

**KENDRIYA VIDYALAYA – T.B. DAM - HOSPET**  
**COMMITTEES FOR THE ACADEMIC YEAR 2017-2018**  
(W.e.f 22.11.2017)

S.No.	DEPARTMENT/ COMMITTEE	DESIGNATION	<u>Brief discription of duties</u>
<b>1</b>	<b><u>ADMISSION COMMITTEE</u></b>		
	i) Mr. S M Desai	Librarian I/C	The entire process of admissions like issue of Registration/ admission forms, to scrutinize the registration forms for admission and carry out the process as per the Admission guidelines of KVS in consultation with the Principal. Maintenance of all admission records properly.
	ii) Mr. Deepak	PRT	
	iii) Mr. A R Bagawan	Sub-Staff	
<b>2</b>	<b><u>EXAMINATION COMMITTEE</u></b>		
<b>A.</b>	<b><u>Primary Section</u></b>		-To plan and conduct of the all examinations i.e. Unit-test, Cumulative Examination, Pre-Boards and Annual Examinations as per the calendar of activities. -To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. -To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. -Result analysis and maintenance of all records and registers related to examination department. -To give suitable instructions to class teachers for maintaining all the relevant records. -To conduct external examination as per the prescribed norms and to maintain record of all such examinations.
	i) Mrs. Divya	PRT I/C	
	ii) Mr. B. K Gopal	Sub-staff	
<b>B.</b>	<b><u>SECONDARY SECTION</u></b>		
	(i) Mrs. Shreedevi. S. Gadagin	TGT(WE) I/C Internal & CBSE	
	ii) Mr Manjunatha K	TGT (Maths)	
	vi) Mr. A R Bagawan	Sub-Staff	
<b>C.</b>	<b><u>External Examinations (All Olympiads &amp; General)</u></b>		
	i) Miss. Victoria	TGT (Sci)	
	ii) Mr. A R Bhagawan	Sub-Staff	
	iii) Mr. Deepak	PRT	
<b>3</b>	<b><u>COMPUTER DEPARTMENT AND WEBSITE COMMITTEE</u></b>		-Development of computer education and to ensure all the Labs in working condition with the broadband/Lan connectivity for carrying out Computer Literacy
	i)Mr S M Desai	Librarian,I/C	
	ii) Mrs. Rameeza Unnisa	Comp Instructor	
	iii) Anuradha	PRT	

			<p>classes and think.com effectively with the assistance of computer instructors and to submit monthly updates to the office.</p> <ul style="list-style-type: none"> <li>- Maintenance of vidyalaya websites and e-mail etc.</li> <li>- Organising/Conducting of computer related activities and exams.</li> <li>-To maintain vidyalaya website as per KVS instructions.</li> <li>-To help students and teachers in using of Thinqest.com and other computer related</li> </ul>
	iv) Mr. B. K. Gopal	Sub-Staff	
<b>4</b>	<b>FURNITURE DEPARTMENT</b>		
	i) Mr. Hemant Kumar. I.W	TGT(AE)/C	-Proper maintenance of furniture, procurement and issue to class rooms and departments etc.
	ii) Mr. Pawan kumar	TGT(PHE)	-To ensure all furniture bear serial numbers and the year of purchase.
	iii) Ms. Anuradha	PRT	-To ensure the adequacy and suitability of furniture in all the class rooms and departments including repair of furniture as per the rules.
	iv) Mr. B. K. Gopal	Sub-Staff	
	v) Mr. A.R. Bagawan	Sub-Staff	
<b>5</b>	<b>SCOUTS &amp; GUIDES COMMITTEE</b>		
<b>A.</b>	<b>SECONDARY SECTION</b>		
	i) Mr. Hemanth Kumar. I.W	TGT(AE) I/C	-To register, plan and conduct/organize all Scout& Guides activities, camps, weekly programmes as per KVS guidelines. Conducting of adventure activities and escorting etc.
	ii) Mr. B. K.Gopal	Sub-staff	-Organisation of troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
			- Conducting of adventure activities and escorting etc.
<b>B</b>	<b>Primary Section</b>		
	i) Mr. Deepak	PRT	To enroll, plan and conduct/organize all Cubs & Bul-Bul activities as per KVS guidelines. Conducting of adventure activities and escorting etc.
	ii) Mrs. Divya	PRT	
<b>6</b>	<b>DISCIPLINE AND GRIEVANCE COMMITTEE</b>		
	i) Mr. Pawan kumar	TGT(PHE) I/C	- Monitoring of Students discipline. Daily monitoring of punctuality of students, teachers, and uniform of students etc.
	ii) Mr. S.M. Desai	Librarian	
	iii) Mr. Sashi Ranjan	TGT(SKT)	- To settle any grievances from students/parents
	iv) Mr. Deepak	PRT	-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students
	v) All class teacher & House Masters		

