

KENDRIYA VIDYALAYA, IISc- BENGALURU- 560 012 COMMITTEE
FOR THE ACADEMIC YEAR 2023-24

Department	Name of the Teachers. Mr./Mrs./Ms.	Duties & Responsibilities (all members)
Academic Council	1. M. Govindan 2. Vasantha Jayepaul 3. PGT (Hindi) 4. Jaseer K P 5. C Saravanan 1. R.Sunitha H M 2. R.Sunanda 3. Prabhavathy C 4. Kavitha Chaudhary	To ensure follow up of split up of syllabus To Monitor and maintain academic standard To ensure proper checkup of CW HW Assignment Monthly meeting / subject meeting
Admission	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. Prabhavathy C	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 2023-24. T.C admission for all classes to be done as per KVS norms.
Time-Table Substitution/Arrangement	1. T. Rajeswari, PGT (Che)- Incharge 2. Archana Hastu 3. Sumathi Y 4. Varsha TGT (Maths) 5. Deepti Tiwari, TGT (Maths) 6. Snoby Jose, PRT 7. Roniya Chalil, PRT 8. Nidhi Balodi, PRT	Preparation of teachers and class Time table for online/offline classes for the session 2023-24s 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>Examination (Internal)</p>	<ol style="list-style-type: none"> 1. VasanthaJaypaul, PGT (Che) - Incharge 2. Satyavrut Sharma, TGT (Sc.) 3. Amar Chaturvedi, TGT (Hin) 4. Shruti Yadav TGT Sc 5. Sumathi Y 6. Vijayalakshmi, SS 1. R Sunanda- PRT- Primary Incharge 2. NidhiBalodi, PRT 3. Sakshi Gupta, PRT 	<p>Action plan to conduct Monthly Tests/PT/HY/SEE/Pre-Boards as per the KVS schedule for the session 2023-24 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>CBSE Exam. External Exam</p>	<ol style="list-style-type: none"> 1. Shravan N, PGT(Eng.)- I/C 2. Amar Chaturvedi 3. Pushpita Gautam 4. Reena TGT (Eng) 5. Mohan Singh, SS 	<p>All CBSE RELATED work / conduct of exams related to CBSE (Board Exam) for the session 2023-24. CBSE registration 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) & headquarters at New Delhi. Any other work related to CBSE.</p> <p>Arrangement & conduct of external exams as per guidelines given by the respective external agency for the session 2023-24.</p>
<p>ATL</p>	<ol style="list-style-type: none"> 1. Rajani C PGT(Phy) 2. Anjali Kumari TGT WE 3. Deepti Pradeep Tiwari, TGT (Maths) 4. Shruti Yadav, TGT (Sci) 5. B.Chitra, PRT 6. Sudha Ramesh 	<p>Prompt implementation of A T L activities in the Vidyalaya& updating the Dash board. Corresponding to all ATL related letters and implementation of the same for the session 2023-24. Maintenance of record with regard to transaction of expenditure incurred towards ATL lab activities promptly.</p>
<p>PISA related works</p>	<ol style="list-style-type: none"> 1. Jaseer K.P PGT(Maths) 2. S S Mani PGT(CS) 3. Computer Instructor Sec 	<p>Planning and implementation of PISA related work as per the circulars of KVS.</p>

Fee collections & Checking	<ol style="list-style-type: none"> 1. S S Mani PGT(CS) 2. Shravan N, PGT(Eng) 3. Comp.Instructor Sec 4. Comp.InstructorPri 5. B.Chitra, PRT 	<p>Attending to all UBI related work with regard to fee collection for the session 2023-24.</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>
STS	<ol style="list-style-type: none"> 1. S. S. Mani 2. Comp.Instructor Sec 3. Comp.InstructorPri 4. All Class teachers 	<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>
P-T Meeting	<ol style="list-style-type: none"> 1. Vasantha Jaypaul 2. C Saravanan 3. R.Sunitha, HM 4. All class teachers/Co class teachers 	<p>Conduct of Parents Teachers meeting periodically as per the KVS norms/Whenever required and informing the same to students & parents about the Meeting.</p> <p>Arrangement of PTM as per schedule. Maintain attendance and minutes of the meeting (all concerned class teachers & subject teachers).</p>
STAFF MEETING	<ol style="list-style-type: none"> 1. Shravan N, PGT (English) 2. Sunitha R, HM 3. G K M Rao } Furniture & necessary 4. Anjali Kumari } arrangement 	<p>To Organize/Arrangement of staff meeting</p> <p>To prepare the minutes of the meetings conducted.</p>
CCA(Secondary)	<ol style="list-style-type: none"> 1. Priyanka Sharma PGT (Bio) Incharge 2. PGT Hindi 3. Shruti Yadav 4. TGT SSt-1 5. Prabhavathy C PRT 6. Sanghmitra, PRT 7. Kannada Teacher 	<p>To prepare the students for various CCA competitions for the session 2023-24.</p> <p>Seating arrangements for different functions events etc.</p> <p>To conduct house meetings and ensure mass participation.</p> <p>Maintenance of house display board on the topic given regularly.</p>

