

KENDRIYA VIDYALAYA BEML NAGAR, KGF
COMMITTEES AND THEIR DUTIES -2018-19

S.No	Committee	Members(Secondary)	Members(Primary)	Duties	Sign
	Academic Council	Mrs.Sittarsi, TGT(SSc) Mrs.Babli, TGT(Maths) Mrs.Hajra, TGT(Eng)	Mrs. Vijaya Mrs.Jyothi Mrs .Sulochana	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	

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				<p>implementation and execution of syllabus coverage</p> <p>xi)Preparation of comprehensive list of projects Activities ,worksheets ,etc of each class.</p> <p>xii)Prepare the minutes of the faculty meeting on the last working day and get it approved by the principal</p>	
2.	Time Table committee	Mr.Praveeni/c Librarian Mr.Dinesh, TGT(Art) TGT(Hindi)1	MrsJyothi Mrs.Vijaya	<p>i)Preparation of time table as per KVS norms</p> <p>ii) Daily arrangement for the teachers on leave .</p> <p>iii) To ensure no class is left unattended</p> <p>iv) To make remedial timetable for low achievers</p> <p>v) To make Timetable for Autumn & Winter Break classes for XII</p>	
3.	Examination Committee (internal)	Mrs.Usha , TGT(SSc) Mrs.Babli TGT(SSc)3		<p>i) To conduct internal exams as per the schedule given by KVS calendar of activities</p> <p>ii) To update the</p>	

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				<p>Report cards and Mark list format as per the latest CBSE directions</p> <p>iii) To provide CCE registers to various subject teachers.</p> <p>iv) To inform exam time table to students and parents at least 2 weeks before commencement of test or exam</p> <p>v) To collect Question papers from paper setters, along with Blueprint & Marking scheme</p> <p>vi) To conduct retest as per KVS norms</p> <p>vii) To analyse the Results of internal & Pre-Board Exams</p> <p>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.</p> <p>ix) Students and parents must be</p>	

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				<p>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.</p> <p>x) Maintain the required examination stationery in stock.</p> <p>xi) Preparation of result analysis for classes VI to IX</p>	
4.	Examination Committee (External)	Mr.Praveeni/c, Librarian Ms.Poonam, TGT(Skt) TGT(Eng)2	Mrs.Sulochana	<p>i) To prepare a schedule of external examinations to be conducted in the Vidyalaya.</p> <p>ii) To liaison with such agencies regarding conduct of examinations.</p> <p>iii) To receive parcels from such agencies for conducting examinations.</p> <p>iii) To prepare the list of invigilators and monitor the conduct of exams.</p> <p>iv) To coordinate in packing and sending the exam material for evaluation.</p>	

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5.	CBSE	Mr.Praveen Mrs.Usha TGT(Sc)2	-----	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 proforma concerning the conduct 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	

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				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	Mrs.Kalashree, Mrs.Srikeerthy Mr.OmPrakash Mrs.Babli	Mrs .Jyothi Mrs.Nazreen	i) Scrutiny of registration form of class XI ii) Preparing the list of selected candidates iii) To make a plan to set question papers for fresh admissions for class IX and above iv) To conduct admission tests v) Compiling and forwarding of Local Transfer applications to other KV and RO. vi) Recording and sending of class wise and category wise	

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				enrollment position with reference to KV NO 2 Jalahalli 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	Mrs.Hajra, TGT(Eng) TGT(Hindi) 1		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	

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				Investiture ceremony in a befitting way. viii) To ensure maximum participation of students ix) To organise Annual Day x) To distribute CCA prizes	
8.	CCA(External)	Mr.Praveen Mrs.Sittarsi	-----	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	Mrs. Hajra		i) To plan activities	Club

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	Literary club	TGT(Hindi)2 Ms.Poonam Mr.Praveen		for the academic year ii) To conduct activities a 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	Activities
	Club Activities Nature Club	Mrs.Sittarsi		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	Mrs.Babli, TGT(Maths) TGT(Maths)2 TGT(Maths) 3		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.Usha TGT SS2 TGTSS3		i) To set up Integrity Club corner ii) To decorate the	

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				Display Board iii) To plan & conduct activities iv) To include activities of Awakened citizen programme for the club	
	Club Activities Health & wellness Club	Mr.Manoj Coach Yoga tr		i) To create awareness about good health ii) To organize Nutricheck iii) To organize Dental check up 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.Dinesh Ms.Poonam	----- -----	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	

