

PM SHRI KENDRIYA VIDYALAYA, No.2 MANGALURU- 575002
COMMITTEE FOR THE ACADEMIC YEAR 2024-25

| Department | Name of the Teachers. Mr./Mrs./Ms. | Duties & Responsibilities (all members) | | |
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| PM SHRI Monitoring Committee | <ol style="list-style-type: none"> 1. Jaseer K P - Incharge 2. Lijina T 3. Bindu Bhaskaran 4. Sangeeta Kishore 5. Sujatha U Nair 6. Ramesh Kumar T V 7. Sheeja Nambiar 8. Manjusha K | <p>To monitor the progress of PM Shri activities as per the guidelines received from KVS RO/HQ</p> <p>To update the expenditure details in the PM SHRI portal</p> | | |
| Academic Council | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 1. Jaseer k P 2. Lijina T 3. Bindu Bhaskaran 4. Sangeeta Kishore 5. Sujatha U Nair 6. Rajaram Bhat 7. Susheel Babu V S </td> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 1. Sheeja Nambiar 2. Manjusha K 3. Manisha 4. Geetanjali </td> </tr> </table> | <ol style="list-style-type: none"> 1. Jaseer k P 2. Lijina T 3. Bindu Bhaskaran 4. Sangeeta Kishore 5. Sujatha U Nair 6. Rajaram Bhat 7. Susheel Babu V S | <ol style="list-style-type: none"> 1. Sheeja Nambiar 2. Manjusha K 3. Manisha 4. Geetanjali | <p>To ensure follow up of split up of syllabus</p> <p>To Monitor and maintain academic standard</p> <p>To ensure proper checkup of CW HW Assignment</p> <p>Monthly meeting / subject meeting</p> |
| <ol style="list-style-type: none"> 1. Jaseer k P 2. Lijina T 3. Bindu Bhaskaran 4. Sangeeta Kishore 5. Sujatha U Nair 6. Rajaram Bhat 7. Susheel Babu V S | <ol style="list-style-type: none"> 1. Sheeja Nambiar 2. Manjusha K 3. Manisha 4. Geetanjali | | | |
| Admission | <ol style="list-style-type: none"> 1. Lijina T – Incharge 2. Divya K 3. Sheeja Nambiar 4. Manisha 5. Shaifali Rastogi | <p>OLA (Online Admissions)-Checking/Scrutiny of all application registered online/Offline for Balvatika ,class 1 and other classes, processing and conducting the online admission as per the KVS Admission guideline .</p> <p>Admissions to be done for online /offline for classes I to IX and XI as per the KVS Admission Guideline 2024-25.</p> <p>T.C admission for all classes to be done as per KVS norms.</p> | | |

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| <p>Time-Table</p> <p>Substitution/Arrangement</p> | <ol style="list-style-type: none"> 1. Sujatha U Nair- Incharge 2. Ramesh Kumar T V 3. Mohammed Yunus 4. Devesh Kumar Yadav 5. Manjusha K 6. Geetanjali | <p>Preparation of teachers and class Time table for online/offline classes for the session 2024-25s as per KVS norms.</p> <p>Remedial time table for class X and XII whenever required.</p> <p>To arrange the classes for the teachers on daily basis who are on leave/OD</p> |
| <p>Examination</p> <p>(Internal)</p> | <ol style="list-style-type: none"> 1. Bindu Bhaskaran - Incharge 2. Biju P V 3. Mohammed Yunus 1. Sheeja Nambiar- Primary Incharge 2. Lalitha 3. Kuruva Kavitha | <p>Action plan to conduct Monthly Tests/PT/HY/SEE/Pre-Boards as per the KVS schedule for the session 2024-25</p> <p>Ensuring the completion of progress cards of first term/second term for all classes and to ensure the progress card reaches the parents through class teacher on time.</p> <p>Conduct PTA meeting periodically as and when required.</p> <p>Furnishing the required information related to internal exam/tests whenever required to send to RO.</p> |
| <p>CBSE Exam.</p> <p>External Exam</p> | <ol style="list-style-type: none"> 1. Sangeeta Kishore - Incharge 2. Lijina T 3. Mahima 4. Devesh Kumar Yadav | <p>All CBSE RELATED work / conduct of exams related to CBSE for the session 2024-25.</p> <p>CBSE registration related work for class IX and XI</p> <p>Taking care of timely dispatch of CBSE letters. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII. Preparation of result analysis. Attending to correspondence of RO (Bangalore) & headquarters at New Delhi. Any other work related to CBSE.</p> <p>Arrangement & conduct of external exams as per guidelines given by the respective external agency for the session 2024-25.</p> |

