

KENDRIYA VIDYALAYA, TAMBARAM, CHENNAI-73

2016 - 2017

To ensure Effective Teaching Learning process to take place in the Vidyalaya and to further enrich the image and status of the Vidyalaya, the following chart has been framed with a firm faith that the staff will give due significance to the duties assigned and rededicate themselves in being a proud member of this Vidyalaya and its rapid growth. This will start its operation w.e.f 07-07-16.

S I N O	Committees	Duties to be performed by Staff	Name of the Teacher Name of the Teacher
1	ACADEMIC--- CMP/EQUIP/MLL	<ul style="list-style-type: none"> → <i>To implement Changes time to time in the Curriculum as per CCE and KVS Guidelines</i> → <i>To plan meticulously so as to ensure the academic work run smoothly with special focus on the board classes</i> → <i>To chalk out plans to overcome situations such as non availability of teachers / non availability of time due to natural calamities etc.,</i> → <i>Strategies on need basis (Low achievers, gifted children).</i> 	<ul style="list-style-type: none"> → <i>VP,SL,VB,NMS,TRM</i> <i>MM.HM, VAB TRS</i> <i>NCM, NKCP</i>
2	ADMISSION / LOCAL TRANSFER	<ul style="list-style-type: none"> → <i>To scrutinize all the applications and prepare selected list as per KVS Guidelines 2016-2017(Fresh admission/ KV IC/ Armed Force IC/ Special Dispensation, Local Transfer or</i> 	<ul style="list-style-type: none"> → <i>DS, TU, MSS</i> <i>FO, NCM, HM</i>

		<p><i>any other).</i></p> <p>→ <i>To admit the selected candidates following the admission procedures</i></p>	
3	AEP & SUGGESTION BOX	<p>→ <i>To conduct appropriate meetings for the parents and students to create awareness</i></p> <p>→ <i>To conduct various programmes and competitions for students of Classes IX to XII as per KVS Guidelines</i></p>	<p>→ <i>KDS, RL, TRM</i></p> <p><i>ARK, MV, NB</i></p>
4	AIR FORCE COMPETITION, PARADE etc.,	<p>→ <i>To select eligible candidates and train them adequately before sending them to the events</i></p> <p>→ <i>To escort the selected students to the venue/ allot the job on rotational basis.</i></p>	→ <i>DS, NKP, SS, TBO</i>
5	ASSEMBLY ACTIVITIES	→ <i>To make necessary arrangements for the Class Wise Assembly</i>	→ <i>TRM, NK, TBO, SSSK, PBK, AK</i>
6	ASSEMBLY MARKING & ACHIEVEMENT RECORD	<p>→ <i>To constitute a panel of judges to adjudge and grade the performance</i></p> <p>→ <i>To maintain a register and record the highlights of the Assembly Performance on daily basis</i></p> <p>→ <i>To award the Shield for the best performing Class every month</i></p> <p>→ <i>To ensure that the whole class participates in the morning assembly in a year to encourage more students to participate</i></p> <p>→ <i>Keep a record of achievements for future reference & inspection</i></p>	<p>→ <i>RL, ARK, PBK, AK</i></p> <p>→ <i>PGT(HIN), KVB</i></p>
7	ATAL TINKERING LAB	<p>→ <i>As per the KVS Circular do the registration</i></p> <p>→ <i>To monitor the progress</i></p> <p>→ <i>To update as per need and instruction</i></p>	→ <i>NCM, DPL</i>

