

KENDRIYA VIDYALAYA BEML NAGAR, KGF

COMMITTEES AND THEIR DUTIES -2020-21

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
1.	Academic Council	VicePrincipal Mrs.Hajra, TGT(Eng) Mr.Satish Mr.Udayvir	Mrs Jyothi Mrs .Sulochana Ms.Deepthi	i)Organizing Bridge course for classes VI ii)Distribution of Split up syllabus iii)Collecting the list of slow and bright learners from all the class teachers iv)Collecting and distributing study materials v) Monitoring the Homework given and Remedial Classes taken as per Schedule prepared. vi) To update and forward monthly reports of academically adopted students of class X to RO vii)To plan Demo lesson schedule for the month for all teachers and execute it successfully viii)Organizing Parent Teacher meeting for all classes. ix) Convening of subject committee meeting x)Monitoring implementation and execution of syllabus coverage xi)Preparation of comprehensive list of projects Activities ,worksheets ,etc of each class. xii)Prepare the minutes of the faculty meeting on the last working day and get it approved by the principal	
2.	Time Table committee	Mr.Udayvir i/c Mr.Sadanand	Mrs Jyothi Ms.Mamta Ms.Nisha Mr.Reddy	i)Preparation of time table as per KVS norms ii) Daily arrangement for the teachers on leave . iii) To ensure no class is left unattended iv) To make remedial timetable for low achievers v) To make Timetable for Autumn & Winter Break classes for XII	
3.	Examination Committee (internal)	Mr.Sudheer i/c Ms.Gaythri Mr.Sudhakar	Mrs.Sulochana Mrs.Jyoti Mr.Sunil Ms.Rakhi	i) To conduct internal exams as per the schedule given by KVS calendar of activities ii) To update the Report cards and Mark list format as per the latest CBSE directions iv) To inform exam time table to students and parents at least 2 weeks before commencement of test or exam	

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				v) To collect Question papers from paper setters, along with Blueprint & Marking scheme vi) To conduct retest as per KVS norms vii) To analyse the Results of internal & Pre-Board Exams viii) All the required documents/materials like answer scripts, mark slips, mark register, progress card etc should be issued to the concerned teacher in time and should be taken back to exam department after completion of each test or exam. ix) Students and parents must be informed about the result of all exam within a week of completion of exam/test and updated record must be kept ready for further course of action. x) Maintain the required examination stationery in stock. xi) Preparation of result analysis for classes VI to IX	
4.	Examination Committee (External)	Mr.Girish Mr.Dharam	Ms.Nisha	i) To prepare a schedule of external examinations to be conducted in the Vidyalaya. ii) To liaison with such agencies regarding conduct of examinations. iii) To receive parcels from such agencies for conducting examinations. iii) To prepare the list of invigilators and monitor the conduct of exams. iv) To coordinate in packing and sending the exam material for evaluation.	
5.	CBSE	Mr.Girish i/c Mr.Satish	-----	i) To correspond with CBSE for all exam related queries ii) To monitor the registration of class IX and class XI students for Board exam iii) To verify the details sent to CBSE iv) To approach Syndicate Bank for verification of Exam materials sent by CBSE v) To plan Seating arrangement as per CBSE guidelines vi) To inform other schools about the requirement for invigilators for Board exam vii) To despatch Answer papers promptly viii) To maintain all proformaes concerning the conduct	

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				of CBSE exams ix) A Xerox copy of all documents being sent to CBSE to be maintained x) To maintain account of answer papers & expenditure for conduct of exam in prescribed formats xi) Preparing CBSE result analysis for classes X and XII Class wise and teacher wise as per the directions of KVS RO xii) Board results to be updated I the school website every year. Previous years results also to be displayed.	
6.	Admission Committee	Mr.OmPrakash Mr.Girish Mrs.Vanmuzhil	Mrs .Jyothi Ms.Deepthi Mr.Reddy	i)Scrutiny of registration form of admission ii)Displaying the list of selected candidates iii)To make a plan to set question papers for fresh admissions for class IX iv)To conduct admission tests v) Compiling and forwarding of admission applications to RO. vi)Recording and sending of class wise and category wise enrollment position to RO every month. vii)To write the entries of all newly admitted students in the admission register without error viii)Uploading of TC details in school website on day to day basis. ix) Generating TC from UBI portal	
7.	CCA	Mr.Dharam Prathap Mrs.Anju Mrs.Hajara	Ms.Indu Ms.Megha Mrs.Sangeetha	i) To prepare CCA calendar of Activities ii)To conduct Co-Curricular Activities iii) To ensure the morning assembly programmes are conducted in stipulated time as per KVS direction iv) To ensure the quality of the items presented on stage v) To ensure the Assembly Register is updated regularly vi) To organise Programmes on Special days vii) Conducting Investiture ceremony in a befitting way. viii) To ensure maximum participation of students ix) To organise Annual Day x) To distribute CCA prizes	

