

Committees

KENDRIYA VIDYALAYA, TUMKUR

COMMITTEE LIST

S. N	COMMITTEE	WORK ASSIGNED	SECONDARY	PRIMARY
1	ACADEMICS	PLANNING, EXECUTION AS PER KVS GUIDELINES,	1. Smt.Smitha U 4. Smt. Meenakshi 2 .Sh. Jagdev 5. Sh.Subrahmanya S 3. Sh.Mathialagan G	1.Smt. Waheeda
2	ADMISSION	SCRUTINY OF REGISTRATION FORMS, PREPARING SELECTION LIST , CONDUCTING ADMISSION TEST & OTHER RELATED WORK TO ADMISSION AS PER KVS ADMISSION GUIDELINES 2015-16	1. Sh. Mathialagan G (I/C) 2. Smt. Madhu Karn Singh 3. Smt. Sheela	1.Smt.Kavitha D R 2. Smt. Latha 3. Smt. Sreelakshmi R S
3	TIME TABLE	PREPARATION OF TIME TABLE AS PER KVS NORMS DAILY ARRANGEMENT FOR TEACHERS ON LEAVE ETC.	1. Sh. Sanjay Kumar (I/C) 2. Sh. Om Parkash	1.Smt.Kavitha D R 2.Sh. Shivappa 3. Sh. Manjunath

4	EXAMINATION	CONDUCT OF FA1,FA2,FA3,FA4,SA1,SA2 UNIT TEST, CUMULATIVE TESTS & OTHER EXAM RELATED WORK AS PER KVS NORMS. MAINTENANCE OF RECORDS ETC.	INTERNAL EXTERNAL 1. Smt. Smitha U , I/c Smt. Madhukarn Singh(I/C) 2. Smt. Meenakshi (All work related to CBSE & External Exams) 3. Smt. Sheela 4. Sandeep Sharma 2. Class teacher of IX and X (to verify the details of students and also marks entry as and when required.)	1.Smt.Waheeda (I/C) 2. Priyanka Sain 3. Gopal Dass
5	LIBRARY	DEVELOPMENT OF LIBRARY & STRICT IMPLEMENTATION OF NEW LIBRARY POLICY AS PER KVS CIRCULAR	1. Smt.Sheela (I/C) 2. Sh. Jagdev 3.Smt.Smitha U Ms. Arpitha (Class XII) Ms. Nischith(Class X)	1. Smt. Waheeda 2. Sh. Shivappa
6	PURCHASE	TO SUGGEST SUITABLE EQUIPMENT, TO DO MARKET SURVEY, TO PREPARE QUOTATIONS AND COMPARATIVE STATEMENTS FOR VARIOUS DEPARTMENTS OF THE VIDYALAYA AS	1. Smt. Smitha U 2. Sh. Saurabh Gupta 3. Smt. Shermila	1. Smt. Waheeda 2. Smt. Hamsa

		PER THE REQUIREMENT.		
7	COMPUTER LAB & WEBSITE MAINTENANCE / UPDATE	TO MAINTAIN COMPUTER Lab. & REGULAR WEBSITE UPDATION	1. Smt. Madhu Karn Singh PGT Computer Science (I/C) 2. Sh. Saurabh Gupta 3. Smt. Sreelakshmi R S	1. Smt. Rashmi 2. Smt. Seema (Primary Activities)
8	BEAUTIFICATION/NATURE CLUB/ GARDENING	DEVELOPMENT OF GARDENING, MAINTENANCE & MONITORING SCHOOL GARDENING & AQUARIUM ,TO CONDUCT VANAMAHOTSAV ETC.	1. Smt. Meenakshi PGT Biology 2. TGT Science	1.Smt.Waheeda 2. Smt. Hamsa 3. Smt. Seema 4. All Sub Staff
9	MATHS CLUB	TO DEVELOP & MAINTAIN MATHS CLUB AS PER KVS CIRCULAR ,TO GUIDE & HELP STUDENTS IN VARIOUS MATHS ACTIVITIES/ OLYMPIADS & COMPETITIONS, EXHIBITION ETC.	1. Sh.Mathialagan G(I/C) 2. Sanjay Kumar 3. Om Parkash	1. Smt.Kavitha D R 2. Sh. Shivram Sharma 3. Sh. Manjunath
10	HINDI OFFICIAL LANGUAGE	TO PROMOTE HINDI LANGUAGE ,ATTENDING TO HINDI OFFICIAL LETTERS OF KVS & MONTHLY REPORT ETC.	1.Sh. Jagdev (I/C) 2. Sh. Subhramanya Samaka 3.TGT (Hindi)	1. Smt.Waheeda 2. Sh. JaiSingh Verma

