

KENDRIYA VIDYALAYA, MG RAILWAY COLONY, BENGALURU -COMMITTEE LIST 2020-21

	COMMITTEE	WORK ASSIGNED	COMMITTEE MEMBERS	
1	ACADEMICS	As and when work assigned by the Principal with regard to Academics.	1. Shri. Sreenatha Joshi, PGT(Math) 2. Shri. R. Dharmaraj, PGT(Chem) 3. Smt. Bina Mathew, PGT(Eng)	
2	ADMISSION	Scrutiny of online/offline Registration Forms, Selection List, Conducting Admission Test & Other Related Work To Admission as per KVS Admission Guidelines 2017-18	1. Smt. Preeti Sarkar, PGT(CS) – I/C 2. Smt. Jyothi Kulkarni, TGT(Maths) – Associate I/C 3. Smt. Patil Shakuntala, Librarian 4. Smt. Geetha Shanmugham , PRT 5. Smt. Manisha, PRT	
3	TIME TABLE	Preparation of time table as per KVS norms, Daily arrangement for teachers who are on leave etc.	1.Smt. Sreenatha Joshi, PGT(Math) –I/C 2.Smt. Madhumathi, TGT(Science) 3. Smt. Jisha, 4. Smt. Tejesvini, TGT(Maths) 5.Smt. Babli, TGT(Sanskrit) 6. Smt. Monosree TGT(AE)	
4	EXAMINATION	Planning & conduct of Tests/Exams as per new KVS guidelines - uniform system of assessment/Examination received from KVS HQrs for Classes I to XII and maintenance of records etc.	EXTERNAL 1. Shri. E.N. Kannan, PGT(Phy.)-I/C 2. Smt. Madhumathi, TGT(Sci) 3.Shri. Sreeprakash TGT(Eng) 4.Smt.Monoshree, TGT(AE) 5.Ms. Sahaya Mary, HM All work related to CBSE & other External Exams)	INTERNAL 1. Smt. K.P. Latha, PGT(Bio) - I/C 2. Smt. Mamta, PGT(Commerce) 3. Smt.Jisha, TGT(Eng) 4. Shri. Ramesh Babu, TGT(Hindi) 5.Shri. Sreeprakash TGT(Eng) 6. Shri Ravindra
5	LIBRARY	Development of Library & strict implementation of new library policy as per KV's circular	1. Smt. Shakuntala Patil, TGT(Lib) – I/C 2. Smt. Bina Mathew, PGT(Eng) 3. Shri. Ramesh Babu, TGT(Hindi) 4. Smt. Lakshmi Prabha Burli, PRT 5. Students	

6	CCA	Division of houses, house activities & assembly programme, celebration of functions, important events & coordinating/conduct of all the CCA activities etc for the session 2019-20.	1. Smt. Bina Mathew, PGT(Eng) – (Co-ordinator) 2.
7	A) COMPUTER LAB	To maintain computer lab. & regular website updation	1. Smt. Preeti Sarkar, PGT(CS) 2. (Comp. Ins)
	B) WEBSITE MAINTENANCE/UPDATE	For necessary maintenance and updation of Vidyalaya website.	1.Smt. Preeti Sarkar, PGT(CS) 2.Smt.Bina Mathew, PGT(Eng) 3. Smt. K.P. Latha, PGT(Bio) 4. Smt. Monoshree, TGT(AE) 5. Ms.Sahaya Mary, HM
8	SCIENCE CLUB	Conduct of science exhibitions, science activities etc., Science Olympiad, etc as per KVS Circulars.	1. Shri. R. Dharmaraj, PGT(Chem.)-I/C 2. Smt. K.P Latha, PGT(Bio) 3. Smt. E. N. Kannan, PGT(Physics) 4. Shri. Mamta, PGT(Commerce) 5. Smt. Preeti Sarkar, PGT(CS) 6. Smt. M.N.Madhumathi, TGT(Sci)
9	INTEGRITY CLUB	Conduct of integrity club activities as per KVS circular	1. Shri. Shreeprakash, TGT(Eng) 2. Shri. V.R.Ramesh Babu, TGT(Hindi) 3. Smt. Manjunath, TGT(Eng)
10	LITERARY CLUB	To coordinate & implement celebration of important days to bring out school magazine & primary news letter	1. Smt. Bina Mathew, PGT(Eng) 2. Shri. Radhakrishnan, PGT(Hindi) 3. Shri. Ramesh Babu, TGT(Hindi) 4. Shri. Shreeprakash, TGT(Eng) 5. Ms.Sahaya Mary, HM 6. Smt.,Babli TGT (Sanskrit) 7. Shri Jisha, TGT(Eng)
11	NATURE CLUB	Conduct of Nature Club activities as per KVS Circulars	1. Smt. Madhumathi, TGT(Sci) 2. Smt. Lakshmi Prabha Burli, PRT 3. Ms Karishma Garg, PRT