			if any. A separate file be maintained. - To take suitable necessary action against indiscipline students as per KVS rules.
<b>7</b>	<b><u>TIME TABLE &amp; ARRANGEMENT</u></b>		
<b>A</b>	<b>Primary Section</b>		-Preparation & execution of time table as per the KVS norms. -Making daily arrangement of classes in leave/ vacancies. -Preparation of remedial time-table -Monitoring of to avoid unwanted movement of the students and for effective way of teaching.
	<b>i) Mr. Deepak</b>	<b>PRT I/C</b>	
	<b>ii) Ms. Anuradha</b>	<b>PRT</b>	
	<b>iii) Mrs. Amit singh</b>	<b>PRT</b>	
<b>B</b>	<b>SECONDARY SECTION</b>		
	<b>ii) Mr Manjunatha K</b>	<b>TGT (Maths)</b>	
<b>8</b>	<b><u>TEACHING AIDS</u></b>		
	<b>i) Mr. Hemanthkumar</b>	<b>TGT(PHE)</b>	-Proper maintenance of the teaching aids. -Purchase of teaching aids as per the requirement of the new syllabus. -To facilitate teachers using all the teaching aids in their class room teaching.
	<b>ii) Mr. Veena</b>	<b>TGT(So.Sc.)</b>	
	<b>iii)Mr. Deepak</b>	<b>PRT</b>	
	<b>iv)Mr.B.K.Gopal</b>	<b>Sub-staff</b>	
<b>9</b>	<b><u>AUDIO VISUAL AID/CMP, E-Classroom</u></b>		
	<b>i)Mrs. Shreedevi</b>	<b>TGT(WE)</b>	A.V. Room to be well equipped with furniture and workable LCD, OHP etc. for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the - Proper maintenance and effective use of activity room and implementation of CMP.A.V. Room.
	<b>ii) Ms. Anuradha</b>	<b>PRT</b>	
	<b>iii) Mrs. Rameeza Unnisa</b>	<b>Comp Instructor</b>	
	<b>iv) Mr. Deepak</b>	<b>PRT I/C</b>	
	<b>v) Mr. B. K. Gopal</b>	<b>Sub-staff</b>	
<b>10</b>	<b><u>HOUSE KEEPING, SECURITY SERVICES,SAFETY, FIRE FIGHTING, SANITATION AND CLEANLINESS, DRINKING WATER &amp; OTHER BASIC AMENITIES</u></b>		
	<b>(i) Mr. S.M. Desai</b>	<b>Librarian I/C</b>	- To ensure proper security and maintenance of vidyalaya building and campus as a whole. -To ensure all safety measure by procuring all necessary equipment for fire fighting Drinking water etc. - To ensure the safety for students from all Types of haphazardness'. - To ensure safe drinking water etc. - To look after and arrange all basic facilities required for students. -To ensure that the house (whole building) is maintained well. To monitor the services of security and cleanliness in consultation with the agencies concerned.
	<b>(ii) Mr. Pawan kumar</b>	<b>TGT(PHE)</b>	
	<b>(iii) Mrs. Sridevi.G</b>	<b>TGT(WE)</b>	
	<b>(iv) Mr. Hemant. I.W</b>	<b>TGT(AE)</b>	
	<b>(v) Mr. Deepak</b>	<b>PRT</b>	
	<b>(vi) Mr. B. K. Gopal</b>	<b>Sub-staff</b>	
	<b>vii)Mr. A.R. Bagwan</b>	<b>Sub-staff</b>	