11	SCIENCE CLUB	CONDUCT OF SCIENCE EXHIBITIONS, MAKING EXHIBITS, SCIENCE ACTIVITIES ETC. TRAINING STUDENTS FOR NTSE, SCIENCE OLYMPIAD, ETC.	1.Smt. Meenaksi (I/C) 2. Smt.Madhukarn Singh 3. PGT Chemistry 4. TGT Science	1.Smt.Waheeda 2.Ms.Hamsa N 3. Smt. Kavitha D R
12	DISCIPLINE	MAINTENANCE OF DISCIPLINE OF STUDENTS/VIDYALAYA & MONITORING, DISCIPLINE during lunch hours & Exit of students after school hours from classes till the main gate ETC.	1. Sh. Sandeep Sharma (I/C) 2. Smt. Smitha U 3. Sh. Subhramanya samaka 4. All Class Teachers/ Subject teachers	1.Smt.Waheeda 2.Ms.Priya 3. Smt. Hamsa 4. All Class Teachers/ Subject teachers
13	CCA	DIVISION OF HOUSES, HOUSEACTIVITIES ,& ASSEMBLY PROGRAMME,CELEBRATION OF FUNCTIONS,IMPORTANT EVENTS &COORDINATING ALL THE CCA ACTIVITIES FOR THE SESSION 2012-13 AS PER KVS NORMS 1. ASSESSMENT OF DAILY ASSEMBLY PROGRAMME & DISPLAY BOARD	1 Sh. Subhramanya S.Coordinator 2.Sh. Shermila, Asst.Coordinator House Masters 3. Sh. Om Parkash 4. Smt. SheelaMargarate I/c 5. Sh. Prashanth I/C 6. Sh. Rajkumar I/C 1.Smt. Smitha U 2 Sh. Subrahmanya S.Coordinator 3. Smt. Waheeda	1. Ms.Hamsa, Coordinator 2. Ms. Neha, Asst.Coordinator or House Masters 1. Smt. Seema 2.Smt. Rashmi 3. Ms.Priyanka Sain 4. Sh. Jaisingh

14	NAEP	TO CONDUCT NAEP PROGRAMME AS PER KVS NORMS & ARRANGE GUEST LECTURES RELATED TO AEP AND CONDUCTING AEP ACTIVITIES (AEP CLUB)	1. Sh. Jagdev (I/C):FOR GIRLS 2. Sh. Submanaya Samaka (I/C):FOR BOYS 3. Smt. Sheela (IC)	
15	CAREER GUIDANCE & COUNSELLING	ARRANGING & CONDUCTING CARRER GUIDANCE AND COUNSELLING CLASSES.	1. Smt. SheelaMargarate 2. Sh. Sanjay Kumar	
16	EXCURSION/ EDUCATIONAL TRIP	ORGANIZING ADVENTURE ACTIVITIES AND EDUCATION TOUR FOR ALL THE CLASSES	1. Sh. Mathialagan G 2. Smt. Waheeda	
17	SPORTS	COORDINATING GAMES AND SPORTS ACTIVITIES OF THE VIDYALAYA /REGIONAL & NATIONALS & CONDUCT OF SPORTS DAY ETC.	1.Sh. Sandeep Sharma(I/C) 2.Game Coaches	
18	E-CLASS ROOMS	DEVELOPMENT OF E-CLASS ROOM AND ITS IMPLEMENTATION AS PER KVS CIRCULAR	1. Smt. Madhu KarnSingh 2. Sh. Saurabh Gupta 3. Smt. Sreelakshmi R S	1. Smt. Kavitha D R 2. Smt. Rashmi Devi
19	FURNITURE	MAINTENANCE OF STOCK OF VIDYALAYA FURNITURE, PROCUREMENT OF	1. Sh.Saurabh Gupta (I/C) 2. Sh. Rajkumar	1. 1. 1. Sm t. Ka

		FURNITURE AS PER REQUIREMENT FOR THE VIDYALAYA ETC.		vith a 2. Sh. Dilip Malviya
20	TEACHING AIDS	MAINTENANCE, PROCUREMENT OF TEACHING AIDS FOR ALL CLASSES AS PER REQUIREMENT	1.Sh. Prashanth 2. Smt. Om Parkash	1. Smt. Hamsa N 2. Sh. Gopal Dass
21	FIRE SAFETY	TO IMPLEMENT FIRE SAFETY MEASURES IN THE VIDYALAYA AS PER KVS NORMS & MAINTENENCE	Sh. Saurabh Gupta Sh. Sandeep Sharma	
22	FIRST AID	TO PROVIDE FIRST AID AS & WHEN REQUIRED FOR THE STUDENTS IN THE VIDYALAYA	1.Sh. Sandeep Sharma Games Coach	1. Sh. Dilip Malviya
23	CULTURAL ACTIVITIES	TO PREPARE STUDENTS FOR ALL CULTURAL PROGRAMMES OF THE VIDYALAYA	1. Sh. Gopal Dass 2. Smt.Ahmed Waheeda	
24	RTI	TO PROCESS & MAINTAIN RTI RELATED INFORMATION & RECORDS	1. Smt.Smitha U 2. Sh. G Mathialagan	
25	PAYBILL,MAINTENANCE AND C.S-54	MAINTENANCE OF CS-54 & FEES & FINES & PAYBILL	1.Sh.Mathialagan G 2. Sh.Sanjay Kumar	
26	M & R	IDENTIFICATION , REPAIRS AND MAINTENANCE OF CIVIL,ELECTRICAL & PLUMBING WORK OF THE VIDYALAYA AS & WHEN	1..Sh.Surabh Gupta 2.Sh. Rajkumar	1. Sh. Shivappa 2. Sh. Dilip Malviya