8	BOARD CLASS ACADEMIC PERFORMANCE MONITORING	<ul style="list-style-type: none"> → <i>Keep close watch of the performances of low achievers.</i> → <i>Arrange for remedial classes and at the end of the term Night Classes</i> → <i>Take out the graphical and other micro analysis to find out the reason</i> → <i>Demonstration of different strategies and find out the corrective measures.</i> → <i>Arrange for the individual or family counseling on need basis</i> 	→ <i>SL, DS, TBO</i>
9	BEAUTIFICATION, GARDENING, CLEANING AND AQUARIUM MAINTAINANCE	<ul style="list-style-type: none"> → <i>To beautify the entrance</i> → <i>To decorate the school during the events, programmes, camps, celebrations etc.,</i> → <i>To give an aesthetic touch in the floral, decorative and illuminating works during the VIP visits</i> → <i>To upkeep the aquarium in an impressive and innovative way</i> → <i>To ensure cleanliness of the Vidyalaya with an enriched amount of greenery by adding more flower pots, carpet grass, creepers, royal palms etc.,</i> → <i>To create awareness among students to maintain cleanliness, greenery and beauty of the Vidyalaya inside the class room and the school premises as well.</i> → <i>To create Awareness and need for segregation of waste</i> → <i>To enforce the cleanliness as per the terms and conditions of the agreement made with the contractors</i> → <i>To scrutinize the bill submitted by the agency and certify them as per the norms</i> 	→ <i>PTS, DPL, DA KDS SS, PVS</i>

10	CCA (Internal) & House Masters	<ul style="list-style-type: none"> → <i>To conduct the CCA events as per the schedule given in the School Diary / Web Site in a fair manner</i> → <i>To celebrate events like Children's Day, Hindi Week, KVS Foundation Day, Thinking Day etc., with proper coordination with the concerned department / teachers / House Masters</i> → <i>To ensure that the chance is given to all in one or the other competition</i> → <i>To publish the results of the events conducted during CCA and maintain a register with proper entry of the events conducted</i> → <i>To coordinate with the Website Maintenance Committee to upload the high lights / photographs of events etc.,</i> → <i>House Masters should coordinate with the CCA Dept to plan and execute the events as per schedule</i> 	<ul style="list-style-type: none"> → <i>Internal - NCM, NKP, TVR</i> → <i>External - PTS, VS/DPL</i> → <i>House Masters - VG, VSP RL, KDS, DS, NB</i>
11	COMPUTER DEPARTMENT	<ul style="list-style-type: none"> → <i>To ensure that the Computer Labs are well maintained</i> → <i>To ensure that the computers are not misused by students</i> → <i>To maintain the stock register and carry out the regular maintenance work by authorized technicians</i> → <i>To report regularly about the functioning of the computers and other related tools</i> → <i>To see that cleanliness is maintained with the help of the workers provided</i> 	<ul style="list-style-type: none"> → <i>DS, HM , MM, TRM</i>
12	CLUB ACTIVITIES	<ul style="list-style-type: none"> → <i>To plan various activities for their club</i> → <i>To ensure that the students in a particular club maintain a notebook and maintain a write up about each activity conducted</i> 	<ul style="list-style-type: none"> → <i>SL, KV B, NK VS, DS, TRM SS SSSK DA</i>

		<ul style="list-style-type: none"> → To ensure that a report of each activity conducted is read in the Morning Assembly / handed over to the Vidyalaya Editorial Board → To conduct Field Visit, Educational Tour, Guest Lecture, Film Shows/Outdoor Activities. 	
13	CS-54 & IT	<ul style="list-style-type: none"> → To check the records periodically and ensure that the records are maintained as per the guidelines laid down by KVS → To check the Tax Calculation and ensure that the deductions are done flawlessly 	→ TBO, PVS
14	CAREER GUIDANCE AND COUNSELLING	<ul style="list-style-type: none"> → To conduct appropriate career guidance sessions and inform students and parents of the various career options available → To monitor the carrier programs and opportunities available in the nearby locality and inform the students and their parents for proper use 	→ KDS, AJR NKP, DPL
15	DISASTER MANAGEMENT/MOCK DRILL/FIRE EXTINGUISHER	<ul style="list-style-type: none"> → To conduct mock drill and in case of any real requirement as per the situation emergency actions are to be taken in war footing → Fire extinguishers, first aid kits, are to be checked and kept in order → To keep at the various exit points the plan of the building indicating provisions to evacuate pupils during emergency → Proper display of SOP 	→ NCM, TRM, Off I/C PTS, DPL, SL, MV
16	DISCIPLINE	<ul style="list-style-type: none"> → To monitor the movement of students before going to assembly ground and return from there to their respective classes → To arrange senior students / Scout / Guide Volunteers to monitor the classes during Staff Meeting or any such occasions in which staff are supposed to be attending a meeting 	→ FO, NCM, KVB AJR, SL

