

DEV- IN NATIONAL SCHOOL, BENGALURU – 560092

DUTY ALLOTMENT FOR THE ACADEM IC YEAR 2026 - 2027

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

VARIOUS COMMITTEES 2026 - 2027

OBJECTIVES:

1. To make teaching-learning process more effective & meaningful through various alternative teaching strategies.
2. To initiate a programme of seminars, Group Discussions, Computer Aided Teaching, Demonstration lessons, from Class I to XII.
3. To make the special program for the bright & slow learners more meaningful.
4. To make the teaching staff more & more involved in purposeful activities & make them more conscious of their duties towards the students.
5. Regular observation of the class & the homework copies of the students under the supervision of Principal.
6. To invite & execute expert guidance.
7. To make use of Audio-Visual Aids.
8. To plan & 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 & also to improve the teaching process for bringing better results in the home examinations & 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
2. Ms. Shabna Ujjwal
3. Ms. Amita Jog
4. Ms. Sheethal V Nair
5. Ms. Devi P S
6. Ms. Suchitra B L
7. Ms. Sirvidhya
8. Ms. Victoriya Bosco

Committee Head
Committee Head
Grade 3, 4 & 5 Coordinator.
Grade 1 & 2 Coordinator.
Secondary Coordinator
Kindergarten Coordinator
Admission Procedure
Admission Procedure



2. TIME TABLE COMMITTEE (SECONDARY & SENIOR SECONDARY)

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|------------------------|--------------|
| 1. Ms. Shabna Ujjwal | Convener |
| 2. Ms. Devi P S | Co-In-charge |
| 3. Ms. Sheethal V Nair | Member |
| 4. Ms. Amita Jog | Member |

3. EXAMINATION COMMITTEE (INTERNAL)

- | | |
|------------------------|--------------|
| 1. Mr. Manjunath Hegde | Convener |
| 2. Ms. Ruchi S | Co-In-charge |
| 3. Ms. Soumya | Co-In-charge |
| 4. Ms. Spurthi Khaire | Co-In-charge |

4. PRIMARY EXAM (INTERNAL)

- | | |
|-----------------------|--------------|
| 1. Ms. Ruchi S | Convener |
| 2. Ms. Soumya | Co-In charge |
| 3. Ms. Spurthi Khaire | Co-In charge |

5. EXAMINATION COMMITTEE (CBSE)

- | | |
|------------------------|---------------|
| 1. Mr. Manjunath Hegde | Convener |
| 2. Ms. Soumya | Co- In-charge |

6. OLYMPIADS

- | | |
|------------------------|-------------|
| 1. Ms. Devi P S | Convener |
| 2. Ms. Sushma R S | 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. Yadupriya | Member |
| 4. Mr. Manjunath N | Member |

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

- | | |
|-----------------------|----------|
| 1. Mr. Jayasurya H D | Convener |
| 2. Mr. Santhosh Kumar | Member |



9. CCA Committee

1. Ms. Serena Kallian	Convener
2. Ms. Indhupriya	Co-incharge
3. Ms. Sumana S	Member
4. Ms. Gayathri S	Member
5. Ms. Angel Diana	Member

10. SCHOOL DISCIPLINE COMMITTEE

1. Ms. Preethy Rajesh	Convener
2. Ms. Shabna Ujjwal	Co-Incharge
3. Ms. Devi P S	Member
4. Mr. Jayasurya H D	Member
5. Mr. Santhosh Kumar	Member
6. Mr. Lokesh S R	Member
7. Mr. Prabhu	Member
8. Ms. Sukanya	Member
9. All Class Teachers & Co-Class Teachers	

11. BEAUTIFICATION / PHOTOGRAPHY COMMITTEE

1. Mr. Ch&ra Kumar	Convener
2. Ms. Roja Y R	Member

12. CLEANLINESS & SANITATION COMMITTEE

1. Ms. Radha Manjunath	Convener
2. Ms. Sukanya	Member
3. Mr. Lokesh S R	Member
4. Ms. Priya Baliga	Member

13. GUIDANCE & COUNSELLING COMMITTEE

1. Ms. Preethy Rajesh	Convener
2. Ms. Suchithra S	Member
3. Ms. Durga Swathi	Member
4. Respective Class Teachers	

14. ADVISORY COMMITTEE

1. Ms. Preethy Rajesh	Convener
2. Mr. Mohan S	Member
3. Ms. Roopadevi	Member



15. POSCO COMMITTEE

1. A POSCO Committee consisting of the following members has been committed for ensuring safe, secure & supportive environment for the students who are the prime responsibility of every school. The members of the POSCO Committee 2026 – 27 are:

1. Ms. Preethy Rajesh	Committee Head
2. Ms. Shabna Ujjwal	Committee Head
3. Ms. Devi P S	Secondary Coordinator
4. Ms. Sheethal V Nair	Grade 1 & 2 Coordinator
5. Mr. Jayasurya H D	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 S R	Member
4. Ms. Farheen Shah	Member

18. PURCHASE & 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. Savita Biradar	TGT
6. Ms. Annapoorna Prakash	Librarian

