

KENDRIYA VIDYALAYA NAL BANGALORE

**LIST OF COMMITTEE MEMBERS AND THEIR DUTIES 2024-25**

**Co-coordinator: MS. V BALASARASWATHY PGT-PHYSICS & MS. AMANDEEP SANDHU HM**

S.N	The Committee	Members	Designation	Duties	Sign
1	Academic & Administrative Council	MS.V BALASARASWATHY IC	PGT-PHYSICS	<ul style="list-style-type: none"> <li>➤ Convening of Subject Committee Meetings</li> <li>➤ Monitoring, implementation and execution of syllabus coverage.</li> <li>➤ Preparation of comprehensive list of projects for each class.</li> <li>➤ Discussing policy matters, improvement of academics, planning and execution.</li> <li>➤ Scrutiny &amp; moderation of question papers.</li> <li>➤ Collection &amp; distribution of study material.</li> <li>➤ DO letter preparation and dispatch.</li> <li>➤ <b>Checking of attendance register and fee- collection (CS- 11 &amp; CS- 54)</b></li> <li>➤ <b>Maintaining remedial &amp; extra class details</b></li> <li>➤ <b>Maintaining the details of PTM</b></li> <li>➤ <b>Maintaining the details of CAT</b></li> <li>➤ <b>Distribution of teachers diary</b></li> <li>➤ <b>Distribution of other registers for day to day academic monitoring</b></li> <li>➤ <b>Tarunotsav / Bridge Course for Class XI</b></li> </ul>	
		MS.SREELATHA	PGT-MATHEMATICS		
		MS. KALPANA VERMA	PGT CHEMISTRY		
		MR.ANIL KUMAR C	PGT ECONOMICS		
		MS.SUSHMA KUMARI	PGT HINDI		
		MS.KRISHNA SINGH	PGT-COMMERCE		
		MR.SUNNY KUMAR	PGT-PHYSICS		
		MS.AMANDEEP SANDHU	HM		
		MS. PURNIMA B(HINDI)	PRT		
		MS. MITALI SHARMA(EVS)	PRT		
		MS. YAMINI KAUSHIK(MATHS)	PRT		
		MS. RUPESH SHEORAN(ENGLISH)	PRT		

2	Time-table Committee	<p>MS. VVK LEELA</p> <p>MS. RUKMANI</p> <p>MS.KANCHAN RANI</p> <p>MS. RUPESH SHEORAN</p> <p>MR. DEEPAK DALAL</p>	<p>PGT – CHEMISTRY</p> <p>TGT-HINDI</p> <p>TGT-HINDI</p> <p>PRT</p> <p>PRT</p>	<ul style="list-style-type: none"> <li>➤ Preparation of Timetable as per KVS Norms- Class wise, Teacher wise and Day wise.</li> <li>➤ Daily arrangements for the teachers on leave</li> <li>➤ In- charge of certifying expenditure incurred on the engagement of part time teachers on contractual basis.</li> </ul>	
3	Admission Committee	<p>MS. H R PUTTALAKSHMI</p> <p>MS.KALPANA VERMA</p> <p>MR.ANIL KUMAR C</p> <p>MS.AMANDEEP SANDHU</p> <p>MS. JANVI</p> <p>MS. SAKSHI</p> <p>MS. KIRTI</p>	<p>PGT-CS</p> <p>PGT-CHEMISTRY</p> <p>PGT-ECONOMICS</p> <p>HM</p> <p>PRT</p> <p>PRT</p> <p>PRT</p>	<ul style="list-style-type: none"> <li>➤ Scrutiny of Registration forms, preparing the list of selected candidates, conducting Admission Tests, regular website updation.</li> <li>➤ Recording and sending of class wise and category wise enrolment position with reference to KV NAL to RO every month</li> </ul>	