12	A] ACTIVITY HALL B] ALL NOTICE / DISPLAY BOARD	To maintain Activity hall as per standard requirement.	1. Smt.Monoshree, TGT(AE)-I/C 2. Shri.D.Shantha Kumar, TGT(WE)3. 3.Smt. Mamta, PGT(Commerce)
13	SCOUTS & GUIDES ACTIVITIES	Conduct of Scouts and Guides activities	1. Shri. Mallikarjuna (PRT) 2. Shri. R.Dharmaraj, PGT(Chem) 3. Smt. Mamta,PGT(Com) 4. Smt. Tejaswini, PRT 5. Kum. Karishma Garg, PRT
14	MEDICAL CHECK	Arrangement for medical check- up primary and secondary.	1. Shri. K.Srinivasa Murthy, TGT(P&HE) 2. Nurse 3. Smt. Mallika Durre , PRT
15	PURCHASE	Procuring of equipment, articles as per requirement of the various departments by following KVS purchase procedures.	1. Shri. Sreenatha joshi, PGT(Math) 2. Shri. Radhakrishnan PGT(Hindi) 3. Shri. 4. Ms. Sahaya Mary, HM
16	MATHS CLUB	To develop & maintain Maths club as per KVS circular, to guide & help students in various Maths activities/olympiads & competitions, exhibition etc.	1. Smt. Sreenatha joshi , PGT(Maths)- I/C 2. Smt. Tejaswini,TGT(Maths) 3. Smt. Jyothi Kulkarni, TGT(Maths) 4. Smt.Geeta P Chavan, PRT
17	HINDI OFFICIAL LANGUAGE	To promote Hindi language, implementation and maintenance of Rajbhasha/Hindi documents, attending to Hindi official letters of KVS, monthly report, etc .	1. Shri Radhakrishnan PGT(Hindi) 2. Shri. V.R.Ramesh Babu, TGT(Hindi) 3. Shri. Mani Ram, TGT(Hindi) 4. Smt. Malike Durai Balkis, PRT
18	DISCIPLINE	Maintenance of discipline of Students/Vidyalaya & monitoring discipline including during lunch hours & exit of students after school hours for all classes ensuring safety of the children.	1. Shri. Srinivasa Murthy, TGT(P&HE) – I/C 2. Shri. R.Dharmaraj, PGT(Chem) 3. Smt. Madhumathi. TGT (Sci) 4. Smt. Monosree Roy, TGT(AE) 5. Smt. Malika Durai Balkis, PRT 6. Coach (Sports) 7. All Class Teachers/ Subject teachers
19	NAEP	Planning and implementation of AEP programme as per KVS Circulars/norms & arrangement of guest lectures related to AEP and conducting AEP activities as and when required.	1. Smt. K.P Latha, PGT(Bio) 2. Smt. Jyothi Kulkarni, TGT(Maths) (For Girls) 3. Shri. Ramesh Babu, TGT(Hindi) (For Boys) 4. Shri Sreeprakash A G, TGT (Eng) 5. Smt. Monica Roy, TGT(So.Sci)
20	CAREER GUIDANCE & COUNSELLING	Arranging & conducting career guidance and counseling classes.	1. Smt. Bina Mathew, PGT(Eng) 2. Shri. Mani Ram TGT(Hindi) 3. Smt. Shakuntala Patil,TGT (Lib)