			- To look after the cleanliness of the entire vidyalaya building and campus and campus as a whole.
<b>11</b>	<b>FIRST AID &amp; MEDICAL CHECK UP</b>		<ul style="list-style-type: none"> <li>- To conduct medical checkup of students twice a year as per KVS instructions.</li> <li>- To look after the students from all types of injuries that will take place during school hours.</li> <li>- To provide first aid and taking them to hospital in emergent situations.</li> <li>- Maintenance of MI Room.</li> </ul>
	i) Mr. Pawan kumar	TGT(PHE) I/C	
	ii) Mrs. Sridevi. G	TGT(WE)	
	iii) Mr. Praveen varma	PRT	
	(vi) Mr. B K Gopal	Sub-staff	
<b>12</b>	<b>CO-CURRICULAR ACTIVITIES &amp; MORNING ASSEMBLY</b>		<ul style="list-style-type: none"> <li>- To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions.</li> <li>- To plan and organize all co-curricular activities as per KVS rules.</li> <li>- Conducting of inter housewise competitions and monitoring of house duties.</li> <li>- Monthly evaluation of performance of houses and presenting shields to them.</li> <li>- conducting of all functions and programmes and celebration of annual Day &amp; Sports day etc.</li> <li>- Maintenance of display boards.</li> </ul>
<b>A.</b>	<b>Primary Section</b>		
	i) Mr. Deepak	PRT I/C	
	ii) Mr. Praveen varma	PRT	
	iii) Mr. Shiksha	PRT	
<b>B.</b>	<b>SECONDARY SECTION</b>		
	i) Mrs. Manjula	TGT(Hindi) I/C	
	ii) Mr. Sashi Ranjan	TGT(Skt)	
	iii) Mrs. Sridevi. G	TGT(WE)	
	iv) Mr. Hemanth Kumar I.W	TGT(WE)	
	v) All House masters & Associate HMs		
	ix) Mr. B. K. Gopal	Sub-staff	
<b>13</b>	<b>PROMOTION OF GAMES &amp; SPORTS / VOCATIONAL TRAINING</b>		<ul style="list-style-type: none"> <li>-To Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record.</li> <li>-To practice Mass PT/Yoga daily during the morning assembly to the students.</li> <li>-To draw up class wise activities to be undertaken as per the syllabus.</li> <li>-To coordinate with vocational teachers and train the students for various activities.</li> <li>-To encourage all students to take part in the Drawing and Painting competitions.</li> </ul>
	i.) Mr. Pawan kumar	TGT(PHE) I/C	
	ii) Mr. Chamraj	TGT(Eng.)	
	iii) Miss. Victoria	TGT(Sci)	
	iv) Mrs. Sridevi. G	TGT(WE)	
	v) Mr. Hemant. I.W	TGT(AE)	
	vi) Mr. Deepak vii) Mr Shiksha viii) Mr. B. K. Gopal ix) Mr. A.R. Bagwan	PRT PRT Sub-staff Sub-staff	
<b>14</b>	<b>GARDENING/ PLANTATION &amp; BEAUTIFICATION OF BUILDING AND CAMPUS</b>		- To maintain vidyalaya garden, Gamlas/ Plant Pots

	i.) Mr. Hemant Kumar I.W	TGT(AE) I/C	<p>etc. Greenery with good saplings.</p> <ul style="list-style-type: none"> <li>- To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time.</li> <li>-To take care and maintain the beautification in all the areas of the Vidyalaya from time to time.</li> <li>-To guide the students for proper selection of the material and decoration coupled with befitting display.</li> <li>-Displays as per 5's norms.</li> </ul>
	ii) Mr. Pawan kumar	TGT(PHE)	
	iii) Mrs. Sridevi. G	TGT(WE)	
	iv) Mrs. Divya	PRT	
	v) Mr. Deepak	PRT	
	vi) Mr. Gopal	Sub-staff	
	vii) Mr. Bagwan	Sub-staff	
<b>15</b>	<b><u>VV.N &amp; PURCHASE MONITORING COMMITTEE</u></b>		
	i) Mr. S.M. Desai	Librarian	<ul style="list-style-type: none"> <li>-To make all necessary arrangements to collect quotations and procurement of goods and services necessary for vidyalaya.</li> <li>-To prepare and implement budget as per the KVS norms and to procure necessary materials.</li> </ul>
	ii) Mr. Hemant Kumar	TGT(AE)	
	iii) Mr. C. Sreenivasulu	UDC	
	iv) Concern Department In-Charge		
<b>16</b>	<b><u>MAINTENANCE &amp; DEVELOPMENT</u></b>		
	i.) Mrs. Sridevi.G	TGT(WE) I/C (Electrical)	<ul style="list-style-type: none"> <li>-To carry out repair &amp; maintenance and development works of building including toilets, surroundings and play field.</li> <li>- To maintain vidyalaya building and play field properly.</li> <li>- To plan and monitoring of all construction works etc.</li> </ul>
	ii) Mr. Hemant. I. W	TGT (AE)	
	iii.) Mr. Pawan kumar	TGT(PHE) (Sports Ground)	
	iv) Mr. B. K. Gopal	Sub-staff	
	v) Mr. A. R. Bagwan	Sub-staff	
<b>17</b>	<b><u>QUARTER ALLOTMENT COMMITTEE</u></b>		
	i.) Mrs. Sreedevi	TGT(WE)	<ul style="list-style-type: none"> <li>- To allot quarters to staff of vidyalaya as per KVS and Executive committee instructions. -- Proper use and maintenance of staff quarters.</li> </ul>
	ii) Mr. C. Sreenivasulu	UDC	
<b>18</b>	<b><u>PTA COMMITTEE</u></b>		
	i) S M Desai	Librarian	
	ii.) Mrs. Sreedevi	TGT(WE)	
<b>19</b>	<b><u>RECEPTION &amp; REFRESHMENT AND FOOD COMMITTEE</u></b>		
	i). Mrs. Sreedevi G	TGT(WE) I/C	<ul style="list-style-type: none"> <li>- To make all necessary arrangements to welcome/ invite inspecting teams, chairman, VMC, VEC, PTA, Inspection team members and other guests in vidyalaya.</li> <li>- To make necessary arrangements for visitors and for their stay etc. if necessary.</li> <li>- To help in arranging boarding and lodging facilities etc in different occasions.</li> </ul>
	ii) Mr.Pawan kumar	TGT(PHE)	
	iii) Mr. Hemant. I. W	TGT(AE)	
	iv) Mr. Deepak	PRT	
	v)Mr. A R Bagwan	Sub-staff	