4	Examinations (Internal)	MS. SUSHMA KUMARI  MS.PUSHPA KUMARI  MS.ANANYA  MS.KANCHAN RANI  MS.RUKMINI  MS. SILKY JAIN  MS. MAYA YADAV  MS. JANVI  MS. SAKSHI	PGT-HINDI  TGT- MATHEMATICS  TGT-SCIENCE  TGT-HINDI  TGT-HINDI  PRT  PRT  PRT  PRT	<ul style="list-style-type: none"> <li>➤ Conducting all Exams and Supplementary Exams as per KVS Norms.</li> <li>➤ Maintenance of Records</li> <li>➤ Preparation of Result Analysis for classes I TO V AND VI to X as per KVS direction</li> <li>➤ Collecting &amp; sending marks statement of transferred students.</li> </ul>	
	External Examinations a)CBSE	MS.V BALASARASWATHY  MR..ANIL KUMAR C  MR.SUNNY KUMAR  MS.SUPREETA SURESH  MR.MAHENDRA SINGH  MR. S K GUPTA	PGT-PHYSICS  PGT- ECONOMICS  PGT-PHYSICS  LIBRARIAN  SUB-STAFF  PRT	<ul style="list-style-type: none"> <li>➤ Correspondence with CBSE</li> <li>➤ Checking of nominal rolls</li> <li>➤ Online registration with CBSE related matters</li> <li>➤ Checking biodata of students &amp; verification of marks uploaded</li> <li>➤ Technical assistance</li> <li>➤ Preparation of CBSE Result Analysis for classes X - Class wise and Teacher wise</li> <li>➤ Conducting competitive examinations as per need &amp; necessity.</li> </ul>	

5	C C A	MR. KHUSHNAM P  MS.KANCHAN  MS.RUKMINI  MR.KHEM CHAND  MS. YAMINI KAUSHIK  MS. SHRUTI BANSAL  MR. DHANANJAY  MS. RIYA	TGT-SOCIAL SCIENCE  TGT-HINDI  TGT-HINDI  TGT – SANSKRIT  PRT  PRT  PRT  PRT	<ul style="list-style-type: none"> <li>➤ Distribution of students into Houses and House Activities</li> <li>➤ Selection of House Captains and conducting Investiture Ceremony</li> <li>➤ Preparing the calendar of Co- Curricular Activities for the ensuing year &amp; implementation as per plan.</li> <li>➤ Ensure the presentation of quality Morning Assembly Programmes.</li> <li>➤ Presenting and conducting the Morning Assembly on time</li> <li>➤ Maintenance of Record of the Morning Assembly presented by the classes.</li> </ul>	
6	<b>Club Activities</b>	MS.ALPANA DEY  MR. DHANANJAY (SPORTS)  MS. RUPAM (CULTURAL)  MS. ARTI (ART)	TGT-ENGLISH  PRT  PRT  PRT	<ul style="list-style-type: none"> <li>➤ Planning club activities for the year as per the Time Table</li> <li>➤ Conduct &amp; documentation of activities undertaken.</li> </ul>	
07	ICT          CAL/TAL (PRIMARY)	MS. H R PUTTALAKSHMI  COMPUTER INSTRUCTOR          MS. MANISHA	PGT-CS          PRT	<ul style="list-style-type: none"> <li>➤ Maintenance and repair of all computers</li> <li>➤ Updating the Vidyalaya Website</li> <li>➤ .</li> </ul>	

08	Vidyalaya Repair & Maintenance & Petty Construction	MR. SHANTA KUMAR MR. E DEEVA MR.SANJAY KUMAR GUPTA	TGT-WE TGT-PHE PRT	<ul style="list-style-type: none"> <li>➤ Repair and maintenance of school building, toilets, classrooms, furniture and fixtures</li> <li>➤ ID Cards/certificates</li> </ul>	
09	Publication Committee  a.Student diary/Tr.Diary  b.VidyalayaPatrika a   NEWSLETTER	MS.ALPANA DEY <hr/> <hr/> MS.GEETA <hr/> ----- MR. DEEPAK DALAL MS. SHRUTI BANSAL	TGT-ENGLISH  TGT-ENGLISH  TGT-ENGLISH  TGT-SANSKRIT  PGT- ENGLISH  PRT  PRT	<ul style="list-style-type: none"> <li>➤ Publishing of VidyalayaPatrika, Calender, brochures etc.</li> <li>➤ Date &amp; day wise record of important events in the Vidyalaya</li> <li>➤ Maintaining record of achievements of students &amp;teachers(social science, Maths, IIT,NTS,regional, national anyother level, sports &amp; games)</li> <li>➤ Maintaining record of staff meetings circulation to staff.</li> </ul>	

10	Teaching Aids	MR.KHUSHNAM P  MS. ATI PRIYA  MS. PURNIMA	TGT-SOCIAL SCIENCE  TGT-SOCIAL SCIENCE	➤ Purchase and maintenance of Teaching Aids.	
11	Audio Visual Aids	MR.SHANTA KUMAR  MR.AJAY KAUSHAL PANDEY	TGT-WE  PRT-MUSIC	<ul style="list-style-type: none"> <li>➤ Ensuring the usage of Audio- Visual and Teaching aids.</li> <li>➤ Issuing the Audio- Visual aids to all the departments as per their requirements</li> </ul>	
11	Excursion	MR.E DEEVA  MS. SUPREETHA SURESH  MR.SANJAY KUMAR  MR.AJAY KAUSHAL PANDEY	TGT-PHE  LIBRARIAN  PRT  PRT-MUSIC	➤ Planning and organizing tours to places of educational importance. Arranging transport facilities.	