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| Fee collections & Checking | <ol style="list-style-type: none"> 1. Lijina T 2. Comp.Instructor 3. DEO 4. All Class teachers | <p>Attending to all UBI related work with regard to fee collection for the session 2024-25.</p> <p>Providing information to teachers and students regarding fee collection and updating of data in the UBI portal every quarter. Guiding the teachers and parents whenever required.</p> |
| STS & UDISE | <ol style="list-style-type: none"> 1. Lijina T 2. Comp.Instructor 3. All Class teachers | <p>STS ,UDISE and other data entry work of students and staff assigned by State Government/KVS</p> <p>Promotion of the students to the next higher class in STS,UDISE etc.</p> |
| P-T Meeting | <ol style="list-style-type: none"> 1. Bindu Bhaskaran 2. Biju P V 3. Sheeja Nambiar 4. All class teachers/Co class teachers | <p>Conduct of Parents Teachers meeting periodically as per the KVS norms/Whenever required and informing the same to students & parents about the Meeting.</p> <p>Arrangement of PTM as per schedule. Maintain attendance and minutes of the meeting (all concerned class teachers & subject teachers).</p> |
| STAFF MEETING | <ol style="list-style-type: none"> 1. Bindu Bhaskaran 2. Mahima 3. Arvind } Furniture & necessary arrangement | <p>To Organize/Arrangement of staff meeting</p> <p>To prepare the minutes of the meetings conducted.</p> |
| CCA | <ol style="list-style-type: none"> 1. Susheel Babu Incharge 2. Mahima 3. Devesh Kumar Yadav 4. Shakti Singh Ramesh Pawar | <p>To prepare the students for various CCA competitions for the session 2024-25.</p> <p>Seating arrangements for different functions events etc.</p> <p>To conduct house meetings and ensure mass participation.</p> <p>Maintenance of house display board on the topic given regularly.</p> |

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| <p style="text-align: center;">Clubs</p> | <p>1.Literary Club : a) Bindu Bhaskaran b) Susheel Babu , c) Biju P V</p> <p>ii. (Hindi & Sanskrit) : a) Rajaram Bhat /TGT(SKt) b) Mahima</p> <p>Eco club – a) Sujatha U Nair b) Mohammed Yunus</p> <p>Integrity – a)Biju P V b)Divya K c)Devesh Kumar Yadav</p> <p>Maths – a)Jaseer K P b)Divya K</p> <p>Science Club:- a)Sangeeta Kishore b)Sujatha U Nair c)Mohammed Yunus</p> <p>AEP Club:- 1. Bindu Bhaskaran 2. Sangeeta Kishore 3. Counsellor</p> | <p>Months wise/week wise action plan for the year 2024-25. Formation of student’s members in the respective clubs. Implementation of planned activities as per the action plan. Updating of bulletin board allotted to the various club. Any other activity as per pertaining to the concern club to be implemented.</p> <p style="text-align: center;">.</p> <p>To sensitize the students on adolescent issues. Conduct of AEP sessions by the teachers for boys and girls separately for the session 2024-25. Arranging guest lecture by the external expert.</p> |
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| <p align="center">ICT CAL / TAL</p> | <ol style="list-style-type: none"> 1. Lijina T 2. Mohammed Yunus 3. Comp.Instructor | <p>To develop ICT classrooms/ departments and maintain ICT records as per KVS Guidelines To train/guide teachers for CAL TAL Classes To develop E-Classrooms. To ensure the proper internet facilities for online/offline classes with required speed.</p> |
| <p>Furniture & Maintenance of Fixtures and assets</p> | <ol style="list-style-type: none"> 1. Susheel Babu– In-charge 2. Biju P V 3. Bhumika 4. Manjusha K | <p>Maintenance of furniture stock register of school. Procurement of furniture for classes and various departments if required. Preparation of condemnation list of furniture items as per KVS guideline. Repairing of furniture.</p> |
| <p>Photography/Videography</p> | <ol style="list-style-type: none"> 1. Arvind 2. Devesh Kumar Yadav 3. Anjali | <p>To take photographs/Videos of all events in the Vidyalaya To take photos of interesting special items during assembly. To take prints of photos of each event for display in the Board.</p> |
| <p>ID Cards</p> | <ol style="list-style-type: none"> 1. Bhumika 2. Arvind 3. Kajol Pal | <p>To make necessary arrangement for ID cards of Students and Staff.</p> |
| <p>Excursion/Adventures Activities</p> | <ol style="list-style-type: none"> 1. Ramesh Kumar T V 2. Devesh Kumar Yadav 3. Shakti Singh Ramesh Pawar | <p>Planning and arrangement of educational tours as per KVS circulars for students.</p> |
| <p>WebsiteMaintenance</p> | <ol style="list-style-type: none"> 1. Lijina T 2. Sheeja Nambiar 3. Computer Instructor | <p>School website maintenance. Updating information from time to time (regularly every month and as and when required) Photos Uploading</p> |

