

## Committees for Academic Year 2018-19

**KENDRIYA VIDYALAYA DRDO, C.V.RAMANNAGAR, BANGALORE: 560 093**

### **LIST OF COMMITTEES FOR THE YEAR 2018-2019.**

S.no	Department	Name of the Teachers.	Sign	Duties & Responsibilities
1.	Admission	<ol style="list-style-type: none"> <li>1. <b><u>Mrs. Sujatha Guneshwari,</u></b> <b><u>PGT(Bio) I/C</u></b></li> <li>2. Mrs. Bhavana singh.TGT (Social science)</li> <li>3. <u>Mrs. Preeti Mukherjee,TGT(Maths)</u></li> <li>4. <u>Mrs Jayashree, PRT</u></li> <li>5. <u>Mrs. Chitra PRT</u></li> <li>6. <u>Mrs. Nerella Radha, PRT</u></li> <li>7. Computer Instructor-1</li> </ol>		<p>Advertisement, issue of application forms, registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per KVS norms, Maintenance of admission registers. Monitoring of T.Cs issued, uploading of registered application in the web site, uploading of TC on regular basis, Monthly updating the students 'enrolment. Any changes in SR register/ Guard file will be done only by Mrs Sujatha Guneswari. .</p> <p>To collect the data and send to RO , LDC on the last working day with the help of Computer instructor-1</p>
2.	<p>Time-Table Sec &amp;Sr.Sec</p> <p>&amp;</p> <p>Arrangement , Bell Timings&amp; Corridor Duty</p>	<ol style="list-style-type: none"> <li>1. <b><u>Mr.Mathialagan,</u></b> <b><u>PGT ( Mathematics)I/C</u></b></li> <li>2. Mr. K. Srihari,PGT(Physics)-Associate</li> <li>3. Computer Instructor I</li> </ol> <ol style="list-style-type: none"> <li>1. Mr. Uday kant Thakur TGT(Hindi)- <b>To assist in arrangement.</b></li> <li>2. Mr..Mathialagan, PGT(Mathematics)</li> </ol>		<p>Preparation of teachers, classes Time table, Remedial time table as per KVS norms. Monitoring of regular, zero period and Test/ Exam bell timings. Preparation of salary statement of coaches and part-time teachers before 3<sup>rd</sup> of every month.</p> <p>To arrange the classes of the teachers on daily basis who are on leave/OD.</p> <p>To prepare special Time table as per need and requirement.</p>

			Display corridor duty.
3.	<b>Morning Assembly Incharge</b>	<b>1. Dr. Chandrashekar,PGT(Physics)</b>	To conduct the morning assembly within the stipulated timings as per KVS norms. To monitor the announcements. To monitor the discipline and the conduct of morning assembly programme.
4	<b>Cultural In charge</b>	<b>1.Mrs. Shivani Ranjan TGT (Eng)- I/C</b> <b>2.Mrs.Uma Ghosh, PRT(Music)</b>	Arrangement and coordination for vidyalaya cultural items And events. To organize cultural activities during all school related functions..
a)	<b><u>Examination</u></b> <b>Internal Examination.</b>	<b><u>Ms Rakhi Mann, PGT(Chem)- I/C</u></b> <b><u>MEMBERS-</u></b> 1. Mrs. PadmaV kamble TGT(HINDI) 2. Mr. V. Vernekar- * (During conduction of Exam). 3. Mr.Pillappa (Lab Attendant).	To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers diaries.
b)	<b>CBSE Examination.</b>	<b>1. Mr. Prema Arul, PGT(Physics)–</b> <b>2. Mrs. Sonam Dutta, PGT (Computer Science) – Online Activities for CBSE</b> <b>3. Mrs. Preeti Mukherjee.</b> <b>TGT(Mathematics)</b> <b>4. Mr. Gangadhararadhya (Group D)</b>	All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.

