

# **DEV- IN NATIONAL SCHOOL, BENGALURU - 560092**

## **DUTY ALLOTMENT FOR THE ACADEMIC YEAR 2024 -2025**

All the in-charges will regularly report the progress of work of various Committees, Clubs & Departments to the Principal and Vice Principal before leaving School Campus.

### **VARIOUS COMMITTEES 2024 -2025**

#### **OBJECTIVES**

1. To make teaching-learning process more effective and meaningful through various alternative teaching strategies.
2. To initiate a programme of seminars, Group Discussions, Computer Aided Teaching, Demonstration lessons, from Class I to X.
3. To make the special program for the bright and slow learners more meaningful.
4. To make the teaching staff more and more involved in purposeful activities and make them more conscious of their duties towards the students.
5. Regular observation of the class and the homework copies of the students under the supervision of Principal and Vice Principal.
6. To invite and execute expert guidance.
7. To make use of Audio Visual Aids.
8. To plan and conduct Activities in classroom where child centered learning process will be carried out.
9. Last but not the least, to achieve 100% qualitative results in Board classes and also to improve the teaching process for bringing better results in the home examinations and CBSE Examinations.

**DISTRIBUTION OF TEACHERS UNDER VARIOUS SUBJECT COMMITTEES TO BRING  
EXCELLENCE IN SCHOLASTICS  
PRIMARY, SECONDARY DEPARTMENT**

**1. ADMISSION COMMITTEE**

1. Ms. PREETHY RAJESH	Principal	Committee Head
2. Ms. SHABNA UJJWAL		Committee Head Primary Coordinator
3. Ms. DEVI P.S		Secondary Coordinator
4. Ms. SHEETHL V NAIR		Kindergarten Coordinator
5. Ms . SRIVIDHYA		Admission procedure
6. Ms. VICTORIYA		

**2. TIME TABLE COMMITTEE (SECONDARY & SENIOR SECONDARY)**

1. Ms. SHABNA UJJWAL	Convener
2. Ms. DEVI P.S	Co-In-charge
3. Ms. SHEETHL V NAIR	Member

**3. EXAMINATION COMMITTEE (INTERNAL)**

1. Mr. Manjunath Hegde	Convener
2. Ms. Sandhya Shenoy	Co-In charge

**4. PRIMARY EXAM (INTERNAL )**

1. Ms. Sruthi M	Convener
2. Ms. Sandhya Shenoy	Co-In charge

**5. EXAMINATION COMMITTEE (CBSE)**

1. Mr. Manjunath Hegde	Convener
2. Ms. Sandhya Shenoy	Co- In-charge

## **6. Olympiads**

- |                           |             |
|---------------------------|-------------|
| 1. Ms. ANNAPOORNA SARANGI | Convener    |
| 2. Ms. DEVI PS            | Co-Incharge |
| 3. Ms. LAKSHMI S KUMAR    | Member      |
| 4. Ms. RANJINI. S         | Member      |

## **7. FURNITURE COMMITTEE**

- |                        |          |
|------------------------|----------|
| 1. Mr. MANJUNATH HEGDE | Convener |
| 2. Mr. MOHAN S         | Member   |
| 3. Ms. NISHA UMMAKI    | Member   |
| 4. Mr. MANJU           | Member   |

## **8. MAINTENANCE & DEVELOPMENT OF SCHOOL BUILDING INCLUDING ELECTRICITY & PLUMBING WORKS**

- |                       |          |
|-----------------------|----------|
| 1. Mr. JAYASURYA      | Convener |
| 2. Mr. SANTHOSH KUMAR | Member   |

## **9. CCA Committee**

- |                    |             |
|--------------------|-------------|
| 1. Ms. RAJITHA     | Convener    |
| 2. Ms. SUCHITHRA M | Co-incharge |
| 3. Ms. MAHANIAA    | Member      |

## **10. SCHOOL DISCIPLINE COMMITTEE**

- |  |             |
|--|-------------|
| 1. Ms. PREETHY RAJESH                      | Convener    |
| 2. Mr. JAYASURYA                           | Co-Incharge |
| 3. Mr. PRABHU                              | Member      |
| 4. Mr. SANTHOSH KUMAR                      | Member      |
| 5. Mr. LOKESH                              | Member      |
| 6. Ms. SUKANYA                             | Member      |
| 7. ALL CLASS TEACHERS & CO-CLASS TETACHERS |             |

## **11. BEAUTIFICATION / PHOTOGRAPHY COMMITTEE**

- |                     |          |
|---------------------|----------|
| 1. Mr. CHANDRAKANTH | Convener |
| 2. Ms. AMITA JOG    | Member   |