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				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	Mr.Manoj Coach Yoga tr	MrsParvathy I/C MrArun Kumar Pathak MrsPrabha Nair 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	

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				viii) To plan for corrective measures, through skit or talk during morning assembly	
13.	Grievance Cell	Principal i/c Mr.OmPrakash Mrs.Usha	Mrs.Vijaya 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 Grievances of	Principal Mr.Praveeni VMC member(lady) Mrs. Sittarsi	Mrs.Malrvizhi	i) To conduct an enquiry ii) To resolve the issue iii) To inform DC depending upon the gravity of the situation	
15.	Publication (VidyalayaPatrika, Student Diary, Teacher's Dairy, Newsletter)	Mrs .Hajara	Mrs.Jyothi	VidyalayaPatrika i) To encourage students and staff members to contribute articles for the VidyalayaPatrika ii) To design the Cover page by May iii) To ensure the VidyalayaPatrika is published in July iv) To design the Student Diary v) To prepare the Teachers' Diary Student Diary i)To compile all	

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				<p>information like class teacher list, homework time table, CCA list, housemaster list, VMC member list, List of Holidays etc.</p> <p>ii) To complete all administrative formalities for printing the handbook and keep it ready for distribution on 1st April .</p> <p>Teachers' Diary as per KVS directions.</p>	
16.	Minutes of Staff meeting	Mrs.Hajara	Mrs .Jyothi	To write the minutes of the meeting and to circulate it among the teachers	
17.	Sports	Mr.Manoj Coach	Mr.Sunil Ms.Indu	<p>i) To plan for Annual Sports day</p> <p>ii) To conduct school level competitions</p> <p>iii) To select students for Regional & National level Competitions</p> <p>iv) To prepare the Sports report for Regional Newsletter</p> <p>v) To issue sports equipment to students</p>	

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18.	Medical & First Aid	Mr.Manoj Coach Yoga tr Dance tr	Mrs.Menaka Mr.Subbaiyan	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 Mr.Dinesh TGT(Hindi)2	Mrs.Sulochana Mrs.Nazreen	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	

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				meeting	
20.	Scouts & Guides Cubs & Bulbuls	Mr.Dinesh Ms.Poonam	Mr.Subbaiyan Ms.Rakhi Mr.Sunil	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 TritiyaSopan, TritiyaCharan camps in the Vidyalaya v) To ensure students maintain log books	
21.	NCC	Mr.Praveen	----- -	i) To prepare cadets for A, B,C certificate exams ii) To involve cadets in developmental works in the	

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				Vidyalaya iii) To conduct awareness programmes on social issues for common man with help from cadets iv) To train them for State Republic Day parade	
22.	Library	Mr.Praveen Mrs.Hajra TGT(Hindi)1 Ms.Poonam		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 &	

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				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.Usha	Mrs.Malarvizhi Mrs.Grace 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 Mrs.Babli	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	

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				<p>place order for the lowest quoted item as per requirement v) To get the old furniture repaired</p>	
27.	Beautification	Mrs.Sittrasi Mr.Dinesh Mr.Manoj	Mrs.Menaka Ms.Deepthi Mrs.Jyothi Mrs.Nazreen	<p>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</p>	
28.	Drinking water facility	Mr.Dinesh	Ms. Rakhi	<p>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.</p>	

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29.	Sanitation/ House Keeping & Security	Mr.Manoj	Ms.Pooja	<ul style="list-style-type: none"> 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 	

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				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.Arun Kumar	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 respect of maintenance and repair and take action in time for a decent look of the Vidyalaya and staff quarters	
31.	Purchase & Condemnation committee	Mrs.Usha 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	

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				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 Activities	Mr.Manoj Mr.Praveen TGT(Eng)3	Mrs.Sulochana Mrs.Menaka 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 , IC T /KV ShaalaDarpan	TGT(Eng)3 Computer Instructors Mr.Dinesh	Ms.Deepthi Ms.Indu	i)To oversee the functioning /Maintenance of computers in KV by AMC contractor ii)To send	