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| <p align="center">Medical Check-up First Aid</p> | <ol style="list-style-type: none"> 1. Bhumika . 2. Nurse 3. Yoga Coach 4. Special Educator | <p>Distribution and collection of medical cards to class teachers.</p> <p>Arrangement of students' health checks up, twice a year as per KVS schedule. Purchase of medicines and materials for First Aid kit. Providing first aid facilities to students as and when required. Attending to all emergency requirements.</p> |
| <p align="center">Sanitation & Cleanliness & Supervision of Housekeeping</p> | <ol style="list-style-type: none"> 1. Sujatha U Nair - Incharge 2. Ramesh Kumar T V 3. Arvind 4. Mahima 5. Manjusha K 6. Shaifali Rastogi 7. Lalitha | <p>To monitor daily and ensure that the wash rooms /Toilets are cleaned twice daily and as and when required by the house keeping and maintain record.</p> <p>To check the availability of cleaning materials and give the request/ submit the list of items every month and provide the materials to the housekeeping every month.</p> |
| <p align="center">Discipline & Safety & Security of the Students</p> | <ol style="list-style-type: none"> 1. Jaseer K P - Incharge 2. Lijina T 3. Bindu Bhaskaran 4. Susheel Babu V S 5. Bhumika 6. Devesh Kumar Yadav <p><u>PRIMARY SECTION</u></p> <ol style="list-style-type: none"> 1. Sheeja Nambiar 2. Manjusha K 3. Manisha 4. Kuruva Kavitha | <p>To monitor regularly and ensure the discipline of the students throughout the working hours especially during the interval and during and after dispersal at 2:10 checking of late comers and to ensure the safety and security of the students.</p> <p>To attend to all discipline cases in the school.</p> |

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| Maintenance and Repair | <ol style="list-style-type: none"> 1. Ramesh Kumar T V - Incharge 2. Arvind 3. Tamanna 4. Sheeja Nambiar | To identify the need for maintenance and repair and do the needful as per KVS norms . |
| Scouts , Guides Cubs and Bulbuls | <ol style="list-style-type: none"> 1. Biju P V - Incharge 2. Ramesh Kumar T V 3. Sujatha U Nair 4. Sangeeta Kishore 5. Divya K 6. Kajol Pal 7. Shakti Singh Ramesh Pawar | To conduct S&G/Cubs & bulbul classes and organise the events to the movement as KVS circulars. |
| Beautification, Gardening | <ol style="list-style-type: none"> 1. Sangeeta Kishore 2. Sujatha U Nair 3. Manjusha K 4. Anjali | Maintenance of aquarium, overall beautification of the garden. Planting of more saplings. & supervise the work of the gardener. |
| School magazine | <ol style="list-style-type: none"> 1. Bindu Bhaskaran 2. Susheel Babu V S 3. Mahima 4. Sheeja Nambiar | Work related to school magazine |
| Teaching Aids | <ol style="list-style-type: none"> 1. Devesh Kumar Yadav 2. Arvind 3. Tamanna 1. Sheeja Nambiar 2. Manjusha K 3. Shakti Singh Ramesh Pawar | Purchase of essential teaching aids subject wise & class wise as per the request of the subject teachers. |

