

KENDRIYA VIDYALAYA NO.1 JALAHALLI WEST

DUTIES AND COMMITTEES FOR THE YEAR 2018-19

Sl.No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission	MR V.PUJARI	HM,Mrs Meena Thomos,Mrs Latha PRT,Mrs P.K.Bhanumathy, Mr DS Suresh	To scrutinise the registration forms for admission and carry out the process as per the admission guidelines
2	Examination (Internal)	Mr B L Meena Mrs N.Indira	Mr Narayan Dhas, Mr Ramkumar, Mr Kisun Lal,Mrs PP Reena, Mrs Subha Mrs P.K.Bhanumathy, Mrs Jyothi Agarwal, Mrs Suman	To plan& conduct the exams. as per KVS calendar of activities. To ensure the evaluation of internal assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. To give suitable instructions to class teachers for maintaining all the relevant records
3	External Examination	Mr T.Narayan Das	Mr B L Meena, Mr TA Prakshan,Mr Subash Vasu	To conduct all external exams as per the norms and maintain record

4	C B S E	Mrs Telma Fernandez	Mr A B Subash, Mr Ashok Sengupta. Mr TA Prakshan, Mr Subash Vasu	To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records.To carry out all correspondence with CBSE reg name change, mistakes in documents etc
5	Time - Table	Mrs Deepa Kumaran. Mrs santosh Chopra PRT	Mrs Neelu Sharma, Mrs Annapoorna Pai, Mrs KU Preetha	To prepare & execute time table as per the KVS norms. To make necessary adjustments in the time table due to administrative exigencies. -To device workable & suitable assignment/ remedial time-table.To make arrangement for classes suitably as per requirement.To Prepare the staff sanction proposal carefully as and when asked by KVS

6	C.C.A & Value Education	Mrs Mini Mullath, Mrs Jasmie PRT	Mrs Isha Mahajan, Mr Subash Vasu, Mrs Neha Sharma, Miss Yoshita panchal, Mrs Rajni Teotia and all House masters	To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of House Masters and other experts in a planned manner. To active conduct of Morning Assembly. To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time.
7	Student Council	Mrs Mini Mullath	Mr Subash AB, Mrs Leena John and Mrs Liji Mathew	To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal. To implement pass system. Systematic/ orderly movement of students for assembly. Checking of late comers.
8	External Competitions	Mrs Seema saraswat TGT and Mrs Deepti Francis PRT	Mrs Annapoorna, Mrs Lalitha, Mrs Anita Markam, Mrs Shantini	To coordinate all external competitions relevant to our system.

9	Furniture	Mr A.K.Singh PGT Eco, Mrs Daisy Nelson PRT	Mr S.M.Chuhan,Mr KisunLal, Mrs Rajitha, Mr Rajman PRT and Mr Vishal PRT	To ensure that all furniture bear serial numbers and the year of purchase. To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules. To maintain necessary records
10	I C T	Mr Ashok Sengupta PGT (CS)	Mrs Divya C.K,Mr Ram Kumar	-To ensure all the Labs are in working condition with broadband/LAN connectivity for carrying out Computer Literacy classes and think.com effectively with the assistance of Computer instructors and To submit monthly updates To the office.
11	Maintenance and updating of website	Mr Ashok Sengupta PGT (CS)	Mrs C.K.Divya, Mrs Mini Mullath,Mrs Jasmine	To update the website of the Vidyalaya after taking stock of the day to day activities /achievements
12	Audio-Visual Aids	Mrs Leena John PGT maths	Mrs Shantini TGT	A.V. Room to be well equipped with workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room.

13	Prize Distribution	Mrs Mini Mullath	Mrs.Subha.M,Mrs T.Rejitha, Mrs Isha Mahajan, Mrs Jasmine, Mrs Yoshita	To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students when needed.
14	Gardening (Nature/Eco club)	Mr Naryan Das	Mrs Saraswathy Chandran, Mrs Annapoorna Pai, Mrs Seema Saraswath,Mrs Beena T K	To monitor the work of gardener effectively and to offer technical expertise to improve gardening by providing all required materials from time to time.
15	Excursion/Field trips	Mr A.K.Singh, Mrs Rekha H.	Mrs Ranjini Rangaswamy,Mrs Jyothi Agarwal, Mr DS Suresh, Miss Anjali	To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Class teachers/Principal
16	Vidyalaya VikasNidhi /Purchase Committee	Mrs K.Latha	Mr Narayan das, HM, Mr I. Nagaraj,Mrs KU Preetha and dept heads concerned.	To prepare and implement budget as per the KVS norms.
17	M & R -Vidyalaya	Mr Shivkumar	Mrs Latha,Mr Narayan das, HM, Mr I. Nagaraj,Mrs KU Preetha	To carry out maintenance & repair work of building toilets, surroundings & play field
18	M & R Staff Qtrs	Mr SM Chauhan	Mr Subash vasu, Mr Ramkumar, Mr DS Suresh, Mrs Ranjini Rangaswamy	To coordinate the maintenance/repair work including general cleanliness in the staff quarters.