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8.	CCA(External)	Mrs.Anju Mr.Anbarasu	Mr.Sunil	i) To coordinate with External agencies for conduct of activities ii) To ensure student participation in external competitions iii) To intimate parents about the participation of the student and to file the acknowledgement iv) To update the student Achievement list regularly and a soft copy to be forwarded to VP v) Achievements to be updated in the School website vi) To collect data for Regional Newsletter	
9.	Club Activities Literary club	Mr.Satish Mr.Anbarasu	Mrs.Jyoti Ms.Poonam	i) To plan activities for the academic year ii) To conduct activities as per schedule iii) To decorate the display boards with self composed articles/ poems/stories of students iv) To organise literary day v) To arrange talk by any famous novelist or writer	Club Activities
	Club Activities Nature Club	Mr.Sadanand	Ms.Rakhi Mrs.Sangeetha	i) To plan the club activities ii) To set up vermicompost pit iii) To arrange talks by experts iv) To guide students to make Prize winning innovative Projects for Science exhibition v) To organise Science exhibition vi) To maintain record of club activities	
	Club Activities Maths club	Mr.Girish TGT Maths 3	Mr.Sunil	i) To celebrate National Mathematics Day ii) To organise a Mathemagic show iii) To invite experts in the subject from Maths Olympiad cell of IISc iv) To take up projects related to Mathematical modelling	
	Club Activities Integrity Club	Mrs.Anju TGTSSc2	-----	i) To set up Integrity Club corner ii) To decorate the Display Board iii) To plan & conduct activities iv) To include activities of Awakened citizen programme for the club	
	Club Activities Health & wellness	Coach Yoga tr		i) To create awareness about good health ii) To organize Nutricheck iii) To organize Dental check up	

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	Club			iv) To plan activities as per School Health Manual of CBSE.	
10.	Guidance & Counselling	Mrs.Husna	-----	i) To plan guidance & counselling activities for the academic year ii) To maintain Guidance & counselling register iii) To arrange talks by experts iv) To have a counselling hour every Wednesday for difficult students of various classes v) To invite alumni of the Vidyalaya for addressing the students about career options	
11.	Adolescence Education Programme (AEP)	Mr.Omprakash Counsellor	-----	i) To plan activities for the academic year ii) To arrange talk by Gynecologist for girls iii) To educate students about good touch and bad touch iv) To invite experts in the field of adolescence education for lectures v) To maintain record of activities conducted vi) To upload the data in the AEP website. vii) To address the grievances of adolescent students	
12.	Discipline & Late comer's monitoring	Coach Yoga tr	All PRTs Yoga tr	i) To monitor the discipline of students during assembly ii) To check whether students are attending assembly or not iii) To check the bags of higher class students at regular intervals to ensure that they do not bring mobiles & i-pods to school iv) To assign duties to the committee members to monitor the uniform of students & late comers v) To inform the parents about regular defaulters vi) To maintain the details of defaulters in the register vii) To announce the names of classes with minimum defaulters at the end of the week after consolidation of data viii) To plan for corrective measures, through skit or talk during morning assembly	

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13.	Grievance Cell	Principal i/c Vice Principal Mr.OmPrakash	Mrs.Sulochana Mr.Subbiyan	i) To open the Grievance box on every Wednesday ii) To list out the suggestions or Grievances made iii) To consult the Principal regarding the course of action iv) To inform the concerned individual about the action taken	
14.	Redressal of Grievances	Principal Vice-Principal Mr.Praveen VMC member(lady)	Mrs.Malarvizhi	i) To conduct an enquiry ii) To resolve the issue iii) To inform DC depending upon the gravity of the situation	
15.	Publication (Vidyalaya Patrika, Student Diary, Teacher's Dairy, Newsletter)	Mrs .Hajara	Mrs.Jyoti	Vidyalaya Patrika i) To encourage students and staff members to contribute articles for the Vidyalaya Patrika ii) To design the Cover page by May iii) To ensure the Vidyalaya Patrika is published in July iv) To design the Student Diary v) To prepare the Teachers' Diary Student Diary i)To compile all information like class teacher list, homework time table, CCA list, housemaster list, VMC member list, List of Holidays etc. ii)To complete all administrative formalities for printing the handbook and keep it ready for distribution on 1 st April . Teachers'Diary as per KVS directions.	
16.	Minutes of Staff meeting	Mrs.Hajara Mr.Satish	Mrs .Jyoti Ms.Deepthi	To write the minutes of the meeting and to circulate it among the teachers	
17.	Sports	Mr.Manoj Coach	Mr.Sunil Ms.Indu	i) To plan for Annual Sports day ii) To conduct school level competitions iii) To select students for Regional & National level Competitions iv) To prepare the Sports report for Regional Newsletter v) To issue sports equipment to students	