		<ul style="list-style-type: none"> <li>5. Mr. R Nanjappa (Group D)</li> <li>6. K. Pillappa (Group D)</li> </ul>	
c)	<b>External Examination.</b>	<ul style="list-style-type: none"> <li>1. <b>Mrs. Aruna D Ekanath, PGT(Comp Sc.) (I/C)</b></li> <li>2. Dr, R . Chandrasekar. PGT (Physics)</li> <li>3. Mrs. P. S. Kavitha,TGT(Maths)</li> </ul>	Arrangement & conduct of exam as per guidelines given by the respective agency.
5	<b>Co-curricular activities</b>		
a)	<b>CCA(School based)</b>	<ul style="list-style-type: none"> <li>1. <b>Mrs. R. Geetha, TGT(English) –I/C</b></li> <li>2. Mr. L. K. Bhat, TGT (Sanskrit).Associate</li> <li>3. Mrs.Madhurima, TGT (Eng)-Result and records keeping Incharge.</li> </ul>	<p>Planning of activities, conduction of programme, preparation and announcement in assembly.</p> <p>Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the KVS guidelines.Student Council – allotment of duties, discipline, uniform checking etc. to publish the School Magazine for the year 2018.To collect data from various departments for annual report as per (RO).</p>
b)	<b>House</b>	<p><b><u>House Masters</u></b></p> <ul style="list-style-type: none"> <li>1. Mrs. Aarthi Suvindu, TGT(Eng)</li> <li>2. Mrs. Sandhya Rani Mishra, TGT (SKT)</li> <li>3. Mrs. Jestina John,TGT (Maths)</li> <li>4. Mrs , Latha E R,TGT (Science)</li> </ul>	<p>To prepare the students for various competitions.</p> <p>Seating arrangements for function, events, competition.</p> <p>Maintenance of perfects/student’s council on duty.</p> <p>Maintain records of competitions.</p> <p>To ensure mass participation in all the activities.</p> <p>To conduct house meeting and maintain house register.</p>

c)	<b>CCA(External)/ Talks/Seminars including</b>	<b>1.Mrs.Madhurima Bharti, TGT(Eng) I/C</b> <ol style="list-style-type: none"> <li>1. Mr. Ramakant Gautham, TGT(Science)</li> <li>2. Mrs.Padma V Kamble, TGT( Hindi)</li> </ol>	<p>To see that children participate in the appropriate competitions conducted by different agencies. To make note of the achievements of students in Register and to submit the details as and when required.</p> <p>Arrangement of Seminars, guest lectures/talks, career To announces the various competitions in the morning assembly.</p> <p>To motivate the students to subscribe to NIE and to place order for the papers and to ensure the proper distribution of the papers. To prepare the students to take part in the various competitions and the activities</p>
d)	<b>NIE</b>	<b>1. Mrs Shivani Ranjan, TGT(Eng) I/C</b>	<ol style="list-style-type: none"> <li>1. To subscribe and distribute Newspapers as per the standard of classes.</li> <li>2. To maintain record of NIE leaders of all classes</li> <li>3. Ensure maximum participation of the students in the activities taken under NIE</li> <li>4. Publishing of reports of various events taking place in the Vidyalaya .</li> </ol>
d)	<b>Clubs</b>	<b>I/C</b> <ol style="list-style-type: none"> <li>1. Literary Club <ol style="list-style-type: none"> <li>i. (English)– Mrs.Geetha, I/C</li> <li>ii. (Hindi) – Mrs.Padma V. Kamble,</li> <li>iii. (Sanskrit)- Mr. L K Bhat, I/C</li> </ol> </li> <li>2. Eco club – Mr.Vijay Kumar, I/C</li> <li>3. Integrity – Mr.Bhavana, Singh, I/C ( Record &amp; Board Mnt. By Mrs. Shine O)</li> <li>4. Maths – Mrs.Preeti Mukherjee,I/C</li> </ol>	<ol style="list-style-type: none"> <li>1. Activities to be planned and implemented.</li> <li>2. Records to be maintained in the Club Register.</li> <li>3. Upkeep of the bulletin board.</li> <li>4. Ensure maximum participation of students in the club activities.</li> </ol>