	<p><u>House Masters (Secondary):</u></p> <ol style="list-style-type: none"> 1. Deepti P Tiwari 2. Pushpita Gautam 3. Reena K V 4. TGT Hindi <p><u>House Masters (Primary):</u></p> <ol style="list-style-type: none"> 1. B.Chitra, PRT 2. Roniya Chalil, PRT 3. Asha H M, PRT 4. Suvra Sil, PRT <p>1.Literary Club :</p> <ol style="list-style-type: none"> a) Shravan N b) Pushpita Gautam, c) C Saravanan d) Reena K V <p>ii. (Hindi & Sanskrit) – a)</p> <ol style="list-style-type: none"> PGT (Hindi) b) Amar Chaturvedi c) TGT Sans 1 d) TGT Sans 2 	<p>Months wise/week wise action plan for the year 2023-24.</p> <p>Formation of student’s members in the respective clubs.</p> <p>Implementation of planned activities as per the action plan.</p> <p>Updating of bulletin board allotted to the various club.</p> <p>Any other activity as per pertaining to the concern club to be implemented.</p>
House		
Clubs		

Eco club –
Priyanka Sharma PGT (Bio)
T Rajeswari, PGT(Che)
Satyavrat Sharma, TGT (Sc)
Shruti Yadav, TGT (Sci)
Sudha Ramesh ,PRT
Sakshi Gupta,PRT

Integrity –
C Saravanan, TGT (Eng)
Reena K V , TGT (Eng)
Varsha, TGT (Maths)

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)
Rajani C, PGT (Phy)
Vasantha Jeyapaul, PGT (Che)
T Rajeswari, PGT (Che)
Satyavrat Sharma TGT(Sc)
Shruti Yadav, TGT (Sci)

AEP Club:-
1. Shruti Yadav (I/c)
2. TGT Sans 2
3. Priyanka Sharma, PGT (Bio)
4. ArchanaHastu, TGT (Maths)

To sensitize the students on adolescent issues.
Conduct of AEP sessions by the teachers for boys and girls separately for the session 2023-24.
Arranging guest lecture by the external expert.

<p align="center">ICT CAL / TAL (Sec)</p>	<ol style="list-style-type: none"> 1. S.S. Mani PGT(CS) 2. C. Saravanan TGT (Eng) 3. Comp.Instructor Sec 4. Comp.Instructor Pri 	<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 align="center">Furniture & Maintenance of Fixtures and assets</p>	<ol style="list-style-type: none"> 1. G K Madhusudhan Rao– In-charge 2. PGT (Hindi) 3. TGT Sans2 4. Anjali Kumari 5. SuvraSil 	<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 align="center">Photography/Videography</p>	<ol style="list-style-type: none"> 1. G.K M Rao TGT(Art) I/c 2. TGT SSt-1 3. Sanghmitra, PRT 	<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 align="center">ID Cards</p>	<ol style="list-style-type: none"> 1. Neelam Gaur Raidurg, TGT (P&HE) 2. G K Madhusudhan Rao, TGT (Art) 3. Roniya Chalil 	<p>To make necessary arrangement for ID cards of Students and Staff.</p>
<p align="center">PA System</p>	<ol style="list-style-type: none"> 1. Anjali Kumari TGT (WE) 2. G K Madshusudhan Rao, TGT (AE) 3. Sanghmitra, PRT 4. Nidhi Balodi, PRT 	<p>Purchase & 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 align="center">Excursion/Adventures Activities</p>	<ol style="list-style-type: none"> 1. M Govindna PGT(Phy) 2. C Saravanan, TGT (Eng) 3. R K Sudha PRT 	<p>Planning and arrangement of educational tours as per KVS circulars for students.</p>
<p align="center">WebsiteMaintenance</p>	<ol style="list-style-type: none"> 1. S S Mani – PGT(CS) 2. R. K. Sudha, PRT 3. Senior Computer Instructor 4. Junior, Computer Instructor 5. G K M Rao, TGT(Art) – Photos providing 	<p>School website maintenance. Updating information from time to time (regularly every month and as and when required) Photos Uploading</p>