19	Hindi Implementation	Mr BL Meena, Mrs Jyothi Agarwal	Mrs Kanakalatha Sinku, Mr Kisun lal, Ms Arti	To conduct quarterly meetings of Rashtrabhasha and to submit quarterly reports to the Regional Office.
20	Publication	Mrs Mini Mullath, Mr DS Suresh	Mrs Isha, Mr Manjunath, Mr TA Prakshan, Mrs Neha Sharma, Mr Sonu, Ms Yoshitha	In charge of school magazine and any other issues related to publication.
21	Scouts & Guides Cubs & Bulbuls	Mr A.K.Singh, Mrs Vimala Sarwa, Mrs Deepti Francis	Mrs Daisy Nelson, Mr Ashutosh, Mr Sonu kumar, Mr Vishal, Ms Rekha	-To enrol Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
22	Academic council	Mrs Latha, HM	Mr V.Pujari, Mr BL Meena, Mrs Leena John, Mr AK Singh, Mrs A.Geetha	To checkout and implement projects and assignment for all the classes. To ensure proper correction of written work of the students. To give suitable guidelines in the faculty meetings
23	Slow Learners Programme	Mrs Latha	Mrs Liji Mathew, Mr AB Subash, Mrs Cisy TV, Mrs Isha Mahajan, Mrs Priya G. Nath and Mrs. PP Reena	To collect the student profile of all classes from the Class Teachers. To supervise the remedial programme in school. To collect the details from teachers and prepare reports to be sent to RO on monthly basis

24	NAEP	Mrs Priya G.Nath	Mrs PPreena, Mrs Neelu sharma and Mr Subash Vasu	To conduct programmes as per the guidelines given in the training. To maintain & update display board and a corner to keep these activities ongoing for various programmes.
25	Guidance and counseling	Mrs K.Latha	Mrs Priya G Nath	To plan and organise the activities and monitor it effectively giving proper guidance on regular basis. To take the help of Counselor in conducting the above activities
26	CS 54 (Fees and fines checking)	Mrs Leena John PGT maths	Mrs Shantini, Mrs Bindu	Data to be filled in the relevant records every month and submit to the office.
27	PTA Meetings	Mrs Liji Mathew, Mrs Indira	Mrs Cisy TV, Mrs Isha Mahajan	-To checkout Annual plan of meetings and to maintain minutes and records of such meetings.

28	Library	Mrs Rita Kanojia	Mr DSP Singh, Mrs Deepthi, Mrs Rekha H. Ms Chandini	To procure text books and reference books recommended by CBSE as per the recommendation of faculty .To organize Class Library and to present book review. To assist Primary wing in Library activities in light of CMP.
29	General Grievance& Suggestion	Mrs Latha. Mrs Sudha	Mrs Mini Mullath	To open boxes in time and attend to timely redrassal of grievances.
30	SC/ST Grievance Cell	Mr B.L.Meena	Mrs Anita Markam	To open boxes in time and attend to timely redrassal of grievances.

31	Games, Sports & Vocational Skills	Mr I.Nagaraj, Mrs Arti Gupta	Mr Ashok Sengupta, Coaches, Yoga Instructor, Mrs Meenakshi Rawat, Mr Vishal, Ms Chandini	To practice Yoga daily during the morning assembly to the students. Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. To draw up class wise activities to be undertaken as per the syllabus. To coordinate with vocational teachers and train the students for various activities. To encourage all students to take part in the Drawing and Painting competitions.
32	First - Aid & Medical Check-up	Mr I.Nagaraj,	Doctor, Nurse and all Class Teachers	To attend to injuries of the students and provide first- aid on time as and when required. with the help of doctor & nurse
33	Water Management	Mr I.Nagaraj	Mr T.Naryan das, Mr Manjunath Sharma, Mr Ram Kumar	To ensure uninterrupted water supply in all the toilets and other places. To ensure periodical cleanliness of aqua guards with the display of date of cleaning on a separate Register.