## **12. CLEANLINESS& SANITATION COMMITTEE**

1. Ms. RANI	Convener
2. Ms. SUKANYA	Member
3. Mr. LOKESH	Member
4. Ms. SUMAPRIYA	Member

## **13. GUIDANCE & COUNSELLING COMMITTEE**

1. Ms. PREETHY RAJESH	Convener
2. Ms. SUCHITHRA M	Member
3. RESPECTIVE CLASS TEACHERS	

## **14. ADVISORY COMMITTEE**

1. Ms. PREETHY RAJESH	Convener
2. Mr. MOHAN	Member
3. Ms. ROOPADEV	Member

## **15. POSCO COMMITTEE**

**1. A POSCO Committee consisting of the following members has been committed for ensuring safe, secure and supportive environment for the students who are the prime responsibility of every school. The members of the POSCO Committee 2023-2024 are :**

1. Ms. PREETHY RAJESH	Committee Head
2. Ms. SHABNA UJJWAL	Committee Head
3. Ms. DEVI P.S	Secondary Coordinator
4. Ms. SHEETHA V NAIR	Kindergarten Coordinator
5. Mr. JAYASURYA	Incharge
6. Mr. SANTHOSH KUMAR	Member

**2. The Committee will take immediate action on reported cases of misbehavior in the school premises on account of sexual offences.**

## **17. LIAISON OFFICERS FOR VARIOUS WORKS**

1. Ms. PREETHY RAJESH	Convener
2. Mr. MOHAN S	Member
3. Mr. LOKESH	Member
4. Ms. YAMUNADEVI	Member

## **18. PURCHASE AND CONDEMNATION COMMITTEE**

1. Chairman SMC/ Nominee of the Chairman	
2. A member from the SMC	
3. Stock Holder	
4. Ms. PREETHY RAJESH	Principal
5. Ms. SUSHMA R S	TGT (IT)
6. Ms. ANNAPOORNA PRAKASH	Librarian

## **19. SCHOOL FUND COMMITTEE**

1. Ms. PREETHY RAJESH	Co-Incharge
2. Mr. JAYASURYA	Member
3. Ms. SRIVIDHYA	Member

## **20. WEBSITE COMMITTEE**

1. Ms. SUSHMA	Convener
2. Ms. SAVITHA BIRADHAR	Co-Incharge
3. Ms. ROOPADEVY	Member
4. Mr. PRASHANTH	Member

## **21. LIBRARY COMMITTEE**

1. Ms. ANNAPOORNA PRAKASH	Member
2. Ms. SHEETHA V NAIR	Member
3. Ms. FARHEEN	Member
4. Ms. RANI	Member
5. STUDENT REPRESENTATIVE -1	
6. STUDENT REPRESENTATIVE -2	

## **22. MAGAZINE PRINTING, PRESS& PUBLISHING COMMITTEE**

- |                             |               |
|-----------------------------|---------------|
| 1. Ms. SHABNA UJJWAL        | Convener      |
| 2. Ms. DEVI P.S             | Co- In-charge |
| 3. Ms.SHEETHA V NAIR        | Member        |
| 4. Students -2 (Boy & Girl) | Member        |

## **23. EXCURSION COMMITTEE**

- |                        |          |
|------------------------|----------|
| 1. Mr. SANTHOSH KUMAR  | Convener |
| 2. Mr. MANJUNATH HEDGE | Member   |
| 3. Ms. SAILAJA         | Member   |

## **24. MEDICAL[ CHECK UP, FIRST AID]**

- |                   |          |
|-------------------|----------|
| 1. Mr. JAYASURYA  | Convener |
| 2. Yoga Tr.       |          |
| 3. Doctor         |          |
| 4. Nurse          |          |
| 5. Sports Coaches |          |

## **25. SEXUAL HARASSMENT PREVENTION COMMITTEE**

- |                       |             |
|-----------------------|-------------|
| 1. Ms. PREETHY RAJESH | Co-Incharge |
| 2. Ms. SHABNA UJJWAL  | Member      |
| 3. Ms. DEVI P.S       | Member      |
| 4. Ms.SHEETHA V NAIR  | Member      |

## **26. HINDI IMPLEMENTATION COMMITTEE**

- |                     |          |
|---------------------|----------|
| 1. Ms. SONALI       | Convener |
| 2. Ms. DEEPTI MADAN | Member   |
| 3. Ms. SUKHWINDER   | Member   |