12	Adolescent Education & Guidance and Counselling  ACP VALUE EDUCATION	MS. ALPANA DEY  MS. SUPREETHA SURESH  ACP (PRIMARY) MS. MONICA MS. SULEKHA	TGT-ENGLISH  LIBRARIAN  PRT  PRT	<ul style="list-style-type: none"> <li>➤ Coordination and conducting of adolescent education programme &amp; ACP in the school</li> <li>➤ Attending all NAEP programs</li> <li>➤ Monthly reports to KVS</li> <li>➤ Holding Guidance and Counselling programme in the school</li> <li>➤ Career Guidance Programme for the students of Class XII</li> <li>➤ Displaying information related to choice of career</li> </ul>	
13	Furniture	MR.RASOOL SHAIKH  MS.SOOSY JOHN  MR. SANJAY KUMAR MR. RAVINDER	TGT-MATHS  TGT-MATHEMATICS  PRT PRT	<ul style="list-style-type: none"> <li>➤ Purchase of furniture and fixtures</li> <li>➤ Maintenance and issuing of furniture</li> <li>➤ Coordinating the repair work</li> <li>➤ Ensuring the numbering on all furniture</li> </ul>	
14	Photography	MR.KHEM CHAND  MR.E DEEVA  MS.MONICA MS. PRIYA MR. RAVINDER	TGT-SANSKRIT  TGT-PHE  PRT  PRT  PRT	<ul style="list-style-type: none"> <li>➤ Arrangements for taking photographs</li> <li>➤ Display of Photographs and maintaining albums</li> <li>➤</li> </ul>	
15	PA System	MR.SHANTHA KUMAR  MR.AJAY KAUSHAL PANDEY	TGT-WE  PRT-MUSIC	<ul style="list-style-type: none"> <li>➤ Keeping the PA system ready and in good condition for the Morning Assembly on the working days and other important occasions/ programmes</li> <li>➤</li> </ul>	

16	Purchase Committee	MS.V BALASARASWATHY MR.ANIL KUMAR C MS.AMANDEEP SANDHU IC OF THE CONCERNED DEPT	PGT-PHYSICS PGT-ECONOMICS HM	<ul style="list-style-type: none"> <li>➤ To collect the spot quotation and survey the market rate.</li> <li>➤ To ensure the purchase as per the requirement following the KVS norms.</li> <li>➤ Deciding the golden parameters for GeM purchase</li> <li>➤ Verifying GeM payment</li> </ul>	
17	Alumni Association	MS.SUPREETHA SURESH	LIBRARIAN	<ul style="list-style-type: none"> <li>➤ Formation of Alumni Association and coordination of alumni and its function.</li> <li>➤ Collection of data of students joining various professional colleges.</li> </ul>	
18	EBSB	MS.ATI PRIYA MS.ALPANA DEY MS. KANCHAN MS. RUPAM	TGT-SOCIAL SCIENCE TGT-ENGLISH TGT – HINDI PRT	<ul style="list-style-type: none"> <li>➤ Coordinating and conduction exhibition at Vidyalaya, Cluster and Regional levels with the help of faculty members.</li> </ul>	
19	Science Activities	MS. ARTI PRASAD MS.KALPANA VERMA	TGT-SCIENCE PGT-CHEMISTRY	<ul style="list-style-type: none"> <li>➤ COORDINATION OF ALL SCIENCE RELATED ACTIVITIES</li> </ul>	
20	Library Committee	MS. SUPREETHA SURESH MS. RUPAM MS. SAKSHI(NIE)	LIBRARIAN PRT PRT	<ul style="list-style-type: none"> <li>➤ Purchase of the required books, journals, periodicals and magazines etc.</li> <li>➤ Ascertaining the requirements of books from various faculties in the beginning of the year.</li> <li>➤ Selection of two student representatives.</li> <li>➤ Coordinating the NIE program.</li> </ul>	