21	EXCURSION/ EDUCATIONAL TRIP	Organizing adventure activities and educational tour for all the classes	1. Shri. Dharmaraj ,PGT (Chem) 2. Shri. Ramesh Babu, TGT(Hindi) 3. Shri. Srinivasa Murthy, TGT(P&HE) 4. Ms Sahaya Mary, HM 5. Smt Lakshmi Prabha Burli, PRT
22	SPORTS & SBSB	Coordinating games and Sports activities at Vidyalaya level /regional & nationals & conduct of sports day etc. To complete SBSB activities / completion of the fitness score cards of students of all classes. Conduct of PTM to make parents aware of student's fitness score cards and its importance.	1. Shri. Srinivasa Murthy, TGT(P&HE) 2. Games Coach 3. Yoga Teacher <u>SBSB / Students fitness score cards</u> 1. Shri. SrinivasMurthy, TGT (P&HE) 2. Smt. Lakshmi Prabha, TGT(Lib) 3. Smt. Mallika, PRT
23	VALUE EDUCATION	To implement the value oriented activities in the vidyalaya, arrangement of guest lecture.	1. Shri. Sreeprakash, TGT(Eng) 2. Smt. Lakshmi Prabha Burli, PRT
24	E-CLASS ROOMS	Development of e-class room and its implementation as per KVS circulars and requirement of the School.	1. Smt. Preeti Sarkar, PGT(CS) –I/C 2. Computer Instructor 3. Ms Sahaya Mary, HM 4. Lakshmi Prabha Burli, PRT 5. Class Teachers
25	FURNITURE	Maintenance of stock of Vidyalaya furniture, procurement of furniture as per requirement for the Vidyalaya etc.	1. Smt. Mamta, PGT(Com) –I/C 2.
26	TEACHING AIDS	Maintenance, procurement of teaching aids for all classes as per requirement.	1. Smt. Monica Roy, TGT(Soc.Sci) – I / C 2. Smt Geetha Shanmugham PRT
27	BEAUTIFICATION/NATURE CLUB/ GARDENING	Development of garden, maintenance & monitoring of school garden & aquarium, to conduct vanamahotsav etc.	1. Smt. Madhumathi, TGT(Sci) (I/C) <u>Aquarium</u> 2. Smt Monosree Roy, TGT(AE) 3. Shri. Ravindra, Sub-Staff 4. Shri. Nagaraj, Sub-Staff 5. Smt. B. Gayathri, PRT (Music) 6. Smt. Karishma Garg, PRT
28	FIRE SAFETY	To implement fire safety measures in the Vidyalaya as per KVS norms & its maintenance	1. Shri. Shantha Kumar, TGT(WE) 2. Shri. Srinivasa Murthy, TGT(P&HE)