		REQUIRED ETC.		
27	INTEGRITY CLUB	CONDUCT OF INTEGRITY CLUB ACTIVITIES AS PER KVS CIRCULAR	1.Smt. Smitha U 2.TGT-Eng-II 3. TGT Hindi	1.Smt.Priya 2. Ms.Hamsa N 3. Smt. Neha
28	A) TEACHER INCHARGE FOR PRIMARY B) CMP	TO CONDUCT ALL CMP ACTIVITIES AS PER THE KVS CIRCULARS RESOURCE ROOM MAINTAINANCE AND IMPLEMENTATION OF TLM IMPLEMENTATION OF ICT IN PRIMARY	 	1.Smt. Ahmed Waheeda (I/C) 2.Smt. Kavitha D R 3.Smt. Hamsa N 4. Neha 5. Rashmi
29	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. 1. Sh. Saurabh Gupta 2. 2. Sh.Ravinandana Nayaka(Sub-staff) 3. Smt. Uma Devi, (Sub – staff)	1.Sh. Shivappa 2.Sh. Jaisingh Verma
30	LITERARY CLUB	TO COORDINATE & IMPLEMENT CELEBERATION OF IMPORTANT DAYS ,TO BRING OUT SCHOOL MAGAZINE & PRIMARY NEWS LETTER	1.Sh.Shermila (I/C) 1.Sh. Jagdev PGT (Hindi) 2.Sh.Subhramanya S 2.Smt. Smitha U 3. TGT Hindi 3. TGT English	1. Hamsa 2.Smt.Neha 3. Sh. Jaisingh Verma 4. Shivram Sharma

31	VALUE EDUCATION	TO IMPLEMENT THE VALUE ORIENTED ACTIVITIES IN THE VIDYALAYA, ARRANGEMENT OF GUEST LECTURE.	1. Sh. Subhramanya S 2. Smt. Sheela	1. Smt. Rashmi Yadav 2. Sh. Dilip Malviya
32	GRIEVENCE	TO ATTEND & PROCESS THE GRIEVENCES OF THE VIDYALAYA	1. 1. Smt. Smitha U 2. 2. TGT Hindi	1. Smt Ahmed Waheeda
33	PHOTO GRAPHY	TO ARRANGE TAKE PHOTOS OF IMPORTANT ACTIVITIES IN THE VIDYALAYA AND MAKING ALBUM	1. 1. Sh. Rajkumar 2. 1. Sh. Shivram Sharma	
34	MONITORING OF SECURITY DUTY	MONITORING THE WORK OF SECURITY	1. Sh. Mathialagan 2. Sh. Prashanth 3. Smt. Neha Saxena	
35	MEDICAL CHECK	ARRANGEMENT FOR MEDICAL CHECK-UP PRIMARY AND SECONDARY.	1. Sh. Sandeep Sharma	Smt. Waheeda
36	SCOUTS & GUIDES ACTIVITIES	CONDUCT OF SCOUTS AND GUIDES ACTIVITIES	1. Sh. Mathialagan 2. Sh.Subrahmanya samaka 3. Sh. Prashant	Ms. Hamsa N
37	Staff Quarter	ALLOTMENT OF QUARTER AND MAINTENANCE OF STAFF QUARTER (AS PER KVS RULES)	1. Sh. G Mathialagan 2. Smt. Meenakshi	Ms. Waheeda

38	CLEANLINESS COMMITTEE	CLEANLINESS OF VIDYALAYA AND SUPERVISION THE WORK OF HOUSE KEEPING PERSON	<ol style="list-style-type: none"> 1. Smt.Sheela Margarate(I/C) 2. Sh. Prashanth 3. Sh. Sandeep Sharma 4. Sh. Ravinandana Nayaka 5. Smt. Umadevi 	<ol style="list-style-type: none"> 1. Smt. Neha 2. Sh. Shivappa 3. Sh. Ameer Khan
39	LAUGHING CLUB	TO CONDUCT LAUGHING EXERCISES IN MORNING ASSEMBLY ONCE IN A WEEK	<ol style="list-style-type: none"> 1. Sandeep Sharma 2. Sh. Subhramanya Samaka 	GAMES COACH Smt. Hamsa
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.	<ol style="list-style-type: none"> 1. Sh. Sandeep Sharma 2. Smt. Madhukarn Singh 	
41	SWACCH VIDYALAYA ABHIYAN COMMITTEE	TO ALOT THE DUTIES CLASS WISE ON ROTATION BASIS (ONCE IN A WEEK) UNDER SWACCH VIDYALAYA ABHIYAN	<ol style="list-style-type: none"> 1. Sh. Subhramanya Samaka 2. Smt. Sheela 	1. Shivappa

- PRINCIPAL