**KENDRIYA VIDYALAYA, CHIKKAMAGALURU**

**DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS**

**SESSION 2023-24**

All the class teachers are requested to note down their schedule and fixtures for the session 2023-24

1. To observe the students attendance before Morning assembly and just after interval hours.
2. If any student is found absent, the reason of absence must be asked in writing from the student duly signed by the parent
3. If any student’s attendance is less than 90% in a month parents must be called and information should be furnished in writing with a warning letter mentioning the attendance and record must kept for action in future.
4. Students must be escorted by the respective class teacher from class room to assembly and back.
5. Class teachers are requested to be with their class during assembly time.
6. All students sit in a proper way. Desks and benches should be arranged in two- three rows as per the roll strength of the students. They must be arranged in a manner that would give a descent look.
7. All classes should have 2 monitors, one boy and girl. It is the class monitor’s duty to switch on the lights and fans as per requirement and to switch it off when students are out of the classroom.
8. Each class will have TWO OUT PASS one for Boys and one for Girls. Boys Out pass will allow only One Boy and Girls Out pass will allow two Girl students to be out of the class at a time either for toilet or for drinking water just after ringing of the bell. Never the less, no one should be allowed to go out of the classroom while teaching.
9. Every class teacher must take proper note of the behavior of the students of their class. If anybody is behaving unruly, it must be put on check immediately. If the same is beyond their control, it must be brought into the notice of the undersigned immediately.

**KENDRIYA VIDYALAYA, CHIKKAMAGALURU**

**COMMITTEES FOR THE SESSION 2023-24**

The following committees are here by constituted for smooth and effective functioning of the Vidyalaya for the year 2022 – 23 As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in-charge the next senior member of the committee will automatically will be the in-charge and so on but all the members will be equally responsible. The handing and taking the departments shall be completed immediately.