<p align="center">Medical Check-up First Aid</p>	<ol style="list-style-type: none"> 1. Neelam Gaur Raidurg. 2. Sumathi Yannam 3. Nurse 4. Sunitha R , HM 5. Sunanda R 	<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">Sanitation & Cleanliness & Supervision of Housekeeping</p>	<p>Secondary Section</p> <ol style="list-style-type: none"> 1. M Govindan I/c 2. Neelam R G 3. C. Saravannan 4. Reena K V 5. Varsha 6. Shruti Yadav 7. Vijayalakshmi R , SS 	<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">Sanitation & Cleanliness & Supervision of Housekeeping</p>	<p>Primary Section</p> <ol style="list-style-type: none"> 1. Suvra Sil 2. Roniya Chalil 3. Sakshi Gupta 	<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">Discipline & Safety & Security of the Students</p>	<ol style="list-style-type: none"> 1. Neelam G R I/C 2. M. Govindan 3. Vasantha Jeyapaul 4. S S Mani 5. TGT SST1 6. Amar Chaturvedi 7. C.Saravannan <p><u>PRIMARY SECTION</u></p> <ol style="list-style-type: none"> 1. R.Sunitha HM 2. Suvra Sil PRT 3. Prabhavathy C PRT 4. Nidhi Balodi PRT 	<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>

Guidance and Counselling	1. T Rajeswari 2. Archana Hastu 3. PGT Hindi 4. Counsellor	To Conduct guest external lectures and also to arrange guidance and counselling classes at vidyalaya level To monitor and arrange counselling sessions to the required students.
Maintenance and Repair	1. G K M Rao TGT (Art) - I/c 2. Anjali Kumari TGT(WE) 3. Amar Chaturvedi TGT(Hin) 4. R Sunitha HM	To identi
Scouts , Guides Cubs and Bulbuls	1. C Saravannan, TGT(Eng) 2. Sumathi Y , TGT(Lib) 3. N Shravan, PGT(Eng) Class 6 : TGT SST2 4. GKM Rao, TGT(Art) Class 7 : TGT Hin2 5. Kavita Chaudhary, PRT Class 8 : Satyvrat Sharma 6. Snoby Jose, PRT 7. HM Asha, PRT 8. Nidhi Balodi, PRT 9. Sakshi 10. Sanghmitra	To conduct S&G/Cubs & bulbul classes and organise the events to the movement as KVS circulars.
Beautification, Gardening	1. G K M Rao TGT(AE) In charge 2. Sathyavrat Sharma 3. Shruti Yadav 4. Anjali Kumari 5. Suvra Sil 6. Roniya Chalil	Maintenance of aquarium, overall beautification of the garden. Planting of more saplings. &supervise the work of the gardener.
School magazine, Sec & Sr. SecStudents Diary etc.	1. Shravan N, PGT(Eng) 2. PGT(Hin) 3. TGT Sans 2 4. R Sunita HM	Work related to school magazines, student's diary, invitation cards etc.,