20	<b><u>ACADEMIC COUNCIL, PUBLICATION OF VIDYALAYA PATRIKA, STUDENTS DAIRY AND CMP NEWS LETTER ETC.</u></b>		<ul style="list-style-type: none"> <li>- To Monitor all academic activities, performance and progress of students.</li> <li>- To collect data from class teachers &amp; subject teachers and to maintain record of slow learners.</li> <li>- To take necessary steps to improve the performance of slow learners.</li> <li>-To checkout and implement projects and assignment for all the classes.</li> <li>-To ensure proper correction of written work of the students.</li> <li>-To give suitable guidelines in the faculty meetings.</li> <li>- Publishing of vidyalaya patrika, student dairy etc..</li> <li>- To encourage students to write good articles, poems etc.</li> </ul>
	i) Mr. S.M. Desai	Librarian	
	ii). Mrs. Sreedevi G	TGT(WE) I/C	
	iii) Mr. Sashi Ranjan	TGT(Skt)	
	iv) Mr. Rameeza Unnisa. S	Comp Instructor	
	v) Ms. Veena	TGT(So.Sc.)	
	Student Representatives Anusha. T	Class X	
	2. Sanjeeva	Class X	
21	<b><u>SEATING ARRANGEMENT &amp; PROCUREMENT OF SHAMIYANA &amp; OTHER</u></b>		<ul style="list-style-type: none"> <li>- To make necessary seating arrangement for various functions, celebrations etc.</li> </ul>
	i) Mr. Hemant Kumar. I.W	TGT(AE)	
	ii) Mr. Pawan kumar	TGT(PHE)	
	iii) Ms. Anuradha	PRT	
	iv) Mr. Praveen varma	PRT	
	All Sub-staff		
22	<b><u>GUIDANCE &amp; COUNSELING, NAEP AND VALUE EDUCATION</u></b>		<ul style="list-style-type: none"> <li>- Conducting of guidance and counseling activities as per KVS instructions through out the year.</li> <li>- Identification and inviting of experts in G&amp;C field and to organize these sessions from time to time.</li> </ul>
	i). Mrs. Sreedevi. G	TGT(WE) I/C	
	ii). Mr. S.M. Desai	Librarian	
	iii) Miss. Victoria	TGT(Sci.)	
	iv) All Class Teachers		
23	<b><u>RAJBHASHA COMMITTEE</u></b>		<ul style="list-style-type: none"> <li>-To make all necessary efforts to use hindi as much as possible.</li> <li>-To attend town official language committee meetings and to follow their guidelines.</li> <li>-To conduct quarterly meetings of Rajbhasha samiti and to submit quarterly reports to the Regional Office.</li> <li>- To help office to send all letters in hindi etc.</li> </ul>
	i.) Mrs. Manjula	TGT(Hindi) I/C	
	ii) Mr. Sashi Ranjan	TGT (Skt.)	
	iii) Mrs. Divya	PRT	
	v) Mr. C. Sreenivasulu	UDC	
	vi) Mr. A R Bagawan	Sub-Staff	
		vii) Mr. B K Gopal	
24	<b><u>PRESS, MEDIA, PHOTOGRAPHY COMMITTEE</u></b>		<ul style="list-style-type: none"> <li>- To give information to press&amp; media related to vidyalaya activities with the permission of the principal.</li> <li>-To take photographs of various activities and maintain record.</li> </ul>
	i.) Mr. S.M. Desai	Librarian I/C	
	ii) Mr. Rameeza Unnisa	Comp Instructor	
	iii) Mr. Hemant. I. W	TGT(AE)	
	iv) Mr. Pawan kumar	P & HE	
		iv) Mr. Praveen varma	