6.	<b>Academic Coordinator &amp; Back to Basic. (SLATE).</b>	<p><b>Mrs. Jinu H Pavithran-Overall I/C</b> PGT- English</p> <ol style="list-style-type: none"> <li>All Class Teachers of Classes 1 to 8.</li> <li>All Class teachers (VI- XII) A-Section Teachers.</li> </ol> <p><b><u>Class Coordinators for PTM</u></b></p> <ol style="list-style-type: none"> <li>VI-A- Aarathi s.</li> <li>VII—A-Madhurima</li> <li>VIII-A-B.P. Singh</li> <li>IX-A Bhavana Singh</li> <li>XA- Bindu Gopakumar</li> <li>XI-A – G. Mathialagan</li> <li>XII-A- A. K. Singh.</li> </ol>	<p>To implement and maintain records of Back to Basics from class 6 to 8 as per KVS norms.</p> <p>To maintain record of all activities related to academics To distribute list of text books Note books, option forms and other details. To maintain minutes of academic meetings. To organize and conduct Parent teacher meetings for all the classes. To send the information to parents regarding academics. To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.</p>
7.	<b>Grievance, Child Right protection &amp; RTI cell</b>  <b>&amp;</b>  <b>Safety and security of students, Search and Rescue.</b>	<ol style="list-style-type: none"> <li>Mrs. Sujatha, PGT(Bio) I/C</li> <li>Mrs. Aruna (PGT CS)</li> <li>Mrs Bhavana Singh, TGT(SST)</li> <li>Mrs Renny George,PRT</li> </ol> <p>.</p> <ol style="list-style-type: none"> <li>Dr. R . Chandrsekar. PGT (Phy).I/C</li> <li>Mr. M C Parthiban, TGT(WE)</li> <li>Mr. Naveen Pandey, PRT</li> <li>Mrs. Malvika khare.( HM)</li> <li>All class Teachers</li> </ol>	<p>Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records. To attend to all discipline cases in the school. To reply to all RTI and RTE related information</p>
8.	<b>Arrival and dispersal of students .</b>	<ol style="list-style-type: none"> <li>Mr. A.K. S ingh.PGT(Chemistry) I/C</li> <li>Dr. R. Chandra sekar.PGT (Phy)-I/C (Boys)</li> </ol>	<p>Timely closing of the gate, coordinating with the discipline committee, report of everyday to reach the Principal and to ensure the safety and security of the</p>

	<b>Discipline</b>	3.Mrs. Jinu H Pavitran.PGT(ENG)- <b>I/C(Girls)</b> . 4.All Class Teachers 5- Mrs Malvika khare-( HM.) 6.House on Duty	students, corridor movement, dispersal of students after school hours, issue of ID cards, Out pass, Visitor's pass, Parent ID etc  Checking of late comers, uniform, dispersal of students after school hours.
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8. **Junior Science Lab** – Mr. Vijay  
Kumar

9. **Junior Science Lab** –Mrs. Latha ER

10. **Maths Lab**-Mrs. Jestina John.

11. **Scouts & Guides**- Mr.R K Gautham  
**Scouts**-Mr. Gautham

**Guides**- Mrs Aruna

12. **Medical Room**- Mr. Bittu





12.	<b>PA System</b>	1.Mr.M.C.Parthiban,TGT(WE)– I/C(Secondary) 2.Mrs. Uma Ghosh,PRT-I/C(Primary)	Purchase & Maintenance of PA system related items. Ensuring the functioning of this during daily assembly (both in Primary & secondary) and also during all the meetings, workshops, seminars and celebrations at school.
13.	<b>Excursion Sec &amp; Sr Sec</b>	1.Mr.Bittu, TGT(P&HE) 2.Mr.B P Singh, TGT(SST) 3. Mr. Pandyan 4.Mr.Thakur All Class Teachers	Planning and arrangement of educational tours as per KVS direction for students and staff.
14.	<b>Scouts&amp; Guides</b>	1. <b>Mr.R.K. Gautam, TGT (Science)- Scouts I/C</b> 2. <b>Mrs Aruna,PGT(Comp.Sc)- Guides I/C</b> 3.All teachers trained in Scout & Guides	To conduct scouts and guides activities in the Vidyalaya. To prepare the students for various testing camps. To plan for adventure activities for scouts.
15.	<b>Website Maintenance</b>	1. <b>Mrs. Sonam Dutta, PGT (CS)</b> 2. Mrs Shivani Ranjan 3. Mrs. Priyanka Aggarwal 4. Computer Instructor-II	Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office. School web site maintenance. Uploading of all information with photos.

16.	<b>Medical Check-up First Aid Secondary</b>	<b>1.Mr.B P Singh, TGT(SSt)-I/C</b> 2. Mr.Bittu, TGT( P&HE) 3. Coaches 4.Nurse 5.Doctor 6.HM 7.All class teachers	Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per KVS Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required. Attending to all emergency conditions. Schedule.
17.	<b>Fire Safety, Evacuation</b>	<b>1.Mr. Vijay Kumar -I/C</b> 2. Mr Parthiban,TGT(WE) 3. Mrs Malvika Khare.(HM) 4- Mr Pandyan	To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate
18.	<b>Fee collections, UBI, Checking CS 11 &amp; CS 54 &amp; Shaala darpan</b>	<b>1.Mrs.P S Kavitha, TGT(Maths)-I/C</b> 2. Computer Instructor (Secondary). 3. Computer Instructor- (Primary)	Fixing and announcement of dates for fee collections. Feeding of data to UBI Server. Preparation of Challans. Take up the modifications as and when required. To update all the details of Shaala Darpan and keep the records.
19.	<b>Guidance &amp; Counseling  Internal Complaint</b>	<b>1. Mrs. K. Srihari I/C</b> 2. Mrs. Latha E. R 3. Mrs. Bhavana Singh 4..Counsellor	To carry out sessions on various careers. To put up in the school various options of career available. Dealing the matters with students, teachers and parents To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.