| **NAME OF COMMITTEE** | **INCHARGES/TEACHERS** | **DUTIES AND RESPONSIBILITIES** |
| --- | --- | --- |
| 1.ACADEMIC COUNCIL  COMMTTEE  (Special Committee for pursuing the programme for bring and slow learners and Minimum programme for all) | 1. Mrs. B.K Chaithra (Convener-sec) 2. Mrs. Ambreen Anjum(Convener-Pri) | 1. To prepare the list of note books for the Academic year. 2. To ensure the distribution of split- up syllabus to students of all classes. 3. To monitor the teaching-learning process. 4. To monitor the upkeep of CCE documents. 5. To monitor the conduct of Remedial class for low achievers. 6. To maintain the class wise and subject wise monthly student’s academic performance analysis. 7. Any other related work. |
| 2.TIME TABLE COMMITTEE | 1. Mrs. B.K Chaithra (Convener) 2. Mr. Pankaj Kumar 3. Prasanth B N 4. Farnaz | 1. To prepare the school time table as per the latest guidelines from KVS 2. To make arrangement for teachers on leave. 3. To ensure that Teachers attend their arrangement Periods 4. To make remedial time table for low achievers 5. To display copy of arrangement work in the notice board 6. To maintain the arrangement register 7. Any other related work |
| 3.ADMISSION COMMITTEE | 1. Mr. Prakash S.T. (Convener) 2. Mrs. Ambreen Anjum 3. Mr.Pankaj Kumar 4. Mrs Bhagyashree | 1. To display notice regarding Admissions Guidelines. 2. To display forms / Annexure as per KVS guidelines. 3. Verification of the Document and admission of students. 4. To take the approval of VEC before the release of the merit list. 5. Maintenance of admission registers. 6. Admission of candidates based on KV TC as per KVS norms. 7. Local transfer admissions. 8. Admission as per RTE act. 9. Maintenance of admission records as per KVS guidelines in the prescribed performs. 10. Details of admission uploading on the website 11. Any other related work. |
| 4.INTERNAL EXAMINATION | 1. Mrs. B.K Chaithra (Convener- sec)   2. Mr. Nishan (Convener- Pri)  3. Mr. Laxmi Narayan Sharma  4. Mr. Prasanth B N | 1. To conduct internal exams as per the schedule given by KVS calendar of activities. 2. To update the Report card and Mark list format as per the latest CBSE directions. 3. To Conduct Question papers from paper setters, along with Blueprint & Marking scheme 4. To conduct retest as per KVS norms. 5. To analyze the Results of internal per-Board Exams 6. Declaration of results of results as per the KVS schedule. 7. To update examination details on website regularly. 8. Any other related work. |
| 5.LIBRARY COMMITTEE | 1. Mr.Nishan (Convener) 2. Mrs. Ambreen Anjum 3. Mr. Pankaj Kumar | 1. To purchase books as per KVS guidelines. 2. The suggestion from staff members for purchase of new books to be taken. 3. To ensure books are circulated as per the requirement of students & staff members as per library rules 4. Books should be encouraged to write book Review. 5. Guidance & Counseling corner or table to be maintained 6. Any other related work. |
| 6.CCA COMMITTEE | 1. Mr. Suraj kuriyal (Convener) 2. Mrs. Ambreen Anjum   3. Mr. Laxmi Narayan Sharma  4. Mrs Premalatha  5. Mr Ashok kumar | 1. Annual Planning of CCA activities. 2. To see that morning assembly programme is to conduct within stipulated time. 3. To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, Must be give responsibility of conducting morning assembly programme. 4. Maintain result of CCA activities. 5. Purchase and distribution of CCA prize & medals. 6. Maintaining CCA activities register 7. Any other related work. |
| 7.PURCHASE COMMITTEE | 1. Mr. Prakash S.T. (Convener) 2. Mr. Suraj kuriyal 3. Mrs. Ambreen Anjum 4. Mr. Laxmi Narayan Sharma 5. Mrs B K Chaithra | 1. To find out the requirements of various departments. 2. To priorities the items to be purchased. 3. To prepare estimate of expenditure. 4. To put up budget proposal for approval 5. To call for quotation in consultation with Principal. 6. To prepare Comparative statement and place order for the lowest quoted item as per requirement. 7. To physically verified the purchased items / goods and put Marks by using permanent Marks with date. 8. Any other related work |
| 8.GENRAL GRIEVANCE OF STUDENTS | 1. Mr. Suraj Kuriyal (Convener) 2. Mrs. B.K Chaithra 3. Mr. Pankaj Kumar | 1. To see the complaint related to immoral behavior towards girls students or corporal punishment or tarnishing the image of the students, abusing the student on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions received by the committee |