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18.	Medical & First Aid	Mr.Prakash Coach Yoga tr	Mr.Yogesh Mr.Subbaiyan	<ul style="list-style-type: none"> i) To conduct medical check-up of students & staff twice a year ii) To provide medical help whenever required to the students iii) To maintain medical records of all students & staff members iv) To inform the class teacher & other subject teachers the precautionary measures to be taken in the case of students suffering from high risk iv) To maintain the medical room i) To ensure First aid boxes are available in all the Labs, Medical room, Sports room, one at the entrance lobby i) To ensure the contents of the First-aid box are replenished at regular intervals and to check the expiry of ointments/ medicines 	
19.	Students' council	Mrs.Hajara Mrs.Anju	Mrs.Nazreen Ms.Indu	<ul style="list-style-type: none"> i) To organise investiture ceremony ii) To monitor discipline in the Vidyalaya iii) To help in organizing Sports day, Annual Day iv) To conduct monthly review meeting 	
20.	Scouts & Guides Cubs & Bulbuls	Ms.Anju	Mr.Subbaiyan Ms.Rakhi Mr.Sunil	<ul style="list-style-type: none"> i)Enrollment of the Scouts & Guides in the month of April ii)To prepare Plans with tentative dates and months for organizing activities iii)To give proper training to the students iv)To provide opportunities for Scouts & Guides to participate in various activities conducted in the Vidyalaya ,regional, national level vi) To take up social service activity for the school iv) To conduct Tritiya Sopan, Tritiya Charan camps in the Vidyalaya v) To ensure students maintain log books 	
21.	NCC	Mr.Praveen	-----	<ul style="list-style-type: none"> i) To prepare cadets for A, B,C certificate exams ii) To involve cadets in developmental works in the Vidyalaya iii) To conduct awareness programmes on social issues 	

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				for common man with help from cadets iv) To train them for State Republic Day parade	
22.	Library	Mr.Praveen Mrs.Hajara Mr.Sudhakar	Mrs.Malarvizhi Ms.Bhawna	i) To purchase books as per KVS guidelines ii) The suggestion from staff members for purchase of new books to be taken iii) To ensure books are circulated as per the requirement of students & staff members as per Library rules iv)Books should not remain with same individual for a long period when there is a demand for it from others v) Library should be open during lunch time for students to read books & magazines vi) Students should be encouraged to write Book Review vii) Guidance & Counselling corner or table to be maintained viii) Good quotations related to Books and Reading to be displayed in the Library ix) Monthly meeting of Library Committee to be conducted & minutes recorded. x) Library policy to be displayed in the Library	
24.	Parent Teacher Association	Mr.OmPrakash	Mrs.Malarvizhi Ms.Mamta	i) To intimate parents about PTA meetings ii) To take the signature of parents attending the meeting iii) To take Parents suggestion during PTA meetings iv) To inform parents about the action taken	
26.	Furniture	Mr.OmPrakash Mr.Praveen Mr.Girish	Ms.Jaspreet Ms.Megha	i) To prepare a list of requirements ii) To call for quotation in consultation with Principal iii) To prepare Budget and get approval of concerned Authority iv) To prepare Comparative statement and place order for the lowest quoted item as per requirement v) To get the old furniture repaired	