21	Scouts & Guides	MR. RASOOL SHAIKH MS. POORNIMA MR. SANJAY KUMAR GUPTA MS.R GEETA /MS. SOOSY JOHN  MS. MITALI SHARMA MS. MAYA YADAV MR. SANJAY KUMAR	TGT-MATHS  PRT  PRT  TGT-ENGLISH / MATHEMATICS  PRT  PRT  PRT	➤ Coordinating all scouts & guides activities at local, cluster, regional and national levels.	
22	Sports & Games	MR.E DEEVA  MR. DHANANJAY MR. RAVINDER (PRIMARY SPORTS & MEDICAL)	TGT-PHE  PRT PRT PRT	➤ Coordinating sports & games activities of the Vidyalaya at the house, cluster, regional and national levels. ➤ Conduct of Sports Day	
23	Parent-Teacher Meeting	MS. VVLK LEELA MS.ATI PRIYA  MS. AMANDEEP SANDHU  MS. SILKY JAIN	PGT-CHEMISTRY  TGT-SOCIAL SCIENCE  HM  PRT	➤ To organize and send circulars for holding PT meeting periodically. ➤ To keep record of PT meeting class wise and consolidated report of Vidyalaya Level.	

24	Junior Science Lab	MS. ARTI PRASAD	TGT-SCIENCE	<ul style="list-style-type: none"> <li>➤ Purchase of Lab equipment</li> <li>➤ Conduct of practicals as per split up syllabus.</li> <li>➤ Maintenance of laboratories</li> <li>➤ Display of prescribed practicals in the lab.</li> </ul>	
25	Mathematics Lab	MS.SREELATHA V MS.SOOSY JOHN	PGT-MATHEMATICS TGT-MATHS	<ul style="list-style-type: none"> <li>➤ Purchase &amp; maintenance of articles for Maths Lab</li> <li>➤ Display of the charts in the lab</li> <li>➤ Coaching for Maths Olympiad &amp; National Talent Scheme.</li> </ul>	
26	Raja Bhasha Implementation	MS.SUSHMA KUMARI MS.KANCHAN MS.RUKMANI MS.GEETA MR.KHEM CHAND  MS. PURNIMA MR. S K GUPTA	PGT-HINDI TGT-HINDI TGT – HINDI  TGT-SANSKRIT TGT-SANSKRIT  PRT PRT	<ul style="list-style-type: none"> <li>➤ To attend to correspondence (KV letters with in the time frame) in Hindi</li> <li>➤ To follow policy guidelines.</li> </ul>	
27	Grievance Cell POCSO. etc	MS.SREELATHA V MS.SOOSY JOHN MS.AMANDEEP SANDHU MS.ALPANA DEY  MS. PURNIMA MS. MITALI SHARMA MR. RISHABH	PGT-MATHS  TGT-MATHEMATICS HM  TGT – ENGLISH  PRT PRT PRT	<ul style="list-style-type: none"> <li>➤ Coordinate and settle the grievance(if any) amongst students, staff, parents etc.Reporting to the concerned authority after intimation to the Principal and KVS(RO)</li> </ul>	

28	Discipline	<u>FOR GIRLS</u> MS.SREELATHA MS.SOOSY JOHN  <u>FOR BOYS</u> MR.E DEEVA MR.SUNNY KUMAR  MS. PURNIMA (FOR GIRLS) MR. S K GUPTA (FOR BOYS)	PGT-MATHS TGT-MATHEMATICS  TGT-PHE PGT-PHYSICS  PRT PRT	<ul style="list-style-type: none"> <li>➤ Checking of Late coming students</li> <li>➤ Maintaining register and informing the parents.</li> <li>➤ Checking uniform</li> <li>➤ Attending any other indiscipline activities</li> </ul>	
29	Sanitation & Hygiene (House Keeping)	MS.VVK LEELA MR.SANJAY KUMAR MR.MAHENDRA SINGH  MS. SAJITA MR.ABHAY ROY MR.GAUTAM GOND  MR. RAVINDER	PGT-CHEMISTRY  PRT SUB-STAFF  ASO SSA JSA PRT	<ul style="list-style-type: none"> <li>➤ Inspecting day to day sanitation</li> <li>➤ Condition in the school campus</li> <li>➤ Maintaining the report and review periodically</li> <li>➤ Collecting feedback from student council members and take measures for improvement.</li> <li>➤ Verification of attendance of House Keeping persons</li> </ul>	