17	DISPLAY BOARDS(other than House Boards)	<ul style="list-style-type: none"> → To display important academic and informative articles, newsletters etc., regularly → To motivate students to engage themselves in sharing the important information using the display board 	<ul style="list-style-type: none"> → VS, SS, DA-- → Student Council Members
18	DRAFTING FOR DEVELOPMENTAL FACILITIES AND WORK IN PROGRESS	<p><i>Drafting letters/mails for getting the pending work done</i></p> <p><i>/requisition for estimates or Funds from KVS RO or HQ /</i></p> <p><i>or any other new facility or welfare activities for the vidyalaya, students or teachers.</i></p>	<ul style="list-style-type: none"> → AJR, NKP ARK
19	EDUCATION BEYOND FOUR WALLS (Charity / Social Service / Smile / Cancer, Aids, Help age, Leprosaria Etc)	<ul style="list-style-type: none"> → To organize literacy programs, cleanliness campaign etc., → To educate students to volunteer to do social works as per the guidelines of KVS 	<ul style="list-style-type: none"> → KDS, DS, NCM NMS, PBK, SN
20	EXTERNAL EXAMINATION	<ul style="list-style-type: none"> → To send correspondence, issue certificates and maintain the records of CBSE and other external / special agency exams → To allot duties to the staff engaged for the smooth conduct of the external exams such as CBSE/AIETE/UPSC 	<ul style="list-style-type: none"> → AJR, SL, TBO, HM PVS (HM & PVS-For External Exams)
21	EXCURSION	<ul style="list-style-type: none"> → To plan for field trips and excursions for various classes → To motivate students to form Adventurous Club and to keep ready a batch of students with their parents willingness to send them for Adventurous Activities as and when the opportunities arise 	<ul style="list-style-type: none"> → TBO I/c TVR, TRM, DPL, NKP,MM, VS, Ram
22	FLAG HOISTING	<ul style="list-style-type: none"> → To ensure that the National Flag is hoisted in the morning during the Morning Assembly and lowering it in the evening as per the Guidelines issued. → To ensure that the Flag pole and its pedestal 	<ul style="list-style-type: none"> → NCM, SSSK, VV

		<p><i>are painted and maintained well.</i></p> <p>→ <i>The area around the flag pole may be maintained in such a way that arouse the patriotic fervor of the students and staff</i></p>	
23	FURNITURE	<p>→ <i>To encode the furniture, with the help of student volunteers who have opted for drawing and painting club, as per KVS guidelines</i></p> <p>→ <i>To ensure each class room to have a copy of the furniture inventory allotted to that class room</i></p> <p>→ <i>To get them repaired and painted as and when required by hiring the services of the qualified people</i></p> <p>→ <i>To ensure that the students are aware that the furniture should not be dislocated without the approval of the Class Teacher / Furniture Committee</i></p>	<p>→ <i>NCM, MM, TVR</i></p> <p>→ <i>DA, HM, PBK</i></p>
24	GRIEVANCE CELL / COMPLAINT REGISTER / SUGGESTION BOX	<p>→ <i>To maintain a complaint register suggestion register and inform the authorities about the complaints / suggestions / grievances</i></p> <p>→ <i>To give appropriate feedback</i></p>	<p>→ <i>NB, FO, ARK, PVS</i></p> <p><i>HM</i></p>
25	INTERNAL EXAM	<p>→ <i>To plan & conduct the Formative and Summative Assessments, UT/CT/SEE for the classes as per the CBSE and KVS Circulars.</i></p> <p>→ <i>To ensure the distribution of Progress Cards as per the decisions taken</i></p> <p>→ <i>To abide by the procedures shown in the Accounts Code CH-17 while purchasing the materials for the Examination Department</i></p>	<p>→ <i>VB, NMS, TRM } SL, SSA, NK } TBO</i> <i>(FOR UPLOADING THE GRADES FOR CBSE)</i></p>
26	JUNIOR SCIENCE LAB	<p>→ <i>To procure and maintain various equipments for the Lab as per the standard guidelines laid down by CBSE</i></p> <p>→ <i>To maintain a record about the usage of the lab with Class/Date/period details</i></p>	<p>→ <i>DPL, TGT(Sci)-2, TGT(Sci)-3</i></p>