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27.	Beautification	Mr.Prakash Mr.Kundan	Ms.Deepthi Mrs.Jyothi Mrs.Sangeetha	i) To plan for beautification of the Vidyalaya campus ii) To take initiative in decorating the Vidyalaya during any event organised in the Vidyalaya iii) To maintain the Vermicompost pit iv)To procure saplings and other requirements for the garden and to monitor maintenance of garden v)To instruct and supervise the gardener	
28.	Drinking water facility	Mr.Omprakash	Ms. Rakhi	i) To ensure drinking water is available in the Vidyalaya 24x7 ii) To send water sample for analysis once in every 3 months iii) To monitor the cleanliness of the area around the water points.	
29.	Sanitation/ House Keeping & Security	Yoga tr Mrs.Gayathri Mrs.Anju	Mr.Yogesh Mrs.Sangeetha	i) To keep a stock of cleanliness activities in the Vidyalaya. ii)To supervise the work of House Keeping ladies in maintaining cleanliness iii) To involve student council in monitoring maintenance of cleanliness. iv)To maintain stock of toiletries needed in various washrooms etc. v) To ensure the cleanliness of Toilets during visits of dignitaries. vi) To monitor the work of House Keeping ladies vii) To prepare a list of areas to be cleaned during second Saturdays in addition to the routine cleaning areas. viii) To maintain the Sanitation register ix) To monitor the use of detergent, Phenyl, Bleaching powder x) To monitor the cleaning of tiles in washrooms every Saturday with brush and detergent. xi) To monitor the spread of termites. xii) To ensure the maintenance of visitor's register.	
30.	Maintenance & Repair work 1)Vidyalaya Plant 2) Staff Quarters	Mr.Omprakash TGT(SSc)3	Mr.Sunil	i)To plan for repair and maintenance urgently required in the Vidyalaya building and Departments. ii)To plan and purchase material required for maintenance and repair iii) To ensure all electrical fittings are functional. iv)The committee will suggest the requirements in	

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				respect of maintenance and repair and take action in time for a decent look of the Vidyalaya and staff quarters	
31.	Purchase & Condemnation committee	Mr.Ompraksh Mr.Prakash Mr.Praveen	Mrs.Malarvizhi	i)To call for quotations for all the items required in the month of April. ii)To follow the rules and regulations of KVS for the purchase of the materials iii)To prepare a consolidated condemnation report for every section before the VMC meeting and to get it approved. iv)Purchase for the different departments to be done in the school as per requirement v)To guide the teachers to follow KVS rules.	
32.	Excursion /Adventure Activites	Mr.Praveen Mrs.Monika Mr.Girish	Mrs.Sulochana Mr.Sunil	i) To coordinate with class teachers in arranging for visits to institutes of higher learning, Research labs or for excursions ii) To give the intimation letters to class teachers for transmission to parents iii) To collect the acknowledgement from parents and to file it iv) To arrange transport & settle bills	
33.	Website Updation , ICT /KV Shaala Darpan	Computer Instructors Mr.Udayvir	Ms.Deepthi Ms.Indu	i)To oversee the functioning /Maintenance of computers in KV by AMC contractor ii)To send monthly Computer infrastructure report to RO iii)To update the website weekly(the data should be collected from all the department heads, CCA coordinator, office etc) iv) To update all information in the website regularly v) The photo gallery to be updated with latest photographs with captions vi) Any exemplary achievement to be given as flash news vii)To check KVS RO and HQ website everyday and download circular etc . viii)To monitor the updation of KV Shaala Darpan portal	
34.	Teaching Aids and Audio Visual Aids	Ms.Gayathri Mr.Girish	Ms.Rakhi Ms.Nisha	i)Purchase of Audio Visual aids and teaching aids in April.	

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				<ul style="list-style-type: none"> ii) Issuing the audio visual and teaching aids to all the departments as per their requirements. iii)Ensuring the usage of audio visual and teaching aids & maintain a log book for the issue of teaching aids 	
35.	Attendance Registers CS11 and CS54	Mr.Praveen Mr. Sadanand	Mrs.Malarvizhi Mrs.Nazreen	<ul style="list-style-type: none"> i)Planning the contents of attendance registers ii)Purchase of attendance register following the norms. iii)checking of attendance register and fee checking for all 4 quarters 	
36.	Alumni Association	Mr.Praveen	Mrs.Sulochana	<ul style="list-style-type: none"> i)Constituting of Alumni association ii)Coordination of alumni and its function iii)Collection of data of students who have joined various professional colleges iv) Liasioning between the Vidyalaya & Alumni for developmental work 	
37.	Rajyabhasha Kalyan Samiti	Mr.Satish Mrs.Anju Mr.Sudheer	Mrs.Jyothi MrSunil	<ul style="list-style-type: none"> i) To ensure the names of staff members in attendance register is bilingual ii) To ensure replies to official letters in Hindi are sent in Hindi iii) To prepare report on Hindi implementation iv) To celebrate Hindi pakhwada as per KVS guidelines v)To write a Hindi word everyday with its meaning on the display board in secondary section vi) To ensure purchase of hindi books for the Library 	
38.	Notice Board and House Display Board	All house masters & Associates	All house masters & Associates	<ul style="list-style-type: none"> i) To display the list of holidays, staff list, bell timings, address of KVS RO, HQ, admission related details in the Notice Board ii) To ensure house wise display boards are always decorated aesthetically 	
39.	Photography	Mrs.Vanmuzhil Mr.Sudheer	Mr.Reddy	<ul style="list-style-type: none"> i) To take photographs all events in the Vidyalaya ii) To take photos of interesting special items during assembly iii) To preserve the soft copies of these photos in folders in the computer lab iv) To take prints of minimum 2 photos of each event for display in the Display Board 	