30	Security Services	MR.E D DEEVA MR.KHEM CHAND	TGT-PHE TGT-SANSKRIT	<ul style="list-style-type: none"> <li>➤ Supervision of duty, change of security guards and their availability.</li> <li>➤ Movement of students outside school during school hours.</li> <li>➤ Maintenance of permission slips for students for outside movement.</li> <li>➤ Verification of attendance of security persons</li> <li>➤</li> </ul>	
31	Gardening	MR.SANJAY KUMAR	PRT	<ul style="list-style-type: none"> <li>➤ Maintenance and monitoring of garden</li> <li>➤ Beautification and horticultural development of the school campus.</li> <li>➤ Verification of attendance of Gardening persons</li> <li>➤ Ensuring the cleanliness of garden area</li> </ul>	
32	MTS/DEO	MS. SAJITA MR.ABHAY ROY MR.GAUTAM GOND	ASO SSA JSA	<ul style="list-style-type: none"> <li>➤ Verification of attendance of persons engaged</li> </ul>	
33	ENGAGING STAFF ON CONTRACTUAL BASIS AS PER NEED	MS.ALPANA DEY MS.AMANDEEP SANDHU	TGT-ENGLISH HM	<ul style="list-style-type: none"> <li>➤ Verification of attendance of persons engaged</li> <li>➤ Timely engaging the contractual staff members from the panel</li> <li>➤ Verification of attendance</li> </ul>	

34	TRANSPORT ARRANGEMENT	MR.SANJAY KUMAR MR.GIRIDHAR MR.MAHENDRA SINGH	PRT SUB-STAFF SUB-STAFF	<ul style="list-style-type: none"> <li>➤ Arranging transport services as per the requirement of escorts</li> <li>➤ Bill settlement</li> </ul>	
35	INTRODUCTION OF SKILL MODULES AS PER CBSE LETTER	MR. SUNNY KUMAR MS.H R PUTTALAKSHMI MS.ARTI PRASAD MR. SHANTA KUMAR MR.AJAY KAUSHAL PANDEY	PGT-PHYSICS PGT-CS TGT-SCIENCE TGT-WE PRT-MUSIC	<ul style="list-style-type: none"> <li>➤ Preparing school level modality for the introduction of skill modules as per CBSE Circular No.skill-48/2023 Date: 06.04.2023</li> <li>➤ Maintaining record</li> </ul>	
36	CURRICULUM COMMITTEE	MS. V BALASARASWATHY MS.KALPANA VERMA Ms.ALPA DEY MS.AMANDEEP SANDHU MS.SUPREETA SURESH MS. YAMINI MS. RUPESH MS. SILKY	PGT-PHYSICS PGT-CHEMISTRY TGT-ENGLISH HM LIBRARIAN PRT PRT PRT	<ul style="list-style-type: none"> <li>➤ Sensitize all teachers, students and other stakeholders about Curriculum.</li> <li>➤ To conduct workshops for Teachers at school level and apprise to all teachers regarding syllabus, assessment pattern, distribution of marks in theory and practical/ projects etc. especially changes, if any.</li> <li>➤ To provide the copy of Curriculum to all teachers and it should be invariably kept in Vidyalaya Library and with the Principal for ready reference.</li> </ul>	

37	VERIFICATION OF PAY BILL  GeM Payment  GeM Handling	MS.SAJITHA  MR.ABHAY ROY  MR.GAUTAM GOND  MR.RISHABH RAI MR.DEEPAK DALAL	ASO  SSA  JSA  PRT PRT	<ul style="list-style-type: none"> <li>➤ VERIFICATION OF PAY BILL</li> <li>➤ Ensuring timely payment of items procuring through GeM</li> <li>➤ Ensuring the updating of required details in GeM after payment</li> </ul>	
38	CONDEMNATION	MS.SUPREETA SURESH  MR.RASOOL SHAIK  MR.SHANTA KUMAR  MR.E DEEVA  MS.SAJITHA  MR.ABHAY ROY  MR.GAUTAM GOND	LIBRARIAN  TGT-MATHS  TGT-WE  TGT PHE  ASO  SSA  JSA	<ul style="list-style-type: none"> <li>➤ Ensuring the timely completion of stock verification by Ics</li> <li>➤ Timely identification of items for condemnation.</li> <li>➤ Approving the proposal of condemnation submitting the Ics</li> <li>➤ Distribution of the sealing limit of condemnation among various department</li> </ul>	
39	NCC	MR. E DEEVA  MR. AJAY KAUSHAL PANDEY    MS.KALPANA VARMA	TGT-PHE  PRT    PGT-CHEMISTRY	<ul style="list-style-type: none"> <li>➤</li> </ul>	