27	LANGUAGE LAB	<ul style="list-style-type: none"> → <i>To set up a lab initially and explore the possibilities to make it as a Model Lab.</i> → <i>To see that the teaching learning is made more joyful.</i> → <i>Arrange for appropriate films shows as per their age group to see and appreciate the language and values</i> → <i>Show and pass on more information about the Authors and Poets and other Great Writers. (use of internet or any other source.)</i> → <i>Help to conduct tests to evaluate the listening and speaking skills as per CBSE norms.</i> → <i>To explore the positive side of Language and able to enjoy and appreciate and finally to do wonderful creative works</i> 	<ul style="list-style-type: none"> → <i>AJR, ARK, TPM,</i> → <i>NKP, SSA, NK</i>
28	LIBRARY & BLOG CREATION	<ul style="list-style-type: none"> → <i>To form a library committee nominated from teachers and students</i> → <i>To subscribe suitable journals as suggested by the committee</i> → <i>To enrich the library by ordering more informative and practically useful books keeping in mind the requirements for the board going students</i> → <i>To condemn the old and absolutely damaged books following the guidelines issued in this regard</i> → <i>To maintain the issue register</i> → <i>To ensure that students maintain a notebook making a review about the books read and used</i> 	<ul style="list-style-type: none"> → <i>GP/NKP/NK/VG</i>
29	LOST & FOUND	<ul style="list-style-type: none"> → <i>To ensure that a register is maintained making appropriate entries about the lost and found things</i> → <i>To ensure that the class rooms are locked</i> 	<ul style="list-style-type: none"> → <i>KVB, VS, TVR</i>

		<i>properly everyday</i>	
30	LUNCH PASS / OUT PASS/ BUS PASS & ID	<ul style="list-style-type: none"> → <i>To issue the lunch pass with the photographs of the students</i> → <i>To issue Out Pass to the Class Leaders (separate for boys and girls) for the right and meaningful usage</i> → <i>To ensure that the students in each floor or monitored and unnecessary loitering of students is curbed</i> 	<ul style="list-style-type: none"> → <i>TVR, MM, ARK, HM, MV</i>
31	LATE COMERS CHECKING / ABSENTEES / NON UNIFORM	<ul style="list-style-type: none"> → <i>To monitor late comers / absentees and non-uniformed students</i> → <i>To take appropriate corrective measures to curb the habit of late coming</i> → <i>In case of improper uniforms, the parents are to be intimated to ensure that their wards come to school with a proper dress code</i> 	<ul style="list-style-type: none"> → <i>MV,MM, SSA</i>
32	MAGAZINE / STUDENT DIARY / BROOCHURE	<ul style="list-style-type: none"> → <i>To collect all the eligible articles and get them edited by Vidyalaya Editorial Board</i> → <i>To collect quotations for printing magazines / diaries and get them printed and ensure that the diaries are distributed / magazine is launched on time</i> → <i>To ensure the quality of the materials is as per KVS Standard</i> 	<ul style="list-style-type: none"> → <i>VP,PGT(Hin), ARK, NKP</i> → <i>TVR, HM,MSS</i>
33	MATHEMATICS LAB	<ul style="list-style-type: none"> → <i>To ensure that the lab removes the fear of Mathematics from the young minds</i> → <i>To keep a stock register with the details of consumable and non-consumable items</i> 	<ul style="list-style-type: none"> → <i>SL, VS, VB, TBO</i>
34	M & R OF THE BUILDING AND CAMPUS (CIVIL &	<ul style="list-style-type: none"> → <i>To monitor the school building and the Campus for the upkeep and repairs and maintenance as and when required.</i> 	<ul style="list-style-type: none"> → <i>NCM, TRM DA, SS</i>