20.	<b>AEP</b>	<b>1.Mrs. Latha ER, TGT(Sci) – I/C</b> 2.Mr. Vijay Kumar, TGT(Sci) 3.Mrs. Bhavana Singh, TGT(SSt) 4.Mr. LK Bhat.TGT (Sanskrit) 5.Ms. Rakhi Maan. PGT(Chemistry)	. To sensitize the students on adolescent issues. To train all the Teachers. To maintain records. To inform the students about the various courses that can be taken as career.
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21.	<b>Swachchtha Coordinator (Sanitation and Cleanliness)</b>	<p><b>1.Mrs. Saroj Singh PGT(Hindi)- Overall I/C</b> Mrs. Sonam Dutta PGT (Computer Science) Mrs Priyanka Agrawal,TGT(SST) Mrs. Shine O ( SST Contractual) Mr.U K Takur,TGT (Hindi Contr) Mrs Aliveni,TGT (Hindi Contr) Mrs Archana Mohanty, German Mrs. Niharika, Yoga</p> <p><b>Mrs. Renny George- I/C(Primary)</b> 1. Ms. T.Shireesha, PRT 2. Mrs. Archana Kumari, PRT.</p> <p><b><u>Repair work &amp; Maintenance</u></b> <b>1.Mr. M C Parthiban.TGT(WE)</b> <b>2.Mr.AK Singh. PGT (chemistry)</b></p>	<p>To do correspondence with the Authorized agency. To check the attendance/ ESI/ Police verification of House keeping staff. To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation Committee. To ensure that the wash rooms at A,B and C Blocks are cleaned twice daily by the house keeping ladies. To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned. Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC to be maintained Functioning and cleaning of Fountain in C-Block To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points. Arrangement of night duty staff (as per the need)during all the important events . To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office.</p> <p>To take up all repair works.</p>
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22.	Class teachers	<p>All Class teachers</p> <p>ANNEXURE ATTACHED</p>	<p><b><u>Classroom</u></b>  <b><u>maintenance:</u></b> Cleanliness, Decoration, Information, Class room Inventory, ICTequipments</p> <p><b><u>Students Discipline:</u></b>  Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents.  Maintain the Anecdotal record of students.</p> <p><b><u>Others:</u></b> All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.</p>
23.	<b>Beautification of Vidyalaya. &amp; Museum Racks Secondary</b>	<u>1.Mrs. Rupasi Chauhan,TGT(AE) – I/C</u>	<p>Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations.  To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal.</p>
24.	<b>Gardening</b>	<p>1..Mrs.Latha E R,TGT(Sci)</p> <p>2..Mr.Parthiban,TGT(WE)</p>	<p>To maintain the garden of the Vidyalaya.  To supervise the work of the gardener.  To procure materials for gardening .</p>
25.	<b>Printing Sec &amp;Sr.Sec Students Diary</b>	<p><b>Students' Diary</b></p> <p>1.Mrs. Saroj singh, PGT(Hin)– I/C (Hindi)</p> <p>2.Mrs.Geetha, TGT(Eng)-I/C (English)</p>	<p>Printing work related to admission, school magazines, students and teachers diaries,invitation cards, DO letters etc., under the supervision of committee incharge.</p>

		3.Mr. L.K Bhat TGT(Skt)-I/C (Sanskrit) 4.Mrs. RupsiChauhanTGT(AE)	
26.	<b>Teaching Aids</b>	1.Mrs,Bhavana Singh, TGT(SST)-I/C 2. Priyanka Aggarwal TGT(SST)	To keep the stock of all teaching aids. To purchase new teaching aids as required.
27.	<b>Refreshments</b>	1.Mrs.Bhavana, TGT(SSt)-I/C 2.Mrs.Bindu G, TGT(Maths) 3.Mrs. Renny George, PRT 4.Mrs.Amandeep Sandhu ,PRT 5. Mr. Gangadhararadhya. (SubStaff)	To stock refreshments in the fridge to serve the VIP as and when required. To maintain register regarding expenses incurred for various events

