

## Kendriya Vidyalaya Koppal

### The Following Committees are Formed for the Smooth Functioning of the Vidyalaya for the Academic Year 2016-17

SL. NO	NAME OF THE COMMITTEE	TEACHERS IN THE COMMITTEE	DUTIES
1	Admission	Mrs. Bharti Mr. Manmohan Mr. Deepak Kumar Mr. Kanakachala	To initiate and complete all works as per KVS guidelines; to check entries in admission register
2	Time Table/Substitution	Mr. Umesh H K Mr. Deepak Kumar Mr. Ranganath Mr. Kanakachala	To prepare and distribute time table at the beginning of academic session; when necessary, make arrangements for substitute teacher, inform co-class teacher, inform parents and take attendance for absent classes
3	Examinations Internal  CBSE	Mr. Umesh .H. Kadapur Mr. Mr. Kanakachala Mr. Ranganath Mrs. Bharti	To plan and conduct test/examinations as per KVS guidelines; to plan and conduct meeting on open days; to finalise the analysis. To remain available for the declaration of result of Board examinations; to declare results and carry out all related work
4	CMP, Activity/ Resource room, Strengthening of Primary Education	Mr. Manmohan  All PRTs	To ensure effective implementation of CMP providing all infrastructure; to ensure proper maintenance of activity room; to strengthen primary education
5	Academics Monitoring	Principal	To monitor academic performance of students continuously; plan remedial measures; to implement necessary academic programs

			proper implementation with zero failure in all classes and
6	CCA & other Competitions Vidyalaya Patrika, Promotion of Foreign Language, Display Board/ Notice Board	Mr. Manmohan Mr. Deepak Kumar Tailor Mr. Ranganath Mr. Mallikarjuna Mr. Bharti Mrs. Noorjahan	Plan and execute the year's programme ensuring proper assembly programme. Conduct outside school competition, from students and staff, Publishing Vidyalaya Patrika students for study of Foreign submission of list, regular update board/notice board change of
7	Library Committee	Mr. Umesh.H.Kadapur Mr. Kanakachala Mr. Bharti Mr. Noorjahan	Suggest books to be purchased improve library service, ensure services in primary classes.
8	Scouts & Guides	Mr. Muttappa Mr. Manmohan Mrs. Archana Mr. Jilan Bash	To enrol students carry out week, make students participate camps, conduct camps in school vibrant scout & movement.
9	NAEP/ Adolescence Club	Mrs. Bharti Mr. Ranganath Mr. Mallikarjuna	Carry out NAEP programme KVS instructions.
10	Guidance & Counselling	Mrs. Bharti Mr. Umesh H Kadapur Mr. M. Fahimuddin Mrs. Shilpa	To give necessary career guidance to students, arrange lectures care studies for counseling of

11	Science Club, Science Exhibition and Nature Club	Mrs.Bharti Mr. M.Fahimuddin Mrs.Shilpa	To conduct school level ex students for Cluster level ex effective participation with
12	Social Science Exhibition	Mrs. Archana Mr. Mallikarjuna Mr.Shilpa Mr. Ranganath	To conduct school level ex students for Cluster level ex effective participation with National.
13	KVPY ,NTSE, Green Olympiad, National Science Olympiad Maths Olympiad	Mr. Manmohan Mrs.Bharti Mr.Ranganath	Ensure maximum participa the aim to have National ra
14	Teaching Aids	Mr. Manmohan Mrs.Bharti Mr.Ranganath	Maintaining Stock
15	VVN Stock Register	Mr. Manmohan Mrs.Bharti Mr.Deepak Kumar	Maintaining Stock
16	Audio Visual Aids	Mr.Umesh .H.Kadapur	Maintaining Stock
17	Discipline	All the class teachers and House Masters	Ensure proper maintenance students; monitor late come defaulters with a view to re Regular late comers' parent Indiscipline cases be dealt p
18	Sports & Games /Yoga/Adventure Activities	Mr.Deepak Kumar	Prepare sports calendar and with KVS programme. Cele