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				<p>monthly Computer infrastructure report to RO</p> <p>iii)To update the website weekly(the data should be collected from all the department heads, CCA coordinator, office etc)</p> <p>iv) To update all information in the website regularly</p> <p>v) The photo gallery to be updated with latest photographs with captions</p> <p>vi) Any exemplary achievement to be given as flash news</p> <p>vii)To check KVS RO and HQ website everyday and download circular etc .</p> <p>viii)To monitor the updation of KV ShaalaDarpan portal</p>	
34.	Teaching Aids and Audio Visual Aids	Mrs.Usha TGT(Sc)3	Mrs.Grace Ms.Rakhi	<p>i)Purchase of Audio Visual aids and teaching aids in April.</p> <p>ii) Issuing the audio visual and teaching aids to all the departments as per their</p>	

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				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	Mrs.Malvizhi	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	Mrs.Sittarsi	Mrs.Vijaya	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.	RajyabhashaKalyan Samiti	TGT(Hindi)2 TGT(Hindi)3	Mrs.Jyothi MrSunil	i) To ensure the names of staff members in attendance register	

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				<p>is bilingual</p> <p>ii) To ensure replies to official letters in Hindi are sent in Hindi</p> <p>iii) To prepare report on Hindi implementation</p> <p>iv) To celebrate Hindi pakhwada as per KVS guidelines</p> <p>v) To write a Hindi word everyday with its meaning on the display board in secondary section</p> <p>vi) To ensure purchase of hindi books for the Library</p>	
38.	Notice Board and House Display Board	All house masters & Associates	All house masters & Associates	<p>i) To display the list of holidays, staff list, bell timings, address of KVS RO, HQ, admission related details in the Notice Board</p> <p>ii) To ensure house wise display boards are always decorated aesthetically</p>	
39.	Photography	Mr.Dinesh	Mr.Sunil	<p>i) To take photographs all events in the Vidyalaya</p> <p>ii) To take photos of interesting special items during assembly</p> <p>iii) To preserve the soft copies of</p>	

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				<p>these photos in folders in the computer lab</p> <p>iv) To take prints of minimum 2 photos of each event for display in the Display Board</p>	
40.	Science Exhibition	TGT(Sc)1 TGT(Sc)2 TGT(Sc)3 TGT(Maths)1	<hr/> <hr/>	<p>i) To inform the students to make working models based on Previous year's subthemes during summer break</p> <p>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</p> <p>iii) To take help from alumni in making prize winning projects</p> <p>iv) Students are to be given guidance regarding the models to be made</p> <p>v) The write-up for each project also to be made</p> <p>vi) Discourage students from making thermocole projects</p> <p>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</p>	

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				viii) Projects should not be simply replicated from the net	
41.	Social Science Exhibition	Mrs.Sittrasi Mrs.Usha TGT(SSc)3	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.Praveen Mrs.Babli	----- -----	<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.Malarvizhi	<ul style="list-style-type: none"> i)To inform and invite VMC members for the meetings. ii)To arrange for 	

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				refreshments for such meetings iii)To note down the minutes of VMC meetings. iv)To arrange for stationery material like files, pens etc and maintain a record of such meetings.	
44.	Laboratory Physics Chemistry Biology Computer Lab Mathematics Lab Junior Science Lab	TGTS2 Mrs.Babli Mr.Praveen Mrs.Usha Mrs.Babli TGT(Sc)1	----- -----	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	

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				vi)To give sufficient practice in practical for the board class students vii)Conduct examinations as per CBSE guidelines	
45.	Refreshment	Ms.Poonam	Mrs.Sulochana Mrs.Nazeen	i)Mess arrangement during events and exigencies ii)Collecting and processing quotations iii)Verification of bills	
46.	Accommodation			i)Providing accommodation during various events	
47.	Tranportation-Booking/Escorts	Mr.Praveen	Mr.Sunil	i)Arranging transport for students ii)Collecting and processing quotations iii)Verification of bills	
48.	TLM			i)Placing order for TLMs ii)Issuing the TLM as per teachers' requirements. iii)Maintaining the request and	

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				issue register iv)Entry in the consumable register duly signed by the Principal v)Settlement of bills	
49.	CMP			i)All activities under CMP - procuring items ii)stock register entry iii)resolutions iv)bills	
50.	Resource Room	----- -----	Mrs.Vijaya	i)General upkeep of the room ii)Prepare the room for events other than TAL/Film Shows iii)Decoration and cleanliness of the room 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	

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52.	PA System	Mr.OmPrakash Mr.Sampangi	Computer Instructor Mr.Sundershan)Keeping the PA System ready and in good condition for the morning assembly on all working days and other important occasions/programmes	