28.	Meetings	<p><b><u>V M C Meeting:</u></b>  <b>1-Mrs Bhavana Sigh .TGT (Soc. Sc)- I/C</b>  1.Mrs. Bindu.G, TGT(Maths)  2.Mrs. Aruna PGT (CS)  3.Mrs. K Jayashree, PRT</p> <p><b><u>PTA Meeting –</u></b>  <b>1.Mr. Jinu Pavitran, PGT(English)- I/C</b>  2.Mrs. Bhavana Singh. TGT(Soc.sc)  3. Lata Kumar - PRT</p> <p><b><u>Staff meetings –</u></b>  1.Mrs. Madhurima Bharti TGT-Eng)  2.Mrs. Saroj Singh ,PGT(Hindi)</p> <p><b><u>Staff club Members</u></b>  1.Mrs. Geetha,TGT(Eng)  2.Mrs Kavitha, TGT(Maths)  3..Mrs. Ambika Pillai, PRT.</p>	<p>To take up all the work related to VMC meeting &amp; VEC as and when required.</p> <p>To inform the members about the Meeting. Draft the meeting report and final report. Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting.  To Organize the meeting  To collect the minutes of the meetings conducted on 3<sup>rd</sup> Saturday.  To consolidate the minutes and present to PTA Joint Secretary.</p> <p>To maintain the Minutes of the meeting.  To organize the meetings.  To collect the subscription.  To arrange Farewell meetings.</p>
29.	Library	<p><b>1.Mr.Vilas Vernekar,TGT(Lib) –I/C</b>  2.Dr.Chandrashekar,PGT(Phy)  3.Mrs.Aruna, PGT(Comp.Sc)  4.Mrs. Aarthi, TGT(Eng)  5.Mrs NerellaRadha, PRT</p>	<p>Maintenance of books  Purchase according to the requirements  Digitalization of library.</p>



30.	<b>Private Agencies</b>	Conservancy 1.Mrs. Bindu Gopakumar.TGT (Math) 2.Mrs. Madhurima,TGT(Eng)  Security 1.Mr Vijay Kumar TGT(Sci) 2.Mrs. P S Kavitha.TGT(Maths)	To monitor the work of the conservancy and security. To check the attendance. To check and certify the payments. Any grievances or complaints should be brought to the notice of the Principal immediately.
31.	<b>Alumni Association</b>	<b>1. Mrs. Aruna Eknath PGT –(Comp.) I/C</b> 2..Mrs. Prema Arul,PGT(Maths) 3. Mrs. Padma TGT Hindi 4. Lata Kumar PRT	To setup Alumni association in the Vidyalaya.Tokeep record of students joining Engg, Medicine, NDA or other Professional courses after class XII-Result.
32.	<b>Olympiads (Maths) – KVS/ INMO</b>	1.Mr.Mathialagan, PGT(Maths)-I/C 2. Mrs. Bindu Gopkumar 3. Mrs. Jestina John.	To register students as per KVS guidelines To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records.
33.	<b>Inspire, NCSC</b>	<b>Mr. Vijay kumar .TGT (Science)-I/C</b> <b>All Science teachers.</b>	To register students as per KVS guidelines. To inform the students the dates regarding the various examination. To train, to conduct the tests To maintain records, arrangement of escorts, judges.
34.	<b>General Olympiad</b>	<b>Mrs. Shivani Ranjan .TGT(Eng)-I/C</b>	To register students as per KVS guidelines. To inform the students the dates regarding the various examination. Ensure Maximum participation of children.