	ELECTRICAL)	<ul style="list-style-type: none"> → <i>To keep all the Drains clean before the Rains and take all pre cautions for proper drainage.</i> → <i>To see that the trees have sufficient strength and it will not get uprooted during heavy winds, other wise arrange for the appropriate action to avoid any mishap.</i> → <i>Pruning of trees as and when required as per MES Estate provision.</i> → <i>Keep the campus clean so that any new item placed can be detected easily.</i> → <i>Both civil and electrical types of faults are noticed and it is attend to immediately.</i> 	
35	MENTORING & MONITORING I/C	<ul style="list-style-type: none"> → <i>All new contractual appointments are attached to one of the Permanent Sr. Teacher of our Vidyalaya to improve their efficiency in teaching and record keeping and internet and online activities</i> 	<ul style="list-style-type: none"> → <i>KDS, HLM, VB NMS</i>
36	MEDICAL CHECK UP / FIRST AID	<ul style="list-style-type: none"> → <i>To organize Health Camps and get the students examined by the authorized medical personnel at least twice in a year and maintain the Health Data in the Medical Cards distributed to each student.</i> → <i>To procure necessary medicines and maintain a stock register for the same</i> → <i>To ensure the easy accessibility of First Aid Kit during emergency situations</i> 	<ul style="list-style-type: none"> → <i>KDS, DPL, HM</i>
37	NON ACADEMIC FUNCTIONS / CELEBRATIONS	<ul style="list-style-type: none"> → <i>To plan the activities for CCA in an innovative and informative way</i> → <i>To plan Sports and Games activities and implement them in a befitting manner to enrich the glory and image of the Institution</i> 	<ul style="list-style-type: none"> → <i>VP, KDS, NCM, AJR, DS</i> → <i>TBO, NKP, HM, SS</i> → <i>DA, SSSK NG</i>

38	NIOS	<ul style="list-style-type: none"> → To register the names of the students who have opted for NIOS and evaluate their assignment as per the instructions given by the sender / Head Quarters 	→ NCM, DPL
39	NCC	<ul style="list-style-type: none"> → To conduct parades and drills as per the instructions and strengthen the unit by enrolling adequate number of students 	→ TBO
40	OFFICE REMUNERATION TO STAFF / CONTRACT WORKERS	<ul style="list-style-type: none"> → To check the remuneration of regular & Ad hoc employees for the accuracy and also to calculate pay as per norms. → To check the increment and date → To ensure that deductions are done as per the notifications of DDO 	→ KDS, VS, SS
41	OLYMPIADS/NTSE/KVPY	<ul style="list-style-type: none"> → To intimate the students through circulars, display board notices and announcements in the morning assembly about the schedule of the exams sponsored by various organizations → To maintain a register recording the events conducted and achievements made by the students → To allot duties to the staff for an effective and smooth conduct of the exams 	→ SL, NCM, NMS, DPL, VB, SKM
42	PHOTOGRAPHY & VIDEO	<ul style="list-style-type: none"> → To arrange / hire photographers to cover the various events that take place in the Vidyalaya to document its milestones → To maintain an archive of photographs and video CDs and use the same for the magazines and other publicity purposes → To coordinate with the Website maintenance committee to up load the photographs that could ventilate the functioning of the Vidyalaya in various fields 	→ KDS, ARK, TPM, HM

