

## KENDRIYA VIDYALAYA NAL BANGALORE

### LIST OF COMMITTEE MEMBERS AND THEIR DUTIES 2023-24

**Co-coordinator:** MS. V BALASARASWATHY PGT-PHYSICS

S. N	The Committee	Members	Designation	Duties	Sign
1	Academic & Administrative Council	MS.V BALASARASWATHY MS.SREELATHA MS.AMANDEEP SANDHU MR. ABHAY ROY	PGT-PHYSICS PGT-MATHEMATICS HM SSA	<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>➤ Checking of attendance register and fee- collection (CS- 11 &amp; CS- 54)</li> </ul>	<i>SV</i>
2	Time-table Committee	MS. VVK LEELA MS. SREELATHA MS. JYOTHI N PILLAI	PGT -CHEMISTRY PGT-MATHEMATICS TGT-ENGLISH	<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	MS. H R PUTTALAKSHMI MR.ANIL KUMAR C MS.AMANDEEP SANDHU	PGT-CS PGT-ECONOMICS HM	<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. KALPANA VERMA ✓ MS. PUSHPA KUMARI ✓ MS. ANANYA ✓	PGT-CHEMISTRY TGT-MATHEMATICS TGT-SCIENCE	<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	MR. SUJITH ✓ JANARDHANAN ✓ MR. ANIL KUMAR C ✓ MS. VVK LEELA ✓ MS. SUPREETA SURESH ✓ MR. MAHENDRA SINGH ✓	PGT-ENGLISH ✓ PGT-ECONOMICS ✓ PGT-CHEMISTRY ✓ LIBRARIAN ✓ SUB-STAFF ✓ M ✓	<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	MS. SUSHMA KUMARI ✓ MR. KHUSHNAM P ✓ MS. R GEETHA ✓ Rpeetha	PGT-HINDI ✓ TGT-SOCIAL SCIENCE ✓ TGT-ENGLISH ✓	<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	Club Activities	MS.ATI PRIYA <i>APD</i> MR.KHUSHNAM P <i>RP</i> MS.ALPANA DEY <i>AD</i>	TGT-SOCIAL SCIENCE  TGT-ENGLISH	<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	MS. H R PUTTALAKSHMI	PGT-CS <i>HR</i>	<ul style="list-style-type: none"> <li>➤ Maintenance and repair of all computers</li> <li>➤ Updating the Vidyalaya Website</li> <li>➤ Monitoring and recording of e-class rooms.</li> </ul>	
08	Vidyalaya Repair & Maintenance & Petty Construction	MR. SHANTA KUMAR MR. E DEEVA MR.SHIVA KUMAR	TGT-WE <i>SK</i> TGT-PHE <i>ED</i> TGT-ART <i>SK</i>	<ul style="list-style-type: none"> <li>➤ Repair and maintenance of school building, toilets, classrooms, furniture and fixtures</li> </ul>	

09	Publication Committee a. Student diary/Tr.Diary b. Vidyalaya Patrika/ News letter c. ID Cards/certificates	MS. ALPANA DEY MS. JYOTHI N PILLAI TGT-HINDI (1) TGT-SANSKRIT (1)	TGT-ENGLISH TGT-ENGLISH TGT-HINDI TGT-SANSKRIT	<ul style="list-style-type: none"> <li>➤ Publishing of Vidyalaya Patrika, 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 any other 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	TGT-SOCIAL SCIENCE TGT-SOCIAL SCIENCE	<ul style="list-style-type: none"> <li>➤ Purchase and maintenance of Teaching Aids.</li> <li>➤</li> </ul>
11	Audio Visual Aids	MR. SHANTA KUMAR	TGT-WE	<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>
1	Excursion	MR. E DEEVA MR. SHANTHA KUMAR MR. SHIVA KUMAR	TGT-PHE TGT-WE TGT-ART	<ul style="list-style-type: none"> <li>➤ Planning and organizing tours to places of educational importance. Arranging transport facilities.</li> </ul>





