

KENDRIYA VIDYALAYA KRISHNARAJAPURAM BANGALORE-560 036
VIDYALAYA COMMITTEES-2019-20

As per KVS guidelines all the teachers are to be given opportunities to shoulder responsibilities and share experience of educational administration, thus the hidden talents and innate skills of the teachers is utilized for the betterment of students. Accordingly a detailed plan of action involving all the teachers of our vidyalaya has been chalked out for the successful and effective implementation of this action plan. Unstinted cooperation and wholehearted involvement of every member of the staff is solicited to make this scheme a success. **Patron: Mrs.GITA PADMAJA**

SL NO	DUTIES	NAME OF THE TEACHERS.
1	Admissions	Mrs. Anasuya I/C, Mrs. S Nagaratna, Mrs. Shristi Jain, Mrs. Rajini
2.	Examination Internal: External: CBSE	Mrs. Vigneshwar Bhat I/C , Mr. S. Masthan Mrs. Virija, Mrs. Sylvia Mrs. Santhi
3.	CCA (Internal & External)	Mrs. Lakshmi Jayaraman, Mrs Sushma, Mrs. Shristi Jain
4.	Time Table	Mr. Virija, I/C, Mrs. Asha Vijaya, Mrs. Anasuya, Mrs Shristi
5.	Arrangement of Classes	Mrs. Asha Vijaya
6.	Teaching Aids	Mrs. Virija
7	Grievance & RTI	Mrs. Santhi, Mrs. N. Anasuya, Mr. V. Bhat & Mrs. Shristi Jain
8	Staff Meeting Minutes	Mrs. N. Anasuya
9	Staff club	Mrs. Lakshmi, Mrs. Shristi Jain
10	Discipline	Mr. V. Bhat, Mr. Masthan and sports coach all class teachers.
11	Guidance and Counselling	Mrs. Lakshmi J, Mrs Sylvia
12	Publications Teacher's Diary: Student's Diary: News Letter:	Mrs. Santhi, Mrs Anasuya Mrs. Shristi Mrs. Santhi, Mrs Anasuya Mrs. Shristi Mrs Anasuya, Mrs. Shristi, Mrs Rajini
13	Strengthening of Primary Education	Mrs. Anasuya, Mrs. Philomena
14	Academics	Mrs. Santhi, Mrs. Anasuya
15	Enrolment	Mrs. Anasuya, Mrs. Rajini
16	Medical Checkup	Mrs. Virija, Mr. Masthan and Sports Coach
17	Calendar of school Activities	Mrs. Shristi Jain
18	Subject Committee Meetings	Mrs. Santhi
19	VMC	Mrs. Santhi
20	CMP	Mrs. Philomena Thomas
21	Vidyalaya Activities filing & Reporting	Mrs. Lakshmi. J
22	Rajyabasha	Mrs. Shristi jain I/C, Mr Masthan
23	House Boards	Mrs. Lakshmi Jayaraman, Mrs Sylvia, House Masters
24	Class Room Display Boards	All Class Teachers.
25	Resource Room	Mrs. Sylvia, Mrs T lakshmi
26	Furniture	Mr. V Bhat and Mr. S. Masthana
27	TLM	Mrs. Lakshmi. T
28	Computer Lab	Mr. V Bhat,
29.	Scouts and Guides/Cubs and Bulbuls	Mr Masthan, Mrs. Lakshmi. T, Mrs Lakshmi J Mrs Asha Vijaya, Mr V Bhat
30.	AEP	Mrs Sylvia, Mrs Lakshmi J

31	CCE	Mrs. Philomena I/C, Mrs. T.Lakshmi
32	Sending Reports of all activities	Mrs. Lakshmi Jayaraman, Mrs Virija
33	Olympiad, Inspire	Mrs. Parvathavarthini
34	Science Exhibition	Mrs. Parvathavarthini, Mrs. Anasuya
35	Social Science Exhibition	TGT S.St.
36	Library	Mrs. Virija I/C, Mrs. Laskhmi.T
37	Functions and celebrations	Mrs. Lakshmi J Mrs.Sylvia Mrs.Virija
38	Morning Assembly	Mrs Lakshmi Jayaraman, All Class Teachers(on day)
39	Sports	Sports Coach, Mrs. Anasuya and Mrs. T.Lakshmi
40	First Aid	Mrs. Nagarathna , Mrs. Parvathavarthiniand All class Teachers
41	Welcome Boards	Mrs. Sylvia, Mrs. Anasuya
42	Notice Boards	Mrs. Santhi, Mrs.Revathy
43	Purchase and Distributions of Refreshments	Mr. V Bhat and Mrs.Philomena Thomas
44	Educational Tour	Mr. V.Bhat, Mr.S.Masthan ,Mrs. Anasuya and Mrs.Asha Vijaya
45	Photography	Mrs Asha Vijaya, Mrs Rajini
46	Disaster management	Mr. V Bhat and Sports Coach
47	House Keeping/Security	Mr S.Masthan,Mr. V.Bhat and Mrs. N.Anasuya
48	Drinking water and sanitation	Mrs. Santhi, Mr Masthan
49	Checking of Toilets	Girls Toilet: MrsAsha Vijaya, Comp. Instructor Boys Toilet: Mr V Bhat, Sports Coach
50	School garden	Mrs. Parvathavarthini, Mrs. Revathy
51	School Cleanliness	Mrs.Sushma Chandra I/C, Mrs Lakshmi.J Coach and Class Teachers
52.	Reading Club	Mrs.Virija , Mrs. Lakshmi.T, Class Teachers
53.	Nature Club and Eco Club	Mrs. Parvathavarthini,Mrs. Lakshmi J
54.	Health Club	Mrs. Sylvia Mrs.Parvathavardhini and Coach
55	Science & Maths Lab	Mrs, Santhi I/C, Mrs. Anasuya, Mrs. Parvathavarthini
56	Purchase committee	Mrs.Santhi, Mr V Bhat, Mr S Masthan,
57	Educational Allowance	Mrs.Sajitha
58	Liasoning officer	Mrs. Lakshmi J I/C, Mrs. Anasuya
59	Hospitality: Principal's room	Mrs N.Anasuya, Mrs Preeja
60	UBI	Mrs.Rajini and All Class teachers
61	Shaala Darpan	MrsRajini, MrsVirija, Mr V Bhat, Mrs Lakshmi J
62	ACP	Mr.V.Bhat (IX), Mrs Lakshmi J (VIII), Mrs. Nagaratna(VII), Parvathavarthini (VIII) Mr S Masthan (VII)
63	Integrity Club	TGT S.St
64	Literary Club	Mrs Lakshmi J, Mr S Masthan, Mr V Bhat
65	Cyber Club	Mrs Rajini
66	Art and Craft Club	Mrs. Sylvia
67	NIE	Mrs Lakshmi J, Mrs. N Anasuya

Principal