40	MAINTANING THE DETAILS OF COMPUTER AIDED TEACHING	MS.ALPANA DEY MS.AMANDEEP SANDHU MS. MANISHA MS. KIRTI (CAL/TAL)	TGT-ENGLISH HM PRT PRT	➤ Maintaining register for collecting the details of CAT/ICT and monthly consolidation, presenting the details in Staff Meeting	
42	UDISE & STS PORTAL	MS.SUPRETA SURESH MS.KANCHAN RANI MS.YAMINI KAUSHIK MR.RISHABH RAI MR.DEEPAK DALAL MR.DHANANJAY	LIBRARIAN TGT-HINDI PRT PRT PRT PRT	<ul style="list-style-type: none"> <li>➤ Ensuring the timely updating the portals and providing the details to Vidyalaya administration, KVS immediately on asking for that.</li> <li>➤ Issuing TC on STS portal and proving SAT number of students to office for preparing KV TC.</li> <li>➤ Maintaining a record (online as well as offline) of the STS details of students.</li> <li>➤ Contacting/ establishing correspondence through proper channel with the concerned state authority for any issues related to the portal</li> </ul>	
43	Students enrollment , UBI portal	MS.H R PUTTALAKSHMI I/C Ms.Krishna Singh (XI-XII) Ms.Sreelatha V (IX-X) Ms.Soosy John(VI-VIII) Mr.S K Gupta(III-V) Mr.Rishabh Rai (Balvatika –II) MR. DHANANJAY	PGT COMPUTER SCIENCE PGT- COMMERCE PGT- MATHEMATICS TGT- MATHEMATICS PRT PRT PRT	<ul style="list-style-type: none"> <li>➤ Timely collecting enrollment details from Class Teachers, compiling and tallying with UBI</li> <li>➤ Timely forwarding of enrollment to KVS RO</li> <li>➤ Preparing the list of fee defaulters on monthly basis and discuss the details in staff meeting</li> </ul>	

44	CPD	MS.KALPANA VERMA  MS.ALPA DEY  MS.AMANDEEP SANDHU  MS. JANVI	PGT-CHEMISTRY  TGT-ENGLISH  HM  PRT	<ul style="list-style-type: none"> <li>➤ Arranging workshop as per the direction of KVS</li> <li>➤ Arranging workshop on different topics , which may be included in CPD details</li> <li>➤ Informing the staff members about relevant courses available for their professional development</li> <li>➤ Maintaining the details of CPD about staff members</li> </ul>	
45	MATHEMATICS ACTIVITIES	MS.SREELATHA V	PGT MATHEMATICS	➤ HANDLING ALL ACTIVITIES RELATED TO MATHEMATICS	
46	ESCORT DUTY	MS.SUPRETA SURESH  MS.E DEEVA	LIBRARIAN  TGT PHE	➤ Maintaining roster for escort duty	
47	STUDENTS ID CARD	MR.E DEEVA  MR.MAHENDRA SINGH  GAMES COACHES	TGT PHE  SUB -STAFF	➤	
48	STUDENTS DIARY	MS.KALPANA VERMA  MS. RIYA	PGT-CHEMISTRY PRT	➤ DISTRIBUTION	
49	TEACHERS DIARY	MS.VVLK LEELA	PGT-CHEMISTRY	➤ DISTRIBUTION	
50	ATTENDANCE REGISTER	MS.VVLK LEELA	PGT-CHEMISTRY	➤ DISTRIBUTION	
51	DETAILS OF CIRCULAR REGISTERS MAINTAINING	MR.GIRIDHAR	SUB-STAFF	➤	
52	STAFF MEETING DETAILS	MS.V BALASARASWATHY	PGT-PHYSICS	➤	