| 9.GRIEVANCE BOX OPENING COMMITTEE (Students/Parents) | 1. Sh.Lokesh Bihari Sharma Principal 2. Mr. Suraj kuriyal 3. Mrs. Ambreen Anjum | 1. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly. 2. The boxes should be opened in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member 3. To list out the suggestion or Grievances made. 4. To consult the Principal regarding the course of action. 5. To maintain the minutes of the meetings 6. Any other related work. |
| 10.GRIEVANCE CELL COMMITTEE | **SC/ST**   1. Mr. Pankaj(Convener)   **Women’s**   1. Mrs. Ambreen Anjum (Convener) 2. Mr. Suraj kuriyal 3. Mrs. B.K Chaithra | 1. To look into the genuine grievances of staff members. |
| 11.SEXUAL HARASSMENT PREVENTION COMMITTEE | 1. Mrs. B.K Chaithra (Convener) 2. Mrs. Ambreen Anjum 3. Mr. Suraj kuriyal   4.N G O member | 1. To look after the cases of sexual harassment in Vidyalaya, If any 2. The committee should be impartial and unbiased. The committee should not disclose the identity of the girl and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality, the committee will report to the Principal. |
| 12.MAINTENANCE AND REPAIRS | 1. Mr. Prakash S.T (Convener)  2. Mr. Suraj kuriyal  3. Mrs. Ambreen Anjum | 1. To Monitor the repair work in the Vidyalaya 2. To maintain Register of date wise repair work in the Vidyalaya 3. Any other related work |
| 13.STUDENT COUNCIL COMMITTEE | 1. Mr. Suraj kuriyal   2. Mrs. Ambreen Anjum  3. Mr. Laxmi Narayan Sharma  4. Mrs Prema Latha | 1. To organize investiture ceremony 2. To monitor discipline in the Vidyalaya. 3. To help in organizing Sports day, Annual Day 4. Division of houses along with house master and Associate of house masters and distribution of students of various houses. 5. Selection of School Captains, Vice Captains, Sports Captains and House Captains Prefects. 6. Procuring badges for Captains Monitors, Prefects. 7. Maintenance of Students council register / record. 8. Any other related work. |
| 14.PHOTO GRAPHY COMMITTEE | 1. Mr. Pankaj Kumar (Convener) 2. Mr. Nishan 3. Mrs. Bhagyshree | 1. To ensure the photography / Videographer on important occasions days / functions. 2. To take photos of interesting special item during assembly 3. To preserve the soft copies of these photos in folders in the computer lab. 4. Any other related work |
| 15.FURNITURE COMMITTEE | 1. Mr Laxmi Naryan Sharma (Convener) 2. Mr. Pankajm Kumar | 1. To ensure the furniture in each classroom is of uniform nature as far as possible 2. To check whether any furniture require & to bring it to the notice of the Principal 3. To ensure that no furniture is lying in the corridors. 4. To ensure that any furniture taken for any function to be replace in its proper place 5. Any other related work. |
| 16.GUIDANCE AND COUNSELLING | 1. Mrs. B.K Chaithra (Convener)  2. Mr. Prakash S.T.  3. Mrs. Ambreen Anjum  4 .Mrs.Premalatha | 1. To plan guidance & counseling activities for the academic year. 2. To maintain Guidance & counseling register. 3. To arrange guest lectures on important occasions by inviting Scientist, Doctors and others dignitaries. 4. To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned field 5. To pay the remuneration in consultation with principal 6. Any other related work |
| 17.EXCURSION COMMITTEE | 1. Mr. Prakash S.T. (Convener) 2. Mr. Nishan 3. All Class Teacher’s | 1. To plan education tours / excursions for all the classes as per KVS norms 2. To give the intimation letters to class teachers for transmission to parents. 3. To collect the acknowledgement from parents and to files it. 4. To ensure the safety of the students during the journey period and their stay at the venue 5. To provide hygienic food / potable water to the students who are participating in tour Programme 6. To arrange transport & settle bills 7. Any other related work |
| 18.MEDICAL CHECKUP COMMITEE | 1. Mr. . Nishan (Convener) 2. Mrs Ambreen Anjum 3. Staff Nurse | 1. To conduct medical check-up of students twice a year 2. To provide medical help whenever required to the students 3. To maintain medical records of all students. 4. To maintain the medical room 5. To ensure the follow up action after the medical check-up 6. Any other related work |