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40.	Science Exhibition	Ms.Gayathri Mr.Sadanand TGTS3 Mr.Udayvir	Mrs.Menaka Mr.Subbaiyan Mrs.Nazreen	<ul style="list-style-type: none"> i) To inform the students to make working models based on Previous year's subthemes during summer break ii) To collect the phone number of parents who are scientists and to take their help in the beginning of the academic year itself for making an innovative project iii) To take help from alumni in making prize winning projects iv) Students are to be given guidance regarding the models to be made v) The write-up for each project also to be made vi) Discourage students from making thermocole projects vii) Ensure that students feel inspired to make models that are innovative, help them to choose the right project from data collected from the net viii) Projects should not be simply replicated from the net 	
41.	Social Science Exhibition	Mr.DharamPrathap	Ms.Jaspreet	<ul style="list-style-type: none"> i) To give 1st Term project for each class based on the topics for Social sc Exhibition ii) Ensure the proper distribution of work to students roll number wise iii) Choose the appropriate song and dance from the website iv) Select the right costumes, take help from parents or other teachers v) Monitor the practise schedule of the students, allocate duties to teachers vi) Organise an exhibition, select the best projects 	
42.	Green Olympiad KVS National Science Olympiad KVS Math Olympiad	Mr.Sadanand Mr.Udayvir	-----	<ul style="list-style-type: none"> i) To inform students about these competitions ii) To encourage students to participate in these competitions iii) To conduct the exam iv) To give a report about the Prize winners to VP in soft copy 	
43.	VMC meetings	Mr.OmPrakash	Mrs.Sulochana	<ul style="list-style-type: none"> i)To inform and invite VMC members for the meetings. ii)To arrange for refreshments for such meetings iii)To note down the minutes of VMC meetings. iv)To arrange for stationery material like files, pens etc and 	

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				maintain a record of such meetings.	
44.	Laboratory Physics Chemistry ATL Computer Lab Mathematics Lab Junior Science Lab	Mr.Udayvir Mr.Sadanand Mr.Ompraksh Mr.Omprakash Mr.Girish Ms.Gayathri	Mrs.Nazreen Mrs.Menaka Mrs.Jyoti	i)To make necessary arrangements for procuring the materials for the lab as per the needs. ii)To train lab attendant(?) to maintain the lab for students use, update the stock and make necessary arrangement of apparatus for the use of students for practical periods. iii)The required practical /activities to be conducted for different classes as per prescribed syllabus . iv)Organize exhibitions at various level v)To check the practical or activity record regularly vi)To give sufficient practice in practical for the board class students vii)Conduct examinations as per CBSE guidelines	
45.	Refreshment	Mrs.Anju	Ms.Nisha Ms.Bhawna	i)Mess arrangement during events and exigencies ii)Collecting and processing quotations iii)Verification of bills	
46.	Accommodation	Mr.Omprakash	Mr.Sunil	i)Arranging accommodation teachers coming on deputation and inspection team	
47.	Tranportation- Booking/Escorts	Mr.Praveen	Mr.Sunil	i)Arranging transport for students ii)Collecting and processing quotations iii)Verification of bills	
48.	TLM	Mr.Dharam Parthap	Ms.Megha Ms.Mamta	i)Placing order for TLMs ii)Issuing the TLM as per teachers' requirements. iii)Maintaining the request and issue register iv)Entry in the consumable register duly signed by the Principal v)Settlement of bills	
50.	Resource Room	-----	Mrs.Sulochana Mr.Reddy	i)General upkeep of the room ii)Prepare the room for events other than TAL/Film Shows iii)Decoration and cleanliness of the room	