53	CLASS MONITORE CLUB	MS.V BALASARASWATHY MS.VVLK LEELA MS.SUSHMA KUMARI MS.ARTI PRASAD MR.KHUSHNAM	PGT-PHYSICS PGT-CHEMISTRY PGT-HINDI TGT-SCIENCE TGT-SOCIAL SCIENCE	<ul style="list-style-type: none"> <li>➤ Conduct by-weekly meeting with class monitors</li> <li>➤ Compile the findings</li> </ul>	
54	CATERING & TENT	MR.E DEEVA MR.GIRIDHAR	TGT-PHE SUB-STAFF	<ul style="list-style-type: none"> <li>➤</li> </ul>	
55	ACP	MS.ALPANA DEY	TGT-ENGLISH	<ul style="list-style-type: none"> <li>➤ MAINTANING RECORDS</li> </ul>	
56	SATHEE Initiative Implementation	Ms.Arti Prasad	TGT-Science	<ul style="list-style-type: none"> <li>➤ SATHEE Initiative Implementation</li> </ul>	
57	FUNDAY	MS. MITALI SHARMA		<ul style="list-style-type: none"> <li>➤</li> </ul>	
58	TLM	MR. DHANANJAY MS. MANISHA		<ul style="list-style-type: none"> <li>➤</li> </ul>	
59	CWSN	MR. S K GUPTA		<ul style="list-style-type: none"> <li>➤</li> </ul>	
60	MINUTES OF MEETINGS	MS. MITALI SHARMA MS. JANVI		<ul style="list-style-type: none"> <li>➤</li> </ul>	
61	WORKSHEETS	MS. PURNIMA		<ul style="list-style-type: none"> <li>➤</li> </ul>	
62	RESOURCE ROOM	MS. PURNIMA MS. PRIYA		<ul style="list-style-type: none"> <li>➤</li> </ul>	
63	PRIMARY COMPUTER LAB	MS. KIRTI COMPUTER INSTRUCTOR		<ul style="list-style-type: none"> <li>➤</li> </ul>	
64	HOUSE MASTERS	MS. KIRTI MS. SAKSHI MS. RIYA MS. MANISHA		<ul style="list-style-type: none"> <li>➤</li> </ul>	

65	SUGGESTION BOX	MS. MONICA MS. MANISHA		➤	
66	DISPLAY & BEAUTIFICATION	MS. MITALI MS. ARTI MS. MANISHA		➤	
67	AWARENESS DRIVES	MS. ARTI MS. RIYA MS. SHRUTI BANSAL		➤	
68	VIDYALAYA WEBSITE	MS. SAKSHI MS. SULEKHA		➤	

#### A. SCHOOL RESPONSE TEAMS

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details
	Child Rights Protection Cell	MS.V BALASARASWATHY PGT-PHYSICS	MS.AMANDEEP SANDHU PRT	
	Evacuation Team	MR.E DEEVA TGT-PHE	ALL STAFF MEMBERS	
	Search & Rescue Team	MR.E DEEVA TGT-PHE	ALL STAFF MEMBERS	
	First Aid & Medical Team	MS.ALPANA DEY TGT-ENGLISH	ALL STAFF MEMBERS	
	Transport Safety Team	MS.SREELATHA V PGT-MATHEMATICS	MS.SOOSY JOHN TGT-MATHEMATICS MS.GEETA TGT-SANSKRIT	
	Team for students with special needs (Divyang)	MS.V BALASARASWATHY PGT-PHYSICS MS.VVLK LEELA PGT-CHEMISTRY MS.ALPANA DEY TGT-ENGLISH MR.SANJAY KUMAR GUPTA PRT	ALL STAFF MEMBERS	
	Internal Complaint Committee (ICC)- <b>for immediate handling at Vidyalaya level. A committee is formed in line with KVS letter and is uploaded in the Vidyalaya website and notice board</b>	MS.V BALASARASWATHY PGT-PHYSICS	MS.KALPANA VERMA PGT-CHEMISTRY MS.SUSHMA KUMARI PGT-HINDI MS.AMANDEEP SANDHU PRT	
	Grievance Redressal Committee	MS.V BALASARASWATHY PGT-PHYSICS	MS.VVLK LEELA PGT-CHEMISTRY MS.SUSHMA KUMARI PGT-HINDI MS.AMANDEEP SANDHU HM	

1. All Convenors are requested to plan the work for the year with respect to Institutional Planning and Calendar of Activities, involving other members of the committee and to intimate the same to the Principal.
2. Activities to be completed as per target dates & reported the undersigned on completion of tasks.
3. All teachers are requested to co-operate with the convenors and ensure successful completion of planned programme.
4. All contractual teachers will be assisting in charges as & when required.

**PRINCIPAL**