35.	<b>Local Purchase</b>	1.Dr.Chandrasekhar, PGT(Phy) -I/C 2.Mr.E N Kannan, PGT(Phy) 3.Mrs.P. Sujatha Guneswari, PGT(Bio) 4.Mrs. Bindu G, TGT(Maths) 5.Mr. Parthiban, TGT(WE) 6. Mrs.Malavika Khare, HM 7.Mrs.Renny George,PRT 8. Mr. Bittu (TGT-PHE) 9.All Department Incharges	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. To ensure that the payment is made to the firm.
36.	<b>Science Exhibition/ Science Olympiads/ Green Olympiads</b>	1.Mrs Latha ER-I/C 2. Mr.Chandrashekar, PGT(Phy) 3.Mr.E N Kannan, PGT(Phy) 4.All science teachers	1. To inform and train the students for the various exhibitions. 2. To conduct all the events as per KVS guidelines. 3. To maintain the records.
37.	<b>Income Tax</b>	1.Mrs. Usha, UDC 2.Mr. Vijay Kumar, TGT(Sci)	To check IT details submitted by the Teachers and preparation of Form 16.
38.	<b>Staff Room Maintenance</b>	1.Mrs. Preeti Mukherjee, TGT(Maths)	To assign the duty to teachers on rotation basis.
39..	<b>Staff Vacancy Position</b>	Office-UDC	To take up the work as required
40.	<b>Swasth Bharat ,Swasth Bacchey. (SBSB)</b>  <b>Students with special needs (Divyang).*</b>	1. Mr. AK Singh. PGT(Chem)-I/C 2.Ms. Rakhi Maan PGT(Chem) 3.Mr.LK Bhat.TGT-SKT 4. Mr.Bittu, TGT(P &HE) 5. Ms. Shireesha (Primary) 6. Coaches 7. Counselor- Mrs Saritha Avasty 8. Special Educator- Mrs Lizalin 9. All Class Teachers.	1. Distribution of cards to all the classes. 2. Monitoring of the activity, helping in organizing. 3. To maintain the record for the entire year. 4. Collection of Data class wise as per guidelines./KVS norms. 5. To keep records ready for sending to RO as and when required.

<b>41.</b>	<b>Transportation and Transportation safety system</b>	1.Mr. Bittu, TGT(P &HE) 2.Mr. R. K. Gautam, TGT(Sci) 3.Mr. Vilas Vernekar, TGT(Lib)		To call for the Tender and prepare a panel and to arrange for the vehicles as and when required.
<b>42.</b>	<b>Flag Duty</b>	1.Mr.R K Gautam, TGT(Science) 2. Mr. V. Vernekar (Librarian)		To allot duties and train teachers for flag hoisting and lowering
<b>43.</b>	<b>Raj Bhasha</b>	1.Mrs SarojSingh, PGT(Hin)-I/C 2.All Hindi teachers 3. Non teaching staff		To take care of implementation of all activities of Raj Bhasha Programme in the Vidyalaya.
<b>44.</b>	<b>Atal Tinkering Lab</b>	1.Mr. K Srihari PGT(Phy)- I/C 2.Mrs. Aruna Eknath.(PGT Computer science) 2.Mr. Vijay Kumar TGT(Sci) 3.All science teachers.		To organize activities. Encourage students for active participation. Upkeep and maintenance To maintain records as per the guidelines received.
<b>45.</b>	<b>Office Coordination</b>	1. Mrs. Aruna D Ekanath 2. Mrs. Bindu Gopakumar 3. Bhavana Singh 4.Mr.Gangadhararadhya, Substaff 5.. Mr. Nanjappa, Substaff 6. R. Pillappa, Substaff		To assist for Office work as per instructions received . To assist for official correspondence to RO.

46.	ACP	1.Mrs.Bhavana Singh, TGT(SST) 2.Mrs.Padma,TGT(Hindi) 3.Mrs.Shivani Ranjan, TGT(Eng) 4.Mrs Madhurima Bharti, TGT(Eng) 5.Mr.B P Singh,TGT(SST) 6.Mrs. Rupasi Chauhan.TGT(AE) 7. Mrs.P S Kavitha., TGT (Maths) 8. Mr. R.K. Gautam.TGT (SC) 9. Mrs. Jestina John. TGT (Maths). 10. Mrs. Aarthi S.TGT (Eng.) 11.Mrs Sandhya Rani Mishra. TGT(SKT) 12. Mr. L K Bhat, TGT(Skt)	To implement the programme ACP in a planned and systematic manner from class 7, 8 & 9 as per the KVS guidelines.
47.	<b>Lab Maintenance</b> 1. <b>Chemistry &amp; Biology Lab)</b> 2. <b>Physics Lab</b>	Mr. K Pilappa (On need basis)  Mr. R Nanjappa (On need basis)	Assist in the labs with equipments

**NOTE:**

1. **These committees are formed for the smooth function of the Vidyalaya.**
2. **All the In charges and members of various committees are requested to perform the duties as mentioned above.**
3. **Apart from these, if any work is assigned by the Principal, all teachers have to carry out the work.**
4. **All the contractual teachers will take up the work assigned by the Principal.**
5. **All the committee in charges will upload their report of activities along with the photos on the website.**

**PRINCIPAL**  
**(Dr. Nutan Punj)**