		<ul style="list-style-type: none"> → To encourage students to establish a photography club in the Vidyalaya as photographs as effective tools in displaying emotional, social and aesthetic ideas 	
43	PURCHASE COMMITTEE	<ul style="list-style-type: none"> → To find out the demand from various departments → To call for quotations as per KVS norms → To obtain prior permission from the competent authorities before purchase → To check all the purchases made and recorded in the register → To see that purchase Code CH-17 is not violated under any circumstances 	<ul style="list-style-type: none"> → VP, FO, HM, RL → NCM, SL, SSSK → AJR, & Office I/c
44	PRIMARY RESOURCE CENTRE	<ul style="list-style-type: none"> → To plan and equip the resource room as per KVS norms following the purchase procedures 	<ul style="list-style-type: none"> → HM/DS, SKM
45	PRINCIPAL ROOM WHITE BOARD / ENTRANCE WHITE BOARD	<ul style="list-style-type: none"> → To update the entries on the white board and display the photographs of the recent events in a befitting manner → To notify the important events/activities to be conducted in a particular month 	<ul style="list-style-type: none"> → NKP/SS, NK
46	QUARTERS ALLOTMENT	<ul style="list-style-type: none"> → To ensure that the handing over / taking over procedures are followed strictly as per KVS Guidelines → To allot the quarters to the eligible staff members as per norms → To main an inventory register for the quarters 	<ul style="list-style-type: none"> → VP, FO I/C, AJR, ARK DPL, HM
47	RAJ BHASHA SAMITHI	<ul style="list-style-type: none"> → To do necessary works as per KVS and Nagar Raj Basha Samiti 	<ul style="list-style-type: none"> → NK, NKP, HM
48	RO / WATER COOLER / WATER MANAGEMENT	<ul style="list-style-type: none"> → To ensure the storage of water in all the tanks → To approach the Metro Water Department water proper supply of Drinking Water 	<ul style="list-style-type: none"> → DA, VS, SS

		<ul style="list-style-type: none"> → To get the water tanks cleaned periodically → To get the Water Coolers serviced for the distribution of Safe & Pure Drinking Water 	
49	RTI	<ul style="list-style-type: none"> → To give appropriate reply / conduct enquiry / submit report for the correspondence → To keep a record to ensure transparency in matters related to RTI 	→ FO, AJR, HM
50	SCHOOL BAND	<ul style="list-style-type: none"> → To maintain and give appropriate practice sessions for the school band 	→ TBO, NG
51	SCOUTS & GUIDES / CUBS & BULBULS / ADVENTURE ACTIVITIES	<ul style="list-style-type: none"> → To promote the objectives of Scout / Guide, Cubs & Bulbul Movements → To train the students with the spirit of 'Service before Self' 	→ KDS, MV, KV, VS DS, NCM, NMS, PBK I/C R.Ram
52	SECURITY	<ul style="list-style-type: none"> → To ensure water supply and cleaning activities are done systematically → To ensure that security staff are positioned in the appropriate places during their duty times → To ensure the timings of visitors as per given format(including vehicle number) 	→ ARK, NCM, HM SSA, SS
53	SHAALA DHARPAN	<ul style="list-style-type: none"> → As per the KVS instructions continue updating information & data and assist other staff also to do and complete the tasks 	→ DS, NCM, KDS, ARK TBO, TU, Office I/C, DEO
54	SPORTS & GAMES	<ul style="list-style-type: none"> → To take the responsibility to keep the individual teams for various sports and track events ready to take -part in the Sports Meet/Cluster Meet/National Meet → To ensure that adequate practice is given for the teams and individuals before the team / individual could take part in the stipulated event → To maintain a record with proper entries 	→ SSSK, NCM, KDS, AJR, NB, MM, DPL