## **27. ADOLESCENCE EDUCATION PRAGRAMMEE COMMITTEE**

- |                    |             |
|--------------------|-------------|
| 1. Ms. RANJINI     | Convener    |
| 2. Ms. SUCHITHRA M | Co-Incharge |
| 3. Mr. GANESH      | Member      |

## **28. RIGHT TO INFORMATION ACT COMMITTEE**

- |                        |           |
|------------------------|-----------|
| 1. Mrs. PREETHY RAJESH | Principal |
| 2. Mrs. SRIVIDHYA      | Admin     |

## **29. GRIEVANCE CELL COMMITTEE**

### **I. GENERAL**

- |                       |          |
|-----------------------|----------|
| 1. Ms. PREETHY RAJESH | Convener |
| 2. Ms. Shabna Ujjwal  | Member   |

### **II. WOMEN:**

- |                       |          |
|-----------------------|----------|
| 1. Ms. PREETHY RAJESH | Convener |
| 2. Ms. SHABNA UJJWAL  | Member   |
| 3. Ms. DEVI P.S       | Member   |

### **III. SC/ ST**

- |                 |             |
|-----------------|-------------|
| 1. Ms. VAISHALI | Convener    |
| 2 .Mr. GANESH   | Co-Incharge |

## **30. CULTURAL COMMITTEE**

- |                          |             |
|--------------------------|-------------|
| 1. Ms. ROOPADEV I        | Convener    |
| 2. Ms. NISHA UMMAKI      | Co-Incharge |
| 3. Ms. SUPRIYA DESHPANDE | Member      |
| 4. Ms. ROOPASHREE        | Member      |

## **31 EXHIBITION COMMITTEE**

- |                      |                       |
|----------------------|-----------------------|
| 1. Mr. CHANDRAKANTH  | Convener              |
| 2. Ms. ARUNA         | In-Charge             |
| 3. ALL STAFF MEMBERS | Respective Department |

## **32. PAY BILL VERIFICATION**

- |                       |           |
|-----------------------|-----------|
| 1. Ms. PREETHY RAJESH | Principal |
|-----------------------|-----------|

## **33. INCOME TAX CALCULATION**

- |               |            |
|---------------|------------|
| 1. Ms. Jyothi | Accountant |
|---------------|------------|

# VARIOUS SUBJECT COMMITTEES

## 1. ENGLISH SUBJECT COMMITTEE

- |                      |             |
|----------------------|-------------|
| 1. Ms. USHA G        | Convener    |
| 2. Ms. SHABNA UJJWAL | Co-Incharge |
| 3. Ms. PREETI SARKAR | Member      |

## 2. HINDI AND SANSKRIT SUBJECT COMMITTEE

- |                        |          |
|------------------------|----------|
| 1. Ms. SONALI          | Convener |
| 2. Ms. FARHEEN SHAH    | Member   |
| 3. Mr. MANJUNATH HEDGE | Member   |

## 3. RAJABHASHA COMMITTEE

- |                      |          |
|----------------------|----------|
| 1. Ms. DEEPTI MADAN  | Convener |
| 2. Ms. VANDANA KHARE | Member   |
| 3. Ms. SUKHWINDER    | Member   |

## 4. MATHEMATICS SUBJECT COMMITTEE

- |                           |             |
|---------------------------|-------------|
| 1. Ms. ANNAPOORNA SARANGI | Convener    |
| 2. Ms. INDU T V           | Co-Incharge |
| 3. Ms. RAJITHA            | Member      |
| 4. Ms. LAKSHMI S KUMAR    | Member      |

## 5. SCIENCE SUBJECT COMMITTEE

- |                   |           |
|-------------------|-----------|
| 1. Ms. YAMUNADEVI | Convener  |
| 2. Ms. DEVI       | In-Charge |
| 3. Ms. SUMAPRIYA  | Member    |
| 4. Ms. RANJINI    | Member    |
| 5. Ms. CHITRA     | Member    |

## 6. SOCIAL SCIENCE SUBJECT COMMITTEE

- |                 |             |
|-----------------|-------------|
| 1. Mr. MOHAN    | Convener    |
| 2. Ms. VANITHA  | Co-Incharge |
| 3. Ms. SAILAJA  | Member      |
| 4. Ms. MAHANIAA | Member      |



## **7. CO SCHOLASTIC COMMITTEE**

1. Mr. CHANDRAKANTH	Convener
2. Ms. SUKANYA	Co-Incharge
3. Ms. SHILPA B V	Member
4. Ms. NEELIMA RAJESH	Member
5. Yoga Teacher (Contractual)	Member