Teaching Aids	<ol style="list-style-type: none"> 1. Archana Hastu I/C 2. Reena KV 3. TGT SSt 3 4. Shruti Yadav 1. Sudha Ramesh 2. Sunanda R 3. Suvra Sil 4. Sanghmitra 	Purchase of essential teaching aids subject wise & class wise as per the request of the subject teachers.
Department In charges	<ol style="list-style-type: none"> 1. English - N Shravan 2. Hindi&Sanskrit – PGT (Hindi) & Amar C 3. Maths - Jaseer K P 4. Science - M. Govindan 5. Social - TGT SSt3 6. P & HE - Neelam Gaur 7. Art - G K M Rao 8. Comp.Sci – S S Mani 9. Music Anantha & Sanghmitra 10. Library : Sumathi Yanam 	<p>Conducting subject committee meetings and to maintain register.</p> <p>Conducting Club activities and activities related to the subject as per the circulars from the KVS.</p>
Library	<ol style="list-style-type: none"> 1. Sumathi Yannam I/C 2. PGT(Hin) 3. Reena K.V TGT(Eng) 4. Jaseer K P PGT(Maths) 5. T. Rajeswari PGT(Che) 6. R Sunitha, HM 7. B. Chitra PRT 8. Sakshi Gupta PRT 	<p>Maintenance of books</p> <p>Purchase according to the requirements Digitization of library.</p> <p>All Library related Works as per KVS library policy.</p>
Alumni Association	<p>Rajani C Shravan N Sunitha R, HM</p>	<p>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.</p> <p>To help update of such details in school website</p>
Olympiads	<p>Jaseer K P, PGT(Maths) I/C Archana Hastu, TGT(Maths) B Chitra, PRT</p>	<p>To comply with all circulars related to various Maths Olympiads except Science and Inspire awards and implement accordingly in time.</p>

Fire safety	<ol style="list-style-type: none"> 1. G K M Rao TGT(Art) I/C 2. Anjali Kumari 	<p>To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the fire safety certificate</p>
Purchase	<ol style="list-style-type: none"> 1. S S Mani PGT CS 2. Neelam Gaur Raidurg 3. Anjali Kumari 4. Amar C, TGT (Hin) 5. R. Sunitha H M 	<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>
CS 11 & CS 54	<ol style="list-style-type: none"> 1. Jaseer K P 2. Archana Hastu 3. SSA/JSA 	<p>To check and compile the fees, every month.</p>
Science Exhibitions & INSPIRE award and Science Club activities	<p>M Govindan PGT(Phy) I/C Vasanth J PGT(Chem) Rajani C PGT(Phy) T Rajeswari PGT(Chem) Priyanka Sharma PGT(Bio) S S Mani PGT(CS) Satyavrat 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>
Transportation	<ol style="list-style-type: none"> 1. Shravan N -I/c. 2. Neelam G R 	<p>To arrange transport for the students for different events as per the need.</p>
Class room locking	<ol style="list-style-type: none"> 1. R Ravi, S Staff } 2. Mohan Singh } On Rotation 3. Vijayalakshmi } 	<p>To ensure that all class rooms /Toilets are checked & locked after school hours. To Monitor & ensure that all class rooms/Corridors are cleaned regularly To check the movement of strangers & inform.</p>
Flag Duty	<ol style="list-style-type: none"> 1. Neelam Gaur TGT (PE) 2. C.Saravannan TGT (Eng) 3. Ravi S Staff 	<p>To allot duties for morning flag hoisting and lowering the flag in the evening. To look after the timely hoisting & lowering To maintain the neatness.</p>

Raj Bhasha	1. PGT(Hindi) 2. Amar Chaturvedi TGT(Hindi) 3. TGT (Hindi) 4. SSA/JSA	To take care of the implementation of all activities of Raj Bhasha Programme in the Vidyalaya.
Water Supply & Arrangement and checking of Drinking Water	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)
SC/ST Cell	1. M Govindan PGT(Phy) 2. Priyanka Sharma 3. Pushpita Gautam 4. Sanghmitra	To address the difficulties and problems faced by the respective student community & resolve the problems faced. Suggestions box to be opened regularly.
Grievances Girls/ Women Cell / Sexual Harassment	Neelam Gaur, TGT (PE) Vasantha Jayepaul Reena K V R. Sunitha (HM)	To address the problems related to Grievances of Girls/ Women at work place /Sexual Harassment Cases & arrive at a suitable solution.
Sports & Games	Neelam Gaur, TGT(PHE) 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.
General Grievance & Maintenance of Suggestion Box	Shravan N Neelam Gaur 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.