**KENDRIYA VIDYALAYA KRISHNARAJAPURAM BANGALORE-560 036**

**VIDYALAYA COMMITTEES-2020-21**

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**

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| SL NO | DUTIES | NAME OF THE TEACHERS. |
| 1 | Admissions | Mrs. Shristi Jain I/C, Mrs. Anasuya,  Mrs. S Nagaratna, , Mrs. Rajini, Mrs. Vani S S |
| 2. | Examination: 1.Internal:                         2.External:                         3.CBSE  4.Primary | Mrs. Vigneshwar Bhat I/C, Mr.Manoj Kumar  Mrs. Virija, Mrs.  Sylvia,  Mrs. Santhi  Mrs. S Nagaratna I/C, Mrs. Shristi Jain |
| 3. | CCA (Internal & External) | Mrs.Sylvia I/C, Mr.Manoj kumar ,Mrs. Vani S S I/C |
| 4. | Time Table | Mrs. Virija, I/C,  Mrs.Anasuya,Mrs Shristi jain |
| 5. | Arrangement of Classes | Mrs. Mrs. Virija ,Mrs.Shristi jain |
| 6. | Teaching Aids | Mrs. Virija |
| 7 | Grievance & RTI | Mrs. Lakshmi J, Mrs.N. Anasuya, Mr.V.Bhat &Mrs.Shristi |
| 8 | Staff Meeting Minutes | Mr.Manoj Kumar |
| 9 | Staff club | Mrs.T Lakshmi, Mrs. Shristi Jain |
| 10 | Discipline | Mr.Manoj kumar, Mr.Bhat, Sports Coach and all class teachers. |
| 11 | Guidance and Counselling | Mrs. Lakshmi J, Mrs Sylvia |
| 12 | Publications           Teacher’s Diary:                                 Student’s Diary:                                 News Letter: | Mrs Anasuya,Mrs. Shristi, Mrs. Lakshmi J, Mrs Rajini |
| 13 | Strengthening of Primary Education | Mrs. Anasuya, Mrs. Vani S S |
| 14 | Academics | Mrs. Santhi, Mrs. Anasuya |
| 15 | Enrolment | Mrs. Anasuya, Mrs. Rajini,Mr Manoj Kumar |
| 16 | Medical Checkup | Mr.Manoj kumar, Mrs. Virija,  and Sports Coach |
| 17 | Calendar of school Activities | Mrs.Shristi Jain, Mrs Rajini |
| 18 | Subject Committee Meetings | Mrs. Santhi, Mrs. Lakshmi J |
| 19 | VMC | Mrs. Virija S Rao |
| 20 | CMP | Mrs. Vani S S |
| 21 | Vidyalaya Activities filing & Reporting | Mrs. Virija, Mr.Manoj kumar, Mrs Rajini |
| 22 | Rajbasha | Mr Masthan I/C, Mrs.Shristi jain |
| 23 | House Boards | Mrs Sylvia, House Masters |
| 24 | Class Room Display Boards | All Class Teachers. |
| 25 | Resource Room | Mrs T Lakshmi, Mrs. Revathy |
| 26 | Furniture | Mr. V Bhat I/C and Mr.S.Masthana, Mrs Asha Vijaya |
| 27 | TLM | Mrs. Lakshmi.T |
| 28 | Computer Lab | Mr. Manoj Kumar I/C, Mrs Rajini |
| 29. | Scouts and Guides/Cubs andBulbuls | Mr Masthan, Mrs. Lakshmi.T, Mrs Lakshmi J  Mrs Asha Vijaya, Mr V Bhat |
| 30. | AEP | Mrs Sylvia, Mrs Lakshmi J |
| 31 | CCE | Mrs. T.Lakshmi I/C |
| 32 | Sending Reports of all activities | Mrs Virija,Mr.Manoj Kumar |
| 33 | Olympiad, Inspire | Mrs. Parvathavarthini |
| 34 | Science Exhibition | Mrs. Parvathavarthini, Mrs. Anasuya |
| 35 | Social Science Exhibition | Mrs.Nidhi, Mrs. Sushma Chandra, Mrs.Sylvia |
| 36 | Library | Mrs. Virija I/C,  Mrs. Laskhmi.T |
| 37 | Functions and celebrations | Mrs.Sylvia, Mrs.Virija, Mrs.Shristi |
| 38 | Morning Assembly | Mrs Sylvia, All Class Teachers(on day) |
| 39 | Sports | Mr.Manoj Kumar,Mrs.Anasuya ,Mrs.T.Lakshmi and  Sports Coach |
| 40 | First Aid | Mr.Manoj Kumar, Mrs. Nagarathna ,Mrs. Parvathavarthini, Sports Coach and All class Teachers |
| 41 | Welcome Boards | Mrs. Sylvia, Mrs. Vani SS,  Mrs. Anasuya |
| 42 | Notice Boards | Mrs. Santhi, Mrs.Revathy |
| 43 | Purchase and Distributions of Refreshments | Mr. V Bhat and Mrs.T.Lakshmi, Mr.Manoj Kumar |
| 44 | Educational Tour | Mr. V.Bhat, ,Mrs. Anasuya and Mr.Manoj Kumar |
| 45 | Photography | Mrs, Sylvia, Mrs.Shristi, Mrs Rajini |
| 46 | Disaster management | Mr. V Bhat, Mr.Manoj kumar, Sports Coach |
| 47 | House Keeping/Security | Mr S.Masthan,Mr. V.Bhat and Mrs. N.Anasuya |
| 48 | Drinking water and sanitation | Mrs.Asha Vijaya,  Mr Masthan, |
| 49 | Checking of Toilets | Girls Toilet: MrsAsha Vijaya,Mrs.Vani S S  Boys Toilet:  Mr V Bhat, Mr.Manoj Kumar I/C |
| 50 | School garden | Mrs. T Laxmi and Sports Coach |
| 51 | School Cleanliness | Mr.Manoj kumar,I/C, Mrs Sushma Chandra, Mrs.Nidhi Sports Coach and Class Teachers  Mrs.T.Lakshmi (Primary Block) |
| 52. | Reading  Club | Mrs.Virija I/C , Mrs. Lakshmi.T, Class Teachers |
| 53. | Nature Club and Eco Club | Mrs. Parvathavarthini,Mrs. Lakshmi J |
| 54. | Health Club | Mr Manoj Kumar, Mrs. Sylvia, Mrs.Parvathavardhini, Sports Coach |
| 55 | Science & Maths Lab | Mrs, Santhi I/C, Mrs. Anasuya, Mrs. Parvathavarthini |
| 56 | Purchase committee | Mrs.Santhi, Mr V Bhat, Mr Manoj Kumar |
| 57 | Educational Allowance | Mrs.Sajitha |
| 58 | Liasoning officer | Mrs. Shanti 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 (X),Mrs Lakshmi J (IX), Mrs. Nagaratna(VIII), Parvathavarthini (IX) Mr S Masthan (VIII),Sushma(VII) and Mrs.Shristi(VII) |
| 63 | Integrity Club | Mrs.Nidhi |
| 64 | Literary Club | Mrs Lakshmi J, Mr S Masthan, Mr V Bhat |
| 65 | Cyber Club | Mr Manoj Kumar, Mrs Rajini |
| 66 | Art and Craft Club | Mrs. Sylvia |
| 67 | NIE | Mrs Lakshmi J, Mrs. N Anasuya |

Principal