		Mr.Muttappa Mr.Bharti Mr. Mallikarjuna	Sports Day. Encourage students in Yoga & Adventure activities
19	Grievance/ RTI	Mr.Umesh.H.Kadapur	Will open the box on the last day of every week and take steps to
20	First Aid	Mr.Deepak Kumar Mr.Muttappa Mr.Bharti Mrs.Shilpa	Ensure availability of fully equipped first aid kit for use in need on all working days
21	Gardening/ Cleanliness and Beautification/ Security Monitoring	Ms.Archana (Right side wing toilet/corridors) Mrs. Bharthi ( Right side wing toilet/corridors) Mr. Muttappa (Front & all corners/sides of school building/vidyalaya)	Developing and maintaining green spaces and develop more garden areas to improve aesthetic appearance of school toilets, urinals, floors, corridors etc. on a daily basis using phenyl etc. Any lapses to be rectified utilizing the privatized services & beautification in and around school with participation of student in Eco-club
22	Maths Club	Mr. Ranganath ,TGT Maths Mr.Deepak Kumar Mrs. Rajalaxmi	Conducting club activities ,
23	Excursions Exhibitions, Study Tour	Mr.Archana Mr.Kanakachala Mr. Bharti Mr.Gayathri	Identify places of visit in tune with the suggestions received from KVS classes, mode of transport and
24	P T A Convener	Mr.Manmohan Mr.Umesh H K Mr.M.Fahimuddin Mrs.Bharti	Formation of PTA, Conducting KVS guidelines, arrangements for informing PTA members.
25	Minutes Writing	Mr.Ranganath	Writing minutes of meeting

		Mr.M.Fahimuddin Mrs.Archana	
26	Income Tax	Mr.Y.Karunakar Mr.Kanakachala	Calculate tax payable by ea suggest deduction on month records necessary for filling monthly basis, prepare from
28	(Fees & Fines) CS 54	Mr.Y.Karunakar Mr.Kanakachala Mr.Ranganath Ms. Umesh H K	Maintain CS 54 register on r consultation with LDC/UD
29	Furniture	Mr.Manmohan Mr.Mallikarjuna Ms.Rajalaxmi All Class Teachers	Ensure proper and adequat classrooms; maintain class/c inventory; ensure proper up prepare requirement and ini purchase.
30	Computers/WebsiteUpdation  : LCD/Interactive Board:	Mr.Umesh.H.Kadapur Mr.Kanakachala Mr.Manmohan, Mr.Kankachala	Ensure that all computers a Extend help to teachers for TAL.Peruse school website all items regularly and ensu its form and utility.
31	Health & Wellness Club and  Medical checkup	Mrs. Bhati Mr. Deepak Kumar All Class Teachers	To arrange activities/lecture in students. Conducting mee students.
32	Literary Club  Hindi  EnglishSanskrit	Mr.Jilan Basha Mr.Bharti Mr.Mallikarjuna	To Plan , prepare and cond
33	Photography	Mr.Manmohan Mr.Deepak Kuamr	Arrange for photography on display them and preserve, important officials.

34	On the spot purchase committee	Mr.Umesh .H.Kadapur Mr.Manmohan Mr.Deepak Kumar Mr.Kanakachala	Purchasing things of immediate need by survey/calling quotation
35	RajBhasha, Hindi Implementation	Mr.Jilan Basha	Assist office and monitor work to achieve targets specified; conduct meetings of OLIC.
36	Tobacco Ban/Control	Mr.M.Fahimuddin	Ensuring that nobody uses tobacco by bringing awareness arrangements
37	Staff Club/Refreshment	Mr.Umesh H.Kadapur Mr.Ranganath All Ladies Staff	Staff club activities/programmes
38	Subject Committee	Principal	Conducting subject wise meetings on working day of the week. Deciding on decision for improvements.
39	Alumni Association	Mr. Manmohan	Collecting information of ex-students on vidyalaya website, arrangements
40	Publicity & Liaison	Mr. Umesh .H. Kadapur	Invite press & Publicity agencies for functions, send good reports to publications.
41	Morning Assembly	Ms. Archana Mr.Mallikarjuna Mr.Manmohan Mr. Ranganath	Conducting every day Morning Assembly as per KVS Guidelines.

### Class –Teachers & Co –Class Teachers

Sl. No.	Class	Class Teacher name	Co-Class Teachers Name		
01	I	Mrs. Rajalaxmi	Mrs. Bharti		
02	II	Mrs. Bharti	Mrs. Rajalaxmi		
03	III	Mrs. Noojahan	Mrs. Archana		
04	IV	Mr. M. Fahimuddin	Mr. Hanumanath		
05	V	Mr. Manmohan	Mr. Muttappa		
06	VI	Ms. Archana	Mrs.Noorjana		
07	VII	Mr. Mallikarjuna	Mr. Muttappa		
08	VIII	Mr. Jilan Basha	Mr. Sharanagouda		
09	IX	Mrs. Shilpa	Mr. Umesh H Kadapur		
10	X	Mr. Ranganath	Mr.Kankachala		

All the Staff Members are here by informed to note down the Lunch Break duty & days.