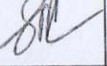

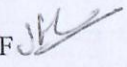
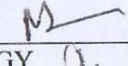


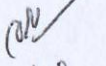

12	Adolescent Education & Guidance and Counselling	MS. ALPANA DEY MS. SUPREETHA SURESH	TGT-ENGLISH LIBRARIAN	<ul style="list-style-type: none"> <li>➤ Coordination and conducting of adolescent education programme in the school</li> <li>➤ Attending all NAEP programs</li> <li>➤ Monthly reports to KVS</li> <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 MR.SIVAGOPALAN	TGT-MATHS PGT-BIOLOGY	<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> </ul>
14	Photography	MR.SHIVA KUMAR	TGT-ART	<ul style="list-style-type: none"> <li>➤ Arrangements for taking photographs</li> <li>➤ Display of Photographs and maintaining albums</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> </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> </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	TGT-SOCIAL SCIENCE TGT-ENGLISH	<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.ANANYA	TGT-SCIENCE TGT-SCIENCE	<ul style="list-style-type: none"> <li>➤ COORDINATION</li> </ul>
20	Library Committee & NIE	MS.SUPREETHA SURESH	LIBRARIAN	<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 students representatives.</li> <li>➤ Coordinating the NIE program.</li> </ul>
21	Scouts & Guides	MR.RASOOL SHAIKH MS.POORNIMA B. PURNEMA MR.SANJAY KUMAR GUPTA	TGT-MATHS PRT PRT	<ul style="list-style-type: none"> <li>➤ Coordinating all scouts &amp; guides activities at local, cluster, regional and national levels.</li> </ul>
22	Sports & Games	MR.E DEEVA	TGT-PHE	<ul style="list-style-type: none"> <li>➤ Coordinating sports &amp; games activities of the Vidyalaya at the house, cluster, regional and national levels.</li> <li>➤ Conduct of Sports Day</li> </ul>
23	Parent-Teacher Meeting	MS.KALPANA VERMA MS.AMANDEEP SANDHU	PGT-CHEMISTRY HM	<ul style="list-style-type: none"> <li>➤ To organize and send circulars for holding PT meeting periodically.</li> <li>➤ To keep record of PT meeting class wise and consolidated report of Vidyalaya Level.</li> </ul>

24	Junior Science Lab	MS.ARTI PRASAD <i>AP</i>	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 <i>SLU</i>	PGT-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 <i>SK</i> TGT-HINDI (2)	PGT-HINDI TGT-HINDI	<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.POSH etc	MS.SYAMALA DEVI <i>SD</i> MS.V BALASARASWATHY MS.SREELATHA <i>SLU</i>	PGT-COMMERCE PGT-PHYSICS PGT-MATHS	<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	MS.SYAMALA DEVI MS.V BALASARASWATHY MS.SREELATHA MR.P SIVAGOPALAN MR.MAHENDRA SINGH	<del>PGT-COMMERCE</del> <del>PGT-PHYSICS</del> PGT-MATHS PGT-BIOLOGY SUB-STAFF	<ul style="list-style-type: none"> <li>➤ Checking of Late coming students</li> <li>➤ Maintaining register and informing the parents.</li> </ul>
29	Sanitation & Hygiene (House Keeping)	MS.VVK LEELA MR.MAHENDRA SINGH	PGT-CHEMISTRY SUB-STAFF	<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.P SIVAGOPALAN MR.GIRIDHAR MR.MAHENDRA SINGH	PGT-BIOLOGY SUB-STAFF SUB-STAFF	<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> </ul>
31	Gardening	MR.SIVAGOPALAN MR.SANJAY KUMAR MR.GIRIDHAR MR.MAHENDRA SINGH	PGT-BIOLOGY PRT SUB-STAFF SUB-STAFF	<ul style="list-style-type: none"> <li>➤ Maintenance and monitoring of garden and aquarium</li> <li>➤ Beautification and horticultural development of the school campus.</li> <li>➤ Verification of attendance of Gardening persons</li> </ul>