34	House Keeping & Security	Mr T.Naryan Das & Mrs K.Latha	Mrs P.Lalitha, Mrs M.Subha, Mrs Seema Saraswat, Mrs Saraswathy Chandran, Mrs Bindu, Mr SP Mandal, Mr SM Chuhan, Mrs Jyothi Agarwal, Mrs Rathy Balakrishnan	To monitor the services of security and cleanliness in consultation with the agencies concerned. To monitor the reporting time of the conservancy staff
35	Teaching Aids	Mrs T.Rajitha, Mrs Deepti Francis	Mrs Beena TK, Mrs Rathy, Ms Neelam Kumari, Mr Rajman	Proper maintenance of the teaching aids. Purchase of teaching aids as per the requirement of the new syllabus. To facilitate teachers using all the teaching aids in their class room teaching.
36	Adventure Activities	Mr A.K.Singh	Mr I.Nagaraj, Mr Manjunath Sharma	To plan, organize and accompany the students for the programmes identified by the KVS
37	Moderation Committee	Mr B.L.Meena	Mrs K.Latha, Mr T.Naryan Das, Mr V.Pujari, Mrs Leena John, Mr Ak Singh	To scrutinise the Question papers set by the teachers for tests and exam, To check answer scripts of UT/Exams at random to ensure uniformity. To condone the shortage of attendance of students and moderate the marginal cases for promotion as per the promotion rules.

38	Club Activities	Mrs Cisy TV	Mrs Neelu Sharma, Mrs Tanuja Sharma, Mr Subash Vasu, Mrs KU Preetha, Mrs Deepti Tiwai, Mrs Neelam, Mrs Rajalakshmi	Make a club by collecting the names of the students who are interested in various clubs. Keep a record of number of students in the club. Encourage them to make innovative projects.
39	Photography	Mr Ashok Sengupta PGT (CS)	Mrs Neha Sharma	To maintain Album covering all activities. To display all the coverage of all occasions.
40	P A System	Mr Shiva Kumar, Mrs Rajalakshmi	Mr Ashok sengupta, Mr Vishal, Mr Rajman	To arrange PA system for morning assembly and other programmes.
41	Students' Achievements chronicle	Mrs Isha	Mrs Mini Mullath, Mr AB Subash	To give the report/List of students with details of Scholastic/co-scholastic competitions.
42	Beautification	Mrs Neha sharma, HM	Mrs K.Latha, Mrs Anita markam,	-To take care and maintain the beautification in all the areas of the Vidyalaya from time to time.
43	Display board	Mrs Neha sharma,	Mrs Mini Mullath, Mrs Tanuja Sharma and all house masters	- To guide the students for proper selection of the material and decoration coupled with befitting display.
44	Morning Assembly	Mrs Mini Mullath, Mrs Rajalakshmi, Mr I.Nagaraj	All class teachers	- To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.

45	Discipline	Mr I.Nagaraj	Mr Ashok Sengupta,Mr.T.Naryan Das ,Mr TA Praksahn,All coaches and yoga Instructor	To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained.
46	NCC	Mr Manjunath Sharma	Mr Ramkumar	To conduct regular NCC Activities.
47	Orientation programme by outside agencies&Guest lectures	Mrs Cisy TV	Mrs Tanuja Sharma	To arrange for any presentation by Govt agencies, reputed agencies with the consultation of Principal
48	Newspaper in Education	Mr Subash vasu	Mrs PP Reena	To coordinate with News paper agencies for timely delivery of newspaper to the children, to arrange for workshops etc
49	Alumini Association	Mrs Cisy TV	Mrs Priya G Nath	To corordinate with Alumini association and conduct activities
50	UBI	Mrs Divya	Computer instructors and all class teachers	To monitor fee collection and updating of records UBI website
51	VMC Meeting	Mrs KU Preetha	Mrs K.Latha	To make arrangements for conduct of VMC Meetings
52	EQUIP	Mrs Priya G.Nath	Mrs Reena, Mrs Annapoorna	

53	B TO B	Mrs Priya G.Nath&HM	All teachers teaching class I to VIII	To implement the BtoB policy in letter and spirit and maintain records
54	Sanitation and upkeep of School plant	Mrs Latha, HM	Mr Shivkumar, Mr I Nagaraj, Mr Naryan das Mrs Saraswathy Chandran, Mrs P.K.Bhanumathy and all dept incharges	To monitor the sanitation and upkeep of the vidyalaya and coordinate with the housekeeping work in extracting work from them
55	Fire Safety	Mr Shiva Kumar	Mr I.Nagaraj, Mr Manjunath Sharma	To ensure that sufficient fire extinguishers are in place as per the safety policy and maintain the extinguishers already installed

PRINCIPAL