Maths)  
Jayanthi, PRT

**Maths –**

Archana Hastu TGT(Maths)-I/c  
Deepti Tiwari, TGT(Maths)  
Varsha, TGT (Maths)  
Jaseer K P, PGT (Maths)

**Science Club:-**

M Govindan, PGT (Phy) (I/C)  
Vasantha Jeyapaul, PGT (Che)  
T Rajeswari, PGT (Che)  
Satyavrut Sharma TGT(Sc)  
Shruti Yadav, TGT (Sci)

**AEP Club:-**

1. R Saroja TGT (S.Sci) (I/C)
2. Vinayak Bhat
3. Priyanka Sharma, PGT (Bio)
4. Archana Hastu, TGT (Maths)

To sensitize the students on adolescent issues.  
Conduct of AEP sessions by the teachers for boys and girls separately for the session 2022-23 online/offline.  
Arranging guest lecture by the external expert.

<p align="center"><b>ICT CAL / TAL (Sec)</b></p>	<ol style="list-style-type: none"> <li>1. S.S. Mani PGT(CS)</li> <li>2. C. Saravanan TGT (Eng)</li> <li>3. Comp.Instructor Sec</li> <li>4. Comp.Instructor Pri</li> </ol>	<p>To develop ICT classrooms/ departments and maintain ICT records as per KVS Guidelines To train/guide teachers for CAL TAL Classes To develop E-Classrooms. To ensure the proper internet facilities for online/offline classes with required speed.</p>
<p><b>Furniture &amp; Maintenance of Fixtures and assets</b></p>	<ol style="list-style-type: none"> <li>1. G K Madhusudhan Rao– Incharge</li> <li>2. PGT (Hindi)</li> <li>3. Anjali Kumari</li> <li>4. Suvra Sil</li> </ol>	<p>Maintenance of furniture stock register of school. Procurement of furniture for classes and various departments if required. Preparation of condemnation list of furniture items as per KVS guideline. Repairing of furniture.</p>
<p><b>Photography/Videography</b></p>	<ol style="list-style-type: none"> <li>1. G.K M Rao TGT(Art) I/c</li> <li>2. Amar Chaturvedi</li> <li>3. Sanghmitra, PRT</li> </ol>	<p>To take photographs/Videos of all events in the Vidyalaya To take photos of interesting special items during assembly. To take prints of photos of each event for display in the Board.</p>
<p><b>ID Cards</b></p>	<ol style="list-style-type: none"> <li>1. Neelam Gaur Raidurg, TGT (P&amp;HE)</li> <li>2. G K Madhusudhan, TGT (Art)</li> <li>3. Jayanthi S, PRT</li> </ol>	<p>To make necessary arrangement for ID cards of Students and Staff.</p>
<p><b>PA System</b></p>	<ol style="list-style-type: none"> <li>1. Anjali Kumari TGT (WE)</li> <li>2. G K Madshusudhan Rao, TGT (AE)</li> <li>3. Sanghmitra, PRT</li> <li>4. Nidhi Balodi, PRT</li> </ol>	<p>Purchase &amp; Maintenance of PA system. To make necessary arrangement of PA Systems for Morning Assembly, Workshops, Seminars, Meeting and for all functions/programs of the Vidyalaya.</p>
<p><b>Excursion/Adventures Activities</b></p>	<ol style="list-style-type: none"> <li>1. Rajani C PGT(Phy)</li> <li>2. C Saravanan, TGT (Eng)</li> <li>3. R K Sudha PRT</li> </ol>	<p>Planning and arrangement of educational tours as per KVS circulars for students.</p>
<p><b>Website Maintenance</b></p>	<ol style="list-style-type: none"> <li>1. S S Mani – PGT(CS)</li> <li>2. R. K. Sudha, PRT</li> <li>3. Senior Computer Instructor</li> <li>4. Junior, Computer Instructor</li> <li>5. G K M Rao, TGT(Art) – Photos providing</li> </ol>	<p>School website maintenance. Updating information from time to time (regularly every month and as and when required) Photos Uploading</p>

<p align="center"><b>Medical Check-up First Aid</b></p>	<ol style="list-style-type: none"> <li>1. Neelam Gaur Raidurg.</li> <li>2. Sumathi Yannam</li> <li>3. Nurse</li> <li>4. Sunitha HM</li> <li>5. Jayanthi S PRT</li> </ol>	<p>Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per KVS schedule. Purchase of medicines and materials for First Aid kit. Providing first aid facilities to students as and when required. Attending to all emergency requirements.</p>
<p align="center"><b>Sanitation &amp; Cleanliness &amp; Supervision of Housekeeping</b></p>	<p>Secondary Section</p> <ol style="list-style-type: none"> <li>1 SumathiYannam - Incharge</li> <li>2. C. Saravannan</li> <li>3. Reena K V</li> <li>4. Varsha</li> <li>5. Shruti Yadav</li> </ol>	<p>To monitor daily and ensure that the wash rooms /Toilets are cleaned thrice daily and as and when required by the house keeping and maintain record. To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p>