\*The teacher on Duty shall supervise whether all the children have been having their lunch systematically.

\*They shall ensure that the children do not rush /crowd near the water point .

\*They shall advise children to use the dust bins provided for disposing of the waste material /polythene bags etc.

\* The children shall not be running /playing in the ground in a disorderly way while the other children have their lunch.

\* The teachers on duty may have their lunch in the period either preceding or following the lunch break.

\* The Duties allotted /Schedule shall strictly be adhered to

\* If any Teacher is on is on duty /Leave necessary arrangements will be made by Mr. Umesh H Kadapur , Librarian .

#### Time Table

Sl.No	Day	Name of the Teacher		Supervision
01	Monday	Mr. Manmohan	Mrs. Shilpa	Mr. Muttappa &  Mr. Umesh .H.Kadapur , Librarian
02	Tuesday	Mr. Mallikarjuna	Mrs.Bharti	
03	Wednesday	Mr. Ranganath.D.	Ms. Archana	
04	Thursday	Mr.M.Fahimuddin	Mrs. Rajalaxmi Desai	
05	Friday	Mr.Jilan Basha	Mrs.C.S.Noorjan	

06	Saturday	TGT-English	Mr. Muttappa	
----	----------	-------------	--------------	--

### **Students' Safe Departure Duty Chart**

As per the KVS RO Circular No. F.13350/KVS/(BGR)/2015-16/Acad(Misc.) /19443 dated 12.02.2016 the following committee made for the Students' Safe Departure duty Chart w.e.f.01.04.2016.

All the Staff Members are here by informed to note down the Students' Safe Departure duty & days.

\* Teacher especially Primary Classes that they should take personal care for the movement of students from school campus to the respective vehicle and return back only after all the children left the school campus safely.

\* If any Teacher is on is on duty /Leave necessary arrangements will be made by Mr. Manmohan , PRT.

Sl.No	Day	Name of the Teacher		Supervision
01	Monday	Mr.Mallikarjuna	Mrs.Bharti	
02	Tuesday	Mr. M.Fahimuddin	Mrs. Rajalaxmi Desai	
03	Wednesday	Mr. Jilan Basha	Mrs.C.S.Noorjan	

04	Thursday	TGT-English	Mr. Muttappa	Mr. Muttappa & Mr. Manmohan, PRT
05	Friday	Mr. Manmohan	Mrs. Shilpa	
06	Saturday	Mr. Ranganath.D.	Ms. Archana	

### **Cleanliness and Maintenance Committee**

The **Cleanliness and Maintenance Committee** in the Vidyalaya is Constituted with the following Members .

Sl.No.	Member's Name	Designation		Signature
01	Mr. Manmohan	PRT	Convenor	
	Mrs. Bharti	PRT		
02	Mr. Muttappa	Sports Coach	Member	
	Ms. Archana	TGT-Sst.		
03	Master . _____		Member	
	Miss. _____			
	Master . _____			
	Miss. _____			
04	All Class Teachers		Members	

**Mr. Manmohan** is instructed to supervise the over all Cleanliness of the School, Class Rooms and Toilets and all the Members must ensure that the hygiene aspect is not compromised .Further, **Mr. Manmohan** will arrange for procurement of the necessary items required in the maintenance of the Vidyalaya.

### DAILY NATIONAL FLAG HOSTING DUTY CHART -2016-17

Sl. No	Name of the Teacher	Designation	Week Name
01	Mr. B.Surya Prakash Rao	I/C-PRINCIPAL	Monday
02	Mr. Umesh.H. Kadapur	Librarian	
03	Mr. Manmohan	PRT	Tuesday
04	Mrs.Bharti	PRT	
05	Mr.Jilan Basha	TGT-HINDI	
06	Mr. Mallikarjuna	TGT-SANSKRIT	Wednesday
07	Mr. Ranganath.D.	TGT-MATHS	
08	Mrs.C.S.Noorjan	PRT	
09	Mrs. Shilpa	TGT-Science	

10	Ms. Archana	TGT-SST	Thursday
11	Mr.Kanakachala	COMPUTER INSTRUCTOR	
12	Mr.M.Fahimuddin	PRT	Friday
13	Mr.Muttappa .G.Bellada	COACH FOR SPORTS  & GAMES	
14	Mr.Sharnugouda Patil	TGT-English	Saturday
15	Mrs. Rajalaxmi Desai	PRT	