32	MTS/DEO	MR.GIRIDHAR MR.MAHENDRA SINGH		<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.SUSHMA KUMARI MS.AMANDEEP SANDHU MR.ANIL KUMAR C MR.SUJITH JANARDHANAN	   	<ul style="list-style-type: none"> <li>➤ PGT-HINDI</li> <li>➤ HM</li> <li>➤ PGT-ECONOMICS</li> <li>➤ PGT-ENGLISH</li> </ul>	<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	  	<ul style="list-style-type: none"> <li>➤ PRT</li> <li>➤ SUB-STAFF</li> <li>➤ SUB-STAFF</li> </ul>	<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. SIVAGOPALAN MS.H R PUTTALAKSHMI MS.ARTI PRASAD MR. SHANTA KUMAR MR.SHIVA KUMAR	   	<ul style="list-style-type: none"> <li>➤ PGT-BIOLOGY</li> <li>➤ PGT-CS</li> <li>➤ TGT-SCIENCE</li> <li>➤ TGT-WE</li> <li>➤ TGT-ART</li> </ul>	<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.SREELATHA V MS.KALPANA VERMA MS.AMANDEEP SANDHU ANY MEMBER SUGGESTED BY HM MS.SUPREETA SURESH	PGT-PHYSICS PGT-MATHS PGT-CHEMISTRY HM PRT LIBRARIAN	<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	MR.ANIL KUMAR MS. H R PUTTALAKSHMI	PGT-ECONOMICS PGT-CS	<ul style="list-style-type: none"> <li>➤ VERIFICATION OF PAY BILL</li> </ul>	
38	CONDEMNATION	MR. P SIVAGOPALN MR.RASOOL SHAIK MR.SHANTA KUMAR MS.SUPREETA SURESH	PGT-BIOLOGY TGT-MATHS TGT-WE LIBRARIAN	<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>	

**A. SCHOOL RESPONSE TEAMS**

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details
	Child Rights Protection Cell	MS.SYAMALA DEVI PGT-COMMERCE <i>24/4/23</i>	MS.V BALASARASWATHY PGT-PHYSICS MS.SREELATHA PGT-MATHS ALL STAFF MEMBERS	
	Evacuation Team	MR.E DEEVA TGT-PHE <i>Deeva</i>	ALL STAFF MEMBERS	
	Search & Rescue Team	MR.SIVAGOPALAN PGT-BIOLOGY MS.ALPANA DEY TGT-ENGLISH <i>Alpana</i>	ALL STAFF MEMBERS	
	First Aid & Medical Team		N/A	
	Transport Safety Team	MR.SANJAY KUMAR PRT MS. ALPANA DEY TGT-ENGLISH <i>Sanjay Alpana</i>	ALL STAFF MEMBERS	
	Team for students with special needs (Divyang)	MS. SUPREETHA SURESH LIBRARIAN <i>Supreetha</i>		
	Internal Complaint Committee (ICC)	MS.SYAMALA DEVI PGT-COMMERCE <i>24/4/23</i> MS.V BALASARASWATHY PGT-PHYSICS <i>MS.SREELATHA</i> PGT-MATHS <i>SW</i>		
	Grievance Redressal Committee	MS.SYAMALA DEVI PGT-COMMERCE <i>24/4/23</i> MS.V BALASARASWATHY PGT-PHYSICS <i>MS.SREELATHA</i> PGT-MATHS <i>SW</i> MR.SIVAGOPALAN PGT-BIOLOGY <i>17/4</i>		

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 planned programme.
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.

ಶ್ರೀಮತಿ / ಪ್ರಾಚಾರ್ಯ /  
ಕೆಂದ್ರೀಯ ವಿಶಾಲಯ / Kend  
ರಾಜ್ಯ / ಶ್ರೀಮತಿ /  
ಪ್ರಾಚಾರ್ಯ /  
ಬೆಂಗಳೂರು / ಬೆಂಗಳೂರು / Bar