	<p>Primary Section</p> <ol style="list-style-type: none"> <li>1. Suvra Sil</li> <li>2. Roniya Chalil</li> <li>3. Sakshi Gupta</li> </ol>	<p>To monitor daily and ensure that the wash rooms /Toilets are cleaned thrice daily and as and when required by the house keeping and maintain record. To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p>
<p align="center"><b>Discipline &amp; Safety &amp; Security of the Students</b></p>	<ol style="list-style-type: none"> <li>1. Neelam G R I/C</li> <li>2. M. Govindan</li> <li>3. Vasanta Jeyapaul</li> <li>4. S S Mani</li> <li>5. R. Saroja</li> <li>6. Amar Chaturvedi</li> <li>7. C.Saravannan</li> </ol> <p><b><u>PRIMARY SECTION</u></b></p> <ol style="list-style-type: none"> <li>1. R.Sunitha HM</li> <li>2. Suvra Sil PRT</li> <li>3. Prabhavathi C PRT</li> <li>4. Nidhi Balodi PRT</li> </ol>	<p>To monitor regularly and ensure the discipline of the students throughout the working hours especially during the interval and during and after dispersal at 2:40 checking of late comers and to ensure the safety and security of the students.</p> <p>To attend to all discipline cases in the school.</p>

<b>Guidance &amp; Counselling</b>	<ol style="list-style-type: none"> <li>1. T.Rajeswari</li> <li>2. Archana Hastu</li> <li>3. Vinayak Bhat</li> <li>4. Counsellor</li> </ol>	<p>To conduct guest external lectures and also to arrange guidance and counselling classes at Vidyalaya level.</p> <p>To monitor and arrange counselling sessions to the required students.</p>
<b>Maintenance &amp; Repair</b>	<ol style="list-style-type: none"> <li>1. G.K.M. Rao I/C</li> <li>2. Anjali Kumari</li> <li>3. Amar Chaturvedi</li> <li>4. R.Sunitha (HM)</li> </ol>	<p>To identify the M&amp;R related work to electrical/ civil plumbing/ carpentry work and get it done.</p> <p>All M&amp; R works of School</p>
<b>Scouts &amp; Guides/Cubs &amp; Bulbuls</b>	<ol style="list-style-type: none"> <li>1. C Saravannan, TGT(Eng)</li> <li>2. R Saroja, TGT(SSt)</li> <li>3. N Shravan, PGT(Eng)</li> <li>4. GKM Rao, TGT(Art)</li> <li>5. Kavita Chaudhary, PRT</li> <li>6. Snoby Jose, PRT</li> <li>7. HM Asha, PRT</li> <li>8. Nidhi Balodi, PRT</li> <li>9. Sakshi</li> <li>10. Sanghmitra</li> </ol>	<p>To conduct S&amp;G/Cubs &amp; bulbul classes and organise the events to the movement as KVS circulars.</p>

<b>Beautification, Gardening</b>	<ol style="list-style-type: none"> <li>1. Priyanka Sharma</li> <li>2. Sunita (H.M)</li> <li>3. Shruti Yadav</li> <li>4. G K Madhusudhan Rao</li> <li>5. Anjali Kumari</li> <li>6. Kavita Chaudhary</li> <li>7. Roniya Chalil</li> </ol>	<p>Maintenance of aquarium, overall beautification of the garden. Planting of more saplings. &amp;supervise the work of the gardener.</p>
<b>School magazine, Sec &amp; Sr. Sec Students Diary etc.</b>	<ol style="list-style-type: none"> <li>1. Shravan N, PGT(Eng)</li> <li>2. PGT(Hin)</li> <li>3. Vinyak Bhat-TGT (Skt)</li> <li>4. R Sunita HM</li> </ol>	<p>Work related to school magazines, student's diary, invitation cards etc.,</p>

<b>Teaching Aids</b>	1.Archana Hastu I/C 2. Reena KV 3. R.Saroja 4.Shruti Yadav  1. Jayanthi 2. Rekha Hombal 3. SuvraSil 4. Sanghmitra	Purchase of essential teaching aids subject wise & class wise as per the request of the subject teachers.
<b>Department In charges</b>	1. <b>English</b> - N Shravan 2. <b>Hindi &amp; Sanskrit</b> – PGT (Hindi) 3. <b>Maths</b> - Jaseer K P 4. <b>Science</b> - M. Govindan 5. <b>Social</b> - R Saroja 6. <b>P &amp; HE</b> - Neelam Gaur 7. <b>Art</b> - G K M Rao 8. <b>Comp.Sci</b> – S S Mani 9. <b>Music</b> Anantha 10. <b>Library</b> Sumathi Yanam	Conducting subject committee meetings and to maintain register. Conducting Club activities and activities related to the subject as per the circulars from the KVS.
<b>Library</b>	Sumathi Yannam I/C PGT(Hin) Reena K.V TGT(Eng) Jaseer K P PGT(Maths) T. Rajeswari PGT(Che) R Sunitha, HM B. Chitra PRT Sakshi Gupta PRT	Maintenance of books Purchase according to the requirements Digitization of library. All Library related Works as per KVS library policy.