## **II.SPECIAL COMMITTEE FOR PURSUING THE PROGRAMME FOR BRIGHT AND SLOW LEARNERS AND MINIMUM PROGRAMME FOR ALL(ACADEMIC COUNCIL)**

1. Ms. PREETHY RAJESH	Principal
2. Ms. NAGASUDHA	PRT
3. Ms. ROOPA KUBER	TGT (Hindi)
4. Ms. SHEETHAL V NAIR	TGT (English)
5. Ms. GEETHA GAYATRI	PRT
6. Ms. SUCHITRA BL	PRT

## **VARIOUS CLUBS**

### **OBJECTIVES**

1. To share the strong interest and their hobbies constructively
2. To develop interest and commitment towards the target.
3. To develop team building / team work, and create team oriented environment.
4. To create an opportunity for the students to learn planning skills.
5. To create the feeling of involvement and ownership of work.
6. To create in bringing different perspectives and ideas to task.
7. To inculcate the habit sharing the work and responsibilities among students.

### **1. SPORTS AND ADVENTURE**

#### **Main Objectives**

- The most enlivening and interesting structure that effects blooming of a strong and sportive personality.
- To motivate the student to participate in various sports and games within the frame work of the National Curriculum.

- To identify the students talent / potentiality in a specific field of sports and games.

To enlighten the advantages of physical activity in terms of health and social well being

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|-------------------|----------|
| 1. Mr. JAYASURYA  | Incharge |
| 2. Mr. LOKESH S R | Member   |
| 3. Ms. SUKANYA    | Member   |

### **SOCIAL SCIENCE CLUB:**

#### **Main Objectives**

- To bring about a sweet amalgamation of academic knowledge
- To be aware of current happenings high lighting the importance of universal brotherhood.
- To promote the feelings of belongingness as a citizen of the world equipping students to compete confidently.
- To organize Social Science exhibitions at various levels

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|-----------------|-------------|
| 1. Mr. MOHAN S  | In-charge   |
| 2. Mrs. SAILAJA | Convener    |
| 3. Ms. ADITI    | Co-Incharge |
| 4. Ms. MAHANIAA | Member      |

### **2. SCIENCE CLUB:**

#### **Main Objectives**

- To develop a scientific attitude and temper, outlook & inquisitiveness in the young minds and promotes practical learning, activity based on learning by doing i.e. based on facts and certainty but not on myths and make children competent enough to excel in KVS National level Competitions.
- To improve the myths/ misconceptions and go towards the facts and evidences.
- To develop a rational and in discriminated mind

- |                   |          |
|-------------------|----------|
| 1. Ms. YAMUNADEVI | Convener |
| 2. Ms. RANJINI    | Member   |
| 3. Ms. SHILPA R   | Member   |
| 4. Ms. ROOPADEV   | Member   |

### **3. LITERARY CLUB:**

1. Ms. USHA	In-charge
2. MS. SONALI	Member
3. MS. RANI	Member
4. MS. SUPRIYA DESHPANDE	Member

### **4. NATURE AND ECO CLUB:**

#### **Main Objectives**

- To arouse the aesthetic sense of feeling towards others.
- To develop the interest of doing any work sportively but silently.
- To inculcate the habit of observation and appreciation of beauty
- To capture the beautiful and bounteous-‘NATURE’ and embrace it in the school representing ‘Mini –Nature’
- To inculcate the habit of conservation.

1. Ms. YAMUNADEVI	In-charge
2. Ms. SUMAPRIYA	Member

### **5. MUSIC, DRAMA AND DANCE CLUB:**

#### **Main Objectives**

- To celebrate, ancient and peaceful means to effect the catharsis of emotions natural to the species and bring out the spontaneous performing talents and creativeness in students.
- To develop the aesthetic sense
- To increase the concentration power of a child
- To nurture the musical talent both Vocal as well as instrumental among students.
- To provide an opportunity for exercising their vocal cords and prove in singing hymns.
- To keep the mental state of mind of student very peaceful and graceful.

1. Ms. SHILPA B V	In-charge
2. Ms. AMRITA RANJAN	Member
3. Ms NEELIMA RAJESH	Member
4. Ms. RAJESWARI	Member
5. Mr. PRABHU	Member

## **6. NIE (NEWS PAPER IN EDUCATION CLUB)**

### **Main Objectives**

- To inculcate the habit of reading
- To make them aware about the current affairs
- To inculcate the involvement of discussions and debates

1. Ms. ANNAPOORNA PRAKASH
2. Ms. RAMYA

In-charge  
Member

**Principal**