| 19. HINDI IMPLEMENTATION COMMITTEE | 1. Mr. Suraj Kuriyal (Convener) 2. Mr. Nishan | 1. To ensure the names of staff members in attendance register is bilingual. 2. To ensure replies to official letters in Hindi are sent in Hindi 3. To prepare report on Hindi implementation 4. To celebrate Hindi Week and Hindi Pakhwada 5. Any other related work |
| 20. Minutes of Meeting | 1. Mrs Ambreen Anjum (Eng.) 2. Mr. Suraj Kuriyal (Hindi) | 1. To write the minute of the meeting and to take teachers signature 2. To maintain minutes register. |
| 21. AEP COMMITTEE | 1. Mrs. B.K Chaithra (Convener) 2. Mr. Prakash S T 3. Mrs. Ambreen Anjum | 1. To plan activities for the academic year 2. To arrange talk by experts. 3. To maintain record of activities conducted 4. Any other related work. |
| 22. NEWS PAPER IN EDUCATION (NIE)  COMMITTEE  &  MEDIA.MAGAZINE PRINTING, PRESS AND PUBLISHING COMMITTEE | 1. Mr. Nishan (Convener) 2. Mrs. Ambreen Anjum 3. Mr.Suraj kudiyal 4. Mrs.Bhagyashree | 1. To coordinate with Newspaper Agency 2. To encourage students to subscribe for NIE. 3. To ensure the events of the Vidyalaya & articles of students get coverage in NIE.To encourage students and staff members to contribute articles for the Vidyalaya Patrika 4. To design the Cover page with the help of Drawing teacher and students. 5. To ensure the Vidyalaya Patrika is published and Distributed in July. 6. To design the Student Diary 7. Maintain liaison with Press and Media 8. Any other related work. |
| 23.DRINKING WATER COMMITTEE | 1. Mrs B K Chaithra(Convener) 2. Mr. Prakash S T 3. All Class Teachers | 1. To ensure drinking water is available in the Vidyalaya. 2. To send water sample for analysis once in every 3 Months 3. To ensure the proper functioning of Aqua guard installed in school premises 4. To ensure the proper functioning of water coolers 5. Any other related work. |
| 24.RIGHT TO INFORMATION COMMITTEE | 1. Mr. Pankaj Kumar(Convener)  2. Mrs. Ambreen Anjum | 1. To attend the queries made under RTI and ensure their response is made on or before the stipulated date and be in touch with the office 2. Collect date / information to be incorporated in the reply of such letters. 3. The members and the in charge to keep themselves abreast of the rules and procedures regarding RTI 4. Any other related work |
| 25.SAFETY AND SECURITY OF CHILDREN DURING LUNCH TIME | **Secondary Section**   1. Mrs. B.K Chaithra (Convener) 2. Mr. Prakash S T   **Primary Section**   1. Mrs. Ambreen Anjum 2. Mr. Pankaj Kumar 3. All Class teacher’s 4. **Overall I/c Mr.Ashok kumar** | 1. To mind the discipline of the students during the lunch break. 2. To see that students reach their respective class after the lunch 3. To ensure the safety and security of students during lunch time by maintaining proper discipline. 4. Monitoring the parents and students movement during the break 5. Any other related work |
| 26.SAFETY AND SECURITY OF CHILDREN WHEN SCHOOL IS OVER | 1. Last period teachers take the responsibility of safety and security while letting off the students to their houses and class teachers take care of students during lunch break. | 1. To ensure the safety and security of the children at time of final dispersal when school is over. 2. To ensure that no child left in classes / building when school is over 3. Any other related work |
| 27.CULTURAL COMMITTEE | 1. Mr.Suraj Kuriyal (Convener) 2. Mrs. Ambreen Anjum 3. Mr. Laxmi N S 4. Mrs Premalatha 5. All Class Teacher’s | 1. Presentation of cultural programs on different occasions in the Vidyalaya 2. Any other related work. |
| 28.CLEANLINESS AND SANITATION COMMITTEE | 1. Mrs. Ambreen Anjum (Convener) 2. Mr. Nishan 3. Mr. Laxmi Narayan Sharma 4. Mr. Pankaj Kumar 5. Mr. Prakash S T 6. Mr .Prashanth B N 7. Mrs.Shalini C P 8. All Class Teacher’s | 1. To keep stock of cleanliness activities in the Vidyalaya 2. To supervise the work of House Keeping in maintaining cleanliness. 3. To coordinate with AEP to include students in maintaining cleanliness 4. To see that the Student Council also contributes towards maintenance of cleanliness 5. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas 6. To ensure the provision of dustbins in all the class rooms 7. To given suitable instruction to the people deployed under housekeeping regarding cleanliness of campus 8. To clear the wild bushes inside school campus 9. To ensure cleanliness of area around the staff quarters. 10. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness 11. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 12. Any other related work. |