29	FIRST AID	To provide first aid as & when required for the students in the vidyalaya	1. Shri. Srinivasa Murthy, TGT(P&HE) 2. Shri. B N Parameshwara, PRT 3. Nurse 4. Games Coach
30	CULTURAL ACTIVITIES	To prepare students for all cultural programmes of the Vidyalaya as per calendar of activities and as and when required and annual day cultural activities.	1. Smt. Gayathri, PRT(Music) 2. Smt. Lakshmi Prabha Burli, PRT 3. Smt. Bina Mathew PGT, (Eng) 4. Smt. Pushpa Manjunathan, PRT
31	RTI	To process & maintain RTI related information & records	1. Smt. Preeti Sarkar, PGT (Comp Sc) 2. Ms Sahaya Mary, HM
32	ACCOUNTS	Checking of pay bill, arrears bill, Income Tax and fees/fines CS-11 and CS-54 etc	1. Smt. Maya Hari, PGT(Maths) 2. Shri Shantha Kumar, TGT (WET)
33	M & R	Identification, repairs and maintenance of civil, Electrical & plumbing work of the Vidyalaya as & when required etc.	1. Shri. Shanthkumar, TGT(WE), I/C 2. Shri. Dharmaraj, PGT(Chem) 3. Shri. Ramesh Babu, TGT(Hindi) 4. Shri Mallikarjuna, PRT
34	DRINKING WATER COMMITTEE	To facilitate & monitor drinking water facilities to students & to ensure periodical cleaning of water tanks & operation of pumping water to fill the tank etc.	1. Shri. D. Shantha Kumar, TGT(WE) 2. Smt. Monosree Roy, TGT(AE) 3. Smt. Geetha Shanmugam, PRT 4. Shri. Raju, Sub-staff
35	GRIEVANCES	To attend the grievances of the Vidyalaya	1. Shri. Rami Reddy, PGT(Eco)- I/C 2. Smt. Bina Mathew, PGT(Eng) 3. Ms Sahaya Mary HM 4. Shri. Mani Ram, TGT(Hindi) 5. Smt. Lakshmi Prabha Burli, PRT
36	PHOTO GRAPHY	To arrange & take photos of important activities in the Vidyalaya and making album	1. Smt. Monosree Roy, TGT(AE)
37	MONITORING OF SECURITY DUTY	Monitoring the work of security	1. Shri. Srinivasa Murthy, TGT(P&HE) 2. Smt. Jyothi Kulkarni, TGT(Maths) 3. Smt. Dhanalakshmi, Sub-Staff
38	STAFF QUARTER	Allotment of Quarter and maintenance of staff quarter (as per KVS rules)	

39	CLEANLINESS COMMITTEE	Implementation and ensuring cleanliness of Vidyalaya and supervision of the work of housekeeping persons.	1. Smt. Shakuntala Patil, TGT(Libn)- I/C 2. Smt. Maya Hari, PGT(Maths) 3. Smt Mamta, PGT(Commerce) 4. Smt. Monica Roy, TGT(Soc.Sci) 5. All Class Teachers/ Subject teachers
40	FLAG HOISTING AND LOWERING OF NATIONAL FLAG -COMMITTEE	To prepare the list of staff members on rotation basis to hoist and lower the national flag every day, following the norms and also to monitor the same.	1. Shri. Srinivasa Murthy, TGT(P&HE) 2 [sports coach]
41	SHAALA DARPAN	To take necessary action as per requirement.	1. Smt. Preeti Sarkar, PGT(CS) - I/C 2. Comp. Inst 3. Smt.Monosree, TGT (AE)
42	External Competitive Exams	Conduct of Physics Olympiad, Registration / Training students for NTSE, SOF etc	1. Shri E Kannan, PGT(Phy) 2. Shri Sreepakash A G, TGT(Eng) 3. Smt. Kapila , TGT(SSt)
43	Tarunotsava	Planning and execution of various activities to nurture class 10 th students after board exams	1. Mrs Bina Mathew, PGT (Eng) 2. Mrs Shakunthala Patil (Librarian) 3. Smt Monosree Roy, TGT(AE) 4. Shri. D.Shantha Kumar, TGT(WE)
44	Partnership with linked schools	Planning and implementation of programmes to the linked neighbouring schools and providing support and resource to the linked schools	1. Smt. Bina Mathew, PGT (Eng) 2. Smt. Lakshmi Prabha Burli, PRT 3. Smt. Malathi Ramya M
45	Pustakophaar	Giftng of old text by the seniors to their juniors	1. Smt. Shakuntala Patil, TGT(Lib) 2. All class Teachers
46	Vidyalaya Plan	To enter the and update the day to day Programmes / Events / Various Curricular and Co-CurricularActivities / Sports Activities and Achievements of the students in the Vidyalaya plan	1. Smt. Bina Mathew, PGT(Eng) 2. Smt. Preeti Sarkar, PGT(Comp) 3. Lakshmi Prabha Burli, PRT