		<p><i>about the laurels and achievements brought by the individual / team to glorify the Vidyalaya</i></p> <p>→ <i>To coordinate with the website committee to ensure that the achievements brought are uploaded in the Website</i></p>	
55	STAFF MEETING / MINUTES RECORD	<p>→ <i>To maintain a register noting down the minutes of the meetings conducted</i></p>	→ <i>NKP, ARK, VG</i>
56	STAFF ROOM	<p>→ <i>To ensure that the room is furnished with suitable furniture, drinking water dispenser, fans, light etc.,</i></p>	→ <i>VS, NKP</i>
57	TIME TABLE / CAL / TAL / FILM SHOW / AUDI, VIDEO & E-Learning / REMEDIAL CLASSES / SUBSTITUTION	<p>→ <i>To prepare the Time Table as per the KVS Guidelines ensuring the distribution of periods are done impartially and judiciously</i></p> <p>→ <i>To make arrangements in such a way that no class room is left without a teacher</i></p> <p>→ <i>To prepare remedial time table whenever the situation warrants it and ensure that the teachers engage the classes as per the arrangements made</i></p> <p>→ <i>To maintain a register to ensure that the resource rooms (for CAL, TAL, VIDEO and E-Learning) are used by all the classes in an effective way to supplement the learning activity</i></p>	<p>→ <i>DS/TU, DPL, KDS</i></p> <p>→ <i>Primary- SK, RR, SN, VKL</i></p>
58	TEACHING AIDS	<p>→ <i>To ensure the usage of modern teaching aids for effective class room teaching</i></p> <p>→ <i>To purchase and upkeep teaching aids as per the rapidly changing trend</i></p> <p>→ <i>To maintain a issue register making entries about the utility of the Teaching aids with date, class, subject, & teacher details</i></p>	→ <i>MV/KVB</i>

		<ul style="list-style-type: none"> → <i>To condemn the outdated and damaged teaching aids through auctions following the guidelines issued by KVS</i> 	
59	UBI (Fees payment through bank on line & off line)	<ul style="list-style-type: none"> → <i>To keep up the data bank and monitor the same on quarterly basis to ensure that there are no defaulters</i> → <i>To make necessary changes as and when New Admissions are made / TCs are issued</i> 	→ VP, DS, T ^U
60	VMC / VEC / PTA	<ul style="list-style-type: none"> → <i>To conduct the meetings as per the directions of the Principal</i> → <i>To maintain the minutes record of all the meetings held</i> 	→ VP, FO, SL, T ^{BO} HM
61	WEBSITE MAINTAINANCE	<ul style="list-style-type: none"> → <i>To launch and update the website as and when needed following the instructions from KVS Head Quarters</i> 	→ DS, AK, MSS, T ^U NK, PBK
62	WASTE MANAGEMENT 101 GARBOLOGY- EXTN.	<ul style="list-style-type: none"> → <i>Ensure that the campus is maintained eco-friendly.</i> → <i>All garbage are removed properly</i> → <i>See that the usage of paper is reduced.</i> → <i>Create an awareness to segregate the wastes for proper disposal</i> → <i>In due course the campus will become the clean and green one -A Healthy and Oxygen-rich Campus</i> 	→ DA, KDS, DPL PBK
63	Youth Parliament	<ul style="list-style-type: none"> → <i>Train the students to present a model parliament activities.</i> → <i>Teach the children etiquette and the code of conduct while being a member in the Parliament.</i> → <i>Allow them to participate in the KVS inter school/region competition.</i> 	→ KVB, MV, NK → ARK, TPM, PGT(Hin)

Note: In places where there is a change of Department/ In charge persons, the new person has to take over the stock from the Previous I/c, and start functioning from 07-07-16.

Principal