| 29.P A SYSTEM | 1. Mr.Laxmi Narayan Sharma   (Convener)   1. Pankaj kumar 2. Mr.Ashok kumar | 1. Arrangement and maintenance of PA system for assembly and other celebrations. 2. Maintenance of fire extinguisher. 3. Any other related works. |
| 30.HOUSE KEEPING AND SECURITY | 1. Mrs. Ambreen Anjum (Convener) 2. Mr. Laxmi Naryan Sharma 3. Mr.Prakash S T 4. All class Teacher’s | 1. To monitor the work of Housekeeping ladies. 2. To prepare a list of areas to be cleaned during second Saturdays. 3. To maintain the Sanitation Register 4. To ensure that the police verification in r/o all the Housekeeping and security personnel is done and made available to the Vidyalaya 5. Keep a record of the addresses / contact numbers off all the housekeeping / Security personnel 6. Ensure they report to the Vidyalaya on time 7. To verify the bills put up by the agency 8. Any other related work |
| 31FIRST AID COMMITTEE | 1. Mr. Nishan (Convener) 2. Mr. Pankaj Kumar 3. Farnaz 4. Nagashree 5. All Class Teacher’s | 1. To ensure First aid boxes are available 2. To ensure the contents of the First-Aid box are replenished at regular intervals and to check the expiry of Ointments / medicines. 3. Any other related work. |
| 32UNIFORM CHECKING AND LATE COMERS | 1. Mr. Suraj Kuriyal (Convener) 2. Mrs. Ambreen Anjum 3. All Class Teacher’s 4. **OVERALL I/C MR.ASHOK KUMAR** | 1. To assign duties to the committee members to monitor the uniform of students & late comers 2. To inform the parents about regular defaulters 3. To maintain the details of defaulters in the register 4. To plan for corrective measures, through skit or talk during morning assembly 5. Any other related work |
| 33.CMP / e- CLASS ROOM | 1. Mrs. Ambreen Anjum (Convener) 2. Mr. Pankaj Kumar 3. Mr. Nishan | 1. To monitor the use of e-classroom 2. To maintain the log book 3. To collect the e-lessons from teachers for all the subjects for use by other teachers 4. To prepare report on e-CTLT 5. To update details about ICT infrastructure of the Vidyalaya 6. To train teachers about the use of the interactive Board 7. To guide teachers in uploading data online in CBSE website 8. To ensure the system in the computer lab are in working condition 9. Any other related work |
| 34. LIAISON COMMITTEE | 1. Mrs. B K Chaithra (Convener) 2. Mr. Prakash S T 3. Mrs. Ambreen Anjum | 1. To coordinate with external agencies 2. Any other related work. |
| 35 SCOUTS & GUIDES | 1. Mrs. B K Chaithra (Convener)  2. Mr. Suraj Kuriyal  3. Mr. Prakash S T  4 Mr. Pankaj Kumar  5 Mrs.Farnaz | 1. All the works related to Scouts & Guide, Cubs and Bulbul should be completed within time. |
| 36. EBSB | 1. Mr. Suraj Kuriyal (Convener)  2. Mrs. Ambreen Anjum  3. Mrs Premalatha  3. All Class Teacher’s | Activities as per EBSB (Ek Bharat Shresthh Bharat) Calendars. |
| 37. DISASTER MANAGEMENT | 1. Mrs. B K Chaithra (Convener) 2. Mr. Suraj Kuriyal 3. Mrs. Ambreen Anjum 4. Mrs. Pallavi |  |
| 38FIT INDIA | 1. Mr. Nishan (Convener)  2. Mrs. Ambreen Anjum  3. Mr Ashok kumar  4. Mrs Pallavi |  |
| 39. BEAUTIFICATION OF GARDEN | 1. Mr. Prakash S T (Convener) 2. Mr. Pankaj Kumar   3. Mrs Pallavi | Works related to School Beautification. |
| 40. MAINTENANCE OF OFFICE | 1. Mrs B K Chaithra 2. Mr Pankaj Kumar 3. Mr Laxmi Naryan sharma 4. Mrs Shwetha D E O |  |
| 41. FLAG | 1. Mr.Ashok Kumar(Convener)  2. Mr.Pankaj Kumar | Vidyalaya premises Flag raising and lowering. |

**KENDRIYA VIDYALAYA, CHIKKAMAGALURU**

**DUTIES AND RESPONSIBILITIES**

| **NAME OF COMMITTEE** | **INCHARGES/TEACHERS** | **DUTIES AND RESPONSIBILITIES** |
| --- | --- | --- |
| HOUSE KEEPING | New block   1. Pavithra and Laxmi | 1. Arrival time, at 7:45 AM , 2. To clean all the class rooms in new block classes and veranda 3. To clean the girls toilet and ladies staff toilet 4. To clean office and other rooms in new block 5. To check the availability of drinking water for staff & students and Principal 6. Half an hour break for lunch 7. To clean the assembly ground 8. To look after and clean the garden area |
| HOUSE KEEPING | Old block   1. Mrs. Bhagya | 1. Arrival time, at 7:45 AM , 2. To clean all the classrooms and other rooms in the old block 3. To clean the veranda of old block 4. To clean boys toilet and gents staff toilet 5. To check the availability of drinking water 6. Half an hour break for lunch |