<b>Alumni Association</b>	N. Sharvanan Sunitha, HM	To update Alumni association in the Vidyalaya. To keep record of students joining Engg., Medicine, NDA or other Professional courses every year and to conduct activities. To help update of such details in school website
<b>Olympiads</b>	Jaseer K P, PGT(Maths) I/C Archana Hastu, TGT(Maths) R. Sunanda, PRT	To comply with all circulars related to various Maths Olympiads except Science and Inspire awards and implement accordingly in time.

<b>Fire safety</b>	<ol style="list-style-type: none"> <li>1. G K M Rao TGT(Art) I/C</li> <li>2. Anjali Kumari</li> </ol>	<p>To train the teachers &amp; the students.  To plan mock drill  To check upkeep, procurement of the equipment  To procure the fire safety certificate</p>
<b>Purchase</b>	<ol style="list-style-type: none"> <li>1. Priyanka Sharma</li> <li>2. Neelam Gaur Raidurg</li> <li>3. Anjali Kumari</li> <li>4. Amar C, TGT (Hin)</li> <li>5. R. Sunitha H M</li> </ol>	<p>Consolidating the requisition from all teachers.  Conduct of market survey to procure quotation.  To prepare comparative statement.  To verify the purchases/bills as per procedure.</p>
<b>CS 11 &amp; CS 54</b>	<ol style="list-style-type: none"> <li>1. Jaseer K P</li> <li>2. Archana Hastu</li> <li>3. Lalan Ji Prasad</li> </ol>	<p>To check and compile the fees, every month.</p>
<b>Science Exhibitions &amp; INSPIRE award and Science Club activities</b>	<p>M Govindan PGT(Phy) I/C  Vasantha J PGT(Chem)  T Rajeswari PGT(Chem)  Priyanka Sharma PGT(Bio)  S S Mani PGT(CS)  Satyavrut Sharma TGT (Sc)  ShruthiYadav, TGT(Sc)</p>	<p>To inform and train the students for the various science exhibitions like JNNSMEE,NCSC,INSPIRE award ...etc</p>
<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. Shravan N -I/c.</li> <li>2. VinayakBhat TGT(Sans)</li> <li>3. Rekha Hombal</li> </ol>	<p>To arrange transport for the students for different events as per the need.</p>
<b>Class room locking</b>	<ol style="list-style-type: none"> <li>1. R Ravi, S Staff }  2. Mohan Singh } On Rotation  3. Vijayalakshmi }</li> </ol>	<p>To ensure that all class rooms /Toilets are checked &amp; locked after school hours.  To Monitor &amp; ensure that all class rooms/Corridors are cleaned regularly  To check the movement of strangers &amp; inform.</p>
<b>Flag Duty</b>	<ol style="list-style-type: none"> <li>1. Neelum Gaur TGT (PE)</li> <li>2. C.Saravannan TGT (Eng)</li> <li>3. Ravi S Staff</li> </ol>	<p>To allot duties for morning flag hoisting and lowering the flag in the evening.  To look after the timely hoisting &amp; lowering To maintain the neatness.</p>
<b>Raj Bhasha</b>	<ol style="list-style-type: none"> <li>1. PGT(Hindi)</li> <li>2. Amar Chaturvedi TGT(Hindi)</li> <li>3. TGT (Hindi)</li> <li>4. Lalan Ji Prasad</li> </ol>	<p>To take care of the implementation of all activities of Raj Bhasha Programme in the Vidyalaya.</p>

<b>Water Supply &amp; Arrangement and checking of Drinking Water</b>	1. GKM Rao TGT (Art) 2. Kavita Chaudhary 3. Gardener	To take care of Water Supply/drinking water supply in the Vidyalaya (Regular & on special events)
<b>SC/ST Cell</b>	1. M Govindan PGT(Phy) 2. Priyanka Sharma 3. Pushpita Gautam 4. Rekha Hombal, PRT	To address the difficulties and problems faced by the respective student community & resolve the problems faced. Suggestions box to be opened regularly.
<b>Grievances Girls/ Women Cell / Sexual Harassment</b>	Neelam Gaur, TGT (PE) Vasantha Jayepaul R.Saroja,TGT (SSt) R. Sunitha (HM)	To address the problems related to Grievances of Girls/ Women at work place /Sexual Harassment Cases& arrive at a suitable solution.
<b>Sports &amp; Games</b>	Neelam Gaur, TGT(PE) Sanghmitra Sports coach 1 Sports coach 2	1. To attend to all SBSB related works. 2. To purchase the required sports/games material. 3. To coach & encourage the participation of students in various sports/games. (within and before/after school hours) 4. To escort the students for various sports/games events held outside.
<b>General Grievance &amp; Maintenance of Suggestion Box</b>	1. Shravan N 2. Neelam Gaur 3. R. Saroja 4. Sunitha HM	Addressing to the grievances of teachers and students and opening of the complaints box once a week. Maintenance of register with proper records. To reply to all RTI and RTE related information.

**These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges and members of various committees are requested to perform the duties as mentioned above. Apart from these, if any work is assigned by the Principal, all members of staff (including contractual teaching/non-teaching) have to carry out the work sincerely.**