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				iv)Procure TLMs from classes for display in the room	
51.	Film Show/Tal/CAL Record	- -----	Mrs.Grace Computer Instructor	i)Issue of CDs to teachers with the help of MB and maintaining a record-term wise ii)Maintaining a record of film shows conducted every week/month iii)Maintaining record of TAL/CAL classes by teachers	
52.	PA System	Mr.OmPrakash	Computer Instructor	i)Keeping the PA System ready and in good condition for the morning assembly on all working days and other important occasions/programmes	

PRINCIPAL

MAINTENANCE OF STUDENT ATTENDANCE REGISTER

All the class teachers and co class teachers are requested to go through and strictly comply the following to avoid any unnecessary and unwanted comments or objections from the Internal Audit and Inspection Team.

The Students Attendance register is a very important document and deserves to be maintained appropriately .Hence, it is decided that the following points are strictly adhered to in the maintenance of the same :

- Every detail of the fee collected such as the separate amount for admission fees , tuition fees, computer fees , VVN ,Challan number and date etc must be entered against each student .
- Date wise details need to be filled in the columns of “TOTAL FEES AND FINES FOR THE MONTH “ in blue /black ink .At the end of the month, the total amount collected should be written in red ink
- All the columns at the right hand side like “CATEGORY OF PARENTS ” and “SCHOLARS READING “need to be filled in.
- The class teachers should sign at the place of “ TEACHER- INCHARGE “ and must get the details checked from the co class teacher attest for having checked .
- The “MONTHWISE SUMMARY OF FEES COLLECTION” at the last page of the register must be filled in correctly and signature of SSA taken every month .
- Finally the signatures of the principal should be taken at the end of every month . The class teachers will also ensure the No loose paper or document are kept in the students register .

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS/SUBJECT TEACHERS

1. Please check the cleanliness of the class room. If Cleanliness is not up to the mark, please get it cleaned.
2. Each class room should have a dustbin which should be used properly . The class teachers should instruct the students accordingly.
3. All students should be made to sit according to their heights in an ascending order from front and middle area towards wall sides .So that all students will have good view of black board.
4. Lights and fans should be switched off when not in use.
5. All subject teachers have to prepare term wise annual teaching plan to complete the syllabus in time .The syllabus for Class X should be completed by December 2020. Students may be called for extra classes to complete the syllabus in time if necessary with proper intimation and permission from the Principal.
6. Remedial classes as per Remedial Time Table should commence from June for classes VI to X.
7. Teachers should check the attendance of students regularly , upload the data in KV Shaala Darpan and if any student is found irregular , same must be informed to his/her parents immediately .
8. Students should note down regularly in their c.w. note book whatever is taught in that particular period.
9. Class room discipline must be maintained during the period.
- 10.Home work must be given regularly and checked as per the Homework schedule. Positive suggestions and remarks should be given instead of negative /discouraging remarks.

COMMITTEES & CLUBS FOR 2019-20

The committees and clubs constituted for 2020-21 will carry out various curricular, co-curricular and extracurricular activities for the session. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and to facilitate the smooth functioning of the Vidyalaya during the current year.

All the convenors, In- charges and members of Dept/committees /Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness .

The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual performance Appraisal of the individuals.

The duties ,responsibilities /activities are mentioned below .

NOTES :

1. The In –charges should plan and execute the work so as to meet deadlines given by KVS RO.
2. If necessary ,they can contact the Principal for guidance and will have to work as a team.
3. It is also directed that all should not proceed on leave at a time. Henceforth, Asst.In-charge (ie 2nd member in the list)of the concerned departments must be available on duty when Incharge proceeds on leave etc and vice versa .
4. All the In-charges, Asst In charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session on or before 31st March and prepare the lists for purchasing /procuring the required materials for the next session . List of Materials for condemnation is any should also be prepared on or before April 15th . List must be handed over to undersigned for necessary action on or before 15th April 2020.
5. All the new In charges /convenors of departments /committees are hereby directed to take over the charge latest by 30-03-2020 after complete verification of stock and to maintain stock register . Any discrepancy found should be reported to the undersigned immediately.
6. Please put your best efforts to complete all work efficiently.
7. Please use your expertise for the betterment of the Vidyalaya in general and students in particular.

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