<b>25</b>	<b><u>LIBRARY COMMITTEE</u></b>		
	i). Mr. S.M. Desai	Librarian	-To follow all guidelines given in library charter of KVS. -Proper maintenance of library with good books. -To encourage student to develop reading skill.
	ii). Mr. Chamraj	TGT (Eng.)	
	iii) Mrs. Manjula	TGT(Hindi)	
	iv) Mr. Deepak	PRT	
	v) Ms. Veena	TGT(So.Sc.)	
	vi). Ms. Anuradha	PRT	
	vii) Mr. B K Gopal	Sub-Staff	
Student Representatives			
	i) Ambruni	Class X	
	ii) Vinay	Class X	
<b>26</b>	<b><u>RTI :</u></b>		To monitor and provide information related to RTI act with the permission of undersigned.
	i). Mrs.Sreedevi	TGT(WE)	
	ii) Mr S M Desai iii) Mr. C. Srinivasulu	Librarian UDC	
<b>27</b>	<b><u>WELFARE ACTIVITIES</u></b>		-To encourage students to help different types of trusts/ institutions like help Age India, cancer aids societies, communal harmony, sainik sahayata, Communal harmony etc.by collecting funds etc. as per KVS rules and dealing all activities related to welfare.
	i). Mr. Pawan kumar	PH&E	
	ii). Mr. Hemant Kumar. I.W	TGT(AE)	
	iii). Mrs. Sreedevi. G	TGT(WE)	
<b>28</b>	<b><u>SCIENCE, GREEN/ ECHO &amp; ICT CLUB</u></b>		- To organize all club activities to develop various skills as per the directions of CBSE and KVS in CCE system - To develop creative ideas among students - To develop moral and cultural values among students
	i) Mr. Manjunatha K	PRT I/C	
	ii) Mr. Deepak	PRT	
<b>29</b>	<b><u>MATHS CLUB</u></b>		
	i) Mr. Manjunath	TGT (Maths)	
	ii) Mrs. Amit singh	PRT	
<b>30</b>	<b><u>INTEGRITY CLUB</u></b>		
	i) Mr. Chamraj	TGT(English)	
	ii) Mrs. Manjula	TGT(Hindi)	
<b>31</b>	<b><u>OFFICE ASSISTANCE &amp; COMPUTER WORK</u></b>		- To help office people in office work. - General correspondence
	i) Mrs. Rameeza Unnisa	Comp Instructor	
	ii) Mrs. Manjula	TGT(Hindi)	
	iii) Mr. A R Bagawan	Sub-Staff	
<b>32</b>	<b><u>M&amp;R STAFF QUARTERS</u></b>		-To carry out repair & maintenance and development works of staff Quarter, surroundings and garden. - To plan and monitoring of all construction works etc.
	i) Mr. S.M. Desai	Librarian	
	ii) Mr. Srinivasulu,	UDC	
	iii) Mrs Sreedevi G	TGT(WE)	
	iv) Mr. A R Bagawan	Sub-staff	
	v) Mr. B. K. Gopal	Sub-staff	

<b>33</b>	<b>DISE &amp; BEO OFFICE AND OTHER AGENCIES DATA</b>		
	<b>i) Mr. S.M. Desai</b>	<b>Librarian</b>	1. To attend the meetings called by BEO and other state govt. deptt. 2. To provide DIES / required data as per their requirement. 3. To be in touch with state education department and to get required information from them.
	<b>ii) Mr. Pawan kumar</b>	<b>TGT (PHE)</b>	
	<b>iii) Mrs. Sreedevi. S.G</b>	<b>TGT (WE)</b>	
	<b>iv) Mrs. Rameeza Unnisa</b>	<b>Comp Instructor</b>	
	<b>v) Mr. C. Sreenivasulu</b>	<b>UDC</b>	
	<b>vi) Mr. Bagwan</b>	<b>Sub-staff</b>	

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