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| Department In charges | <ol style="list-style-type: none"> 1. English - Bindu Bhaskaran 2. Hindi&Sanskrit – Rajaram Bhat /Mahima 3. Maths - Jaseer K P 4. Science - Sangeeta Kishore 5. Social - Devesh Kumar Yadav 6. P & HE - Bhumika 7. Art - Arvind 8. Comp.Sci – Lijina T 9. Music Sukanya Guha 10. Library : Ramesh Kumar T V | <p>Conducting subject committee meetings and to maintain register.</p> <p>Conducting Club activities and activities related to the subject as per the circulars from the KVS.</p> |
| Library | <ol style="list-style-type: none"> 1. Ramesh Kumar T V Incharge 2. Jaseer K P 3. Bindu Bhaskaran 4. Sangeeta Kishore 5. Mahima 6. Sheeja Nambiar 7. Manjusha K | <p>Maintenance of books</p> <p>Purchase according to the requirements Digitization of library.</p> <p>All Library related Works as per KVS library policy.</p> |

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| Fire safety | <ol style="list-style-type: none"> 1. Arvind Incharge 2. Tamanna | <p>To train the teachers & the students.</p> <p>To plan mock drill</p> <p>To check upkeep, procurement of the equipment</p> <p>To procure the fire safety certificate</p> |
| GeM Purchase | <ol style="list-style-type: none"> 1. Ramesh Kumar T V Incharge 2. Lijina T 3. Sangeeta Kishore 4. Sheeja Nambiar 5. DEO | <p>Consolidating the requisition from all teachers.</p> <p>To procure from GeM as per GFR rules .</p> |
| CS 11 & CS 54 | <ol style="list-style-type: none"> 1. Jaseer K P 2. DEO | <p>To check and compile the fees, every month.</p> |

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| Science Exhibitions & INSPIRE award and Science Club activities | <ol style="list-style-type: none"> 1. Sangeeta Kishore Incharge 2. Sujatha U Nair 3. PGT (Chem) 4. Mohammed Yunus | To inform and train the students for the various science exhibitions like JNNSMEE,NCSC,INSPIRE award ...etc |
| Raj Bhasha | <ol style="list-style-type: none"> 1. Mahima 2. TGT (Hindi) 3. DEO | To take care of the implementation of all activities of Raj Bhasha Programme in the Vidyalaya. |
| Water Supply & Arrangement and checking of Drinking Water | <ol style="list-style-type: none"> 1. Arvind 2. Tamanna | To take care of Water Supply/drinking water supply in the Vidyalaya (Regular & on special events) |
| Grievances Girls/ Women Cell / Sexual Harassment | Lijina T - Incharge Bindu Bhaskaran Sangeeta Kishore Sujatha U Nair Manjusha K | To address the problems related to Grievances of Girls/ Women at work place /Sexual Harassment Cases & arrive at a suitable solution. |
| General Grievance & Maintenance of Suggestion Box | Jaseer K P Susheel Babu DEO | Addressing to the grievances of teachers and students and opening of the complaints box once a week. Maintenance of register with proper records. To reply to all RTI and RTE related information. |

These committees are formed for the smooth functioning of the Vidyalaya. All the In-charges and members of various committees are requested to perform the duties as mentioned above. Apart from these, if any work is assigned by the Principal, all members of staff (including contractual teaching/non-teaching) have to carry out the work sincerely.