19. SCHOOL FUND COMMITTEE

1. Ms. Preethy Rajesh	Co-Incharge
2. Mr. Jayasurya H D	Member
3. Ms. Srividhya	Member

20. WEBSITE COMMITTEE

1. Ms. Sushma R S	Convener
2. Ms. Savita Biradar	Co-Incharge
3. Ms. Indhupriya	Member
4. Mr. Prashanth S H	Member



21. LIBRARY COMMITTEE

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|------------------------------|--------|
| 1. Ms. Annapurna Prakash | Member |
| 2. Ms. Supriya Deshpande | Member |
| 3. Ms. Aswathi Menon | Member |
| 4. Ms. Serena Kallian | Member |
| 5. Student Representative -1 | |
| 6. Student Representative -2 | |

22. MAGAZINE PRINTING, PRESS& PUBLISHING COMMITTEE

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|-----------------------------|---------------|
| 1. Ms. Shabna Ujjwal | Convener |
| 2. Ms. Devi P S | Co- In-charge |
| 3. Ms. Sheethal V Nair | Member |
| 4. Students -2 (Boy & Girl) | |

23. EXCURSION COMMITTEE

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|------------------------|----------|
| 1. Mr. Santhosh Kumar | Convener |
| 2. Mr. Manjunath Hegde | Member |
| 3. Ms. Sailaja S | Member |

24. MEDICAL[CHECK UP, FIRST AID]

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

25. SEXUAL HARASSMENT PREVENTION COMMITTEE

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|------------------------|----------|
| 1. Ms. Preethy Rajesh | Convener |
| 2. Ms. Devi P S | Member |
| 3. Mr. Manjunath Hegde | Member |
| 4. Sonali Srivastava | Member |
| 5. Sheethal V Nair | Member |
| 6. Suchitra S | Member |

26. HINDI IMPLEMENTATION COMMITTEE

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|--------------------------|----------|
| 1. Ms. Sonali Srivastava | Convener |
| 2. Ms. Deepti Madan | Member |
| 3. Ms. Sukhwinder Kaur | Member |



27. ADOLESCENCE EDUCATION PROGRAMME COMMITTEE

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|---------------------|-------------|
| 1. Ms. Ranjini S | Convener |
| 2. Ms. Suchithra S | Co-Incharge |
| 3. Mr. Ganesh K H | Member |
| 4. Mr. Durga Swathi | Member |

28. RIGHT TO INFORMATION ACT COMMITTEE

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|-----------------------|-----------|
| 1. Ms. Preethy Rajesh | Principal |
| 2. Ms. Srividhya | Admin |

29. GRIEVANCE CELL COMMITTEE

I. GENERAL

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|-----------------------|----------|
| 1. Ms. Preethy Rajesh | Convener |
| 2. Ms. Shaba Ujjwal | Member |

II. WOMEN:

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|-----------------------|----------|
| 1. Ms. Preethy Rajesh | Convener |
| 2. Ms. Shabna Ujjwal | Member |
| 3. Ms. Devi P S | Member |

III. SC/ ST

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|-----------------------|-------------|
| 1. Ms. Vaishali Nayak | Convener |
| 2. Mr. Ganesh K H | Co-Incharge |

30. CULTURAL COMMITTEE

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|-----------------------|-------------|
| 1. Ms. Roopadevi | Convener |
| 2. Ms. Nethravathi J | Co-Incharge |
| 3. Ms. Gagandeep Kaur | Member |
| 4. Ms. Roopashree | Member |

31 EXHIBITION COMMITTEE

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|-------------------------------|-----------------------|
| 1. Mr. Chandrakanth Kalshetty | Convener |
| 2. Ms. Aruna | In-Charge |
| 3. All Staff Members | Respective Department |

32. PAY BILL VERIFICATION

- | | |
|-----------------------|-----------|
| 1. Ms. Preethy Rajesh | Principal |
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33. INCOME TAX CALCULATION

1. Ms. Jyothi

Accountant

VARIOUS SUBJECT COMMITTEES

1. ENGLISH SUBJECT COMMITTEE

1. Ms. Preeti Sarkar

Convener

2. Ms. Shabna Ujjwal

Co-Incharge

3. Ms. Serena Kallian

Member

2. HINDI & SANSKRIT SUBJECT COMMITTEE

1. Ms. Sonali Srivastava

Convener

2. Ms. Sukhwinder Kaur

Member

3. Mr. Manjunath Hedge

Member

3. RAJABHASHA COMMITTEE

1. Ms. Deepti Madan

Convener

2. Ms. Mausam Roy

Member

3. Ms. Sukhwinder Kaur

Member

4. MATHEMATICS SUBJECT COMMITTEE

1. Ms. Annapoorna Sarangi

Convener

2. Ms. Indu T V

Co-Incharge

3. Ms. Rajitha R

Member

4. Ms. Lakshmi S Kumar

Member

5. SCIENCE SUBJECT COMMITTEE

1. Ms. Ranjini S

Convener

2. Ms. Devi P S

In-Charge

3. Ms. Naveena Ramesh

Member

4. Ms. Yamunadevi

Member

5. Ms. Chitra Harikumar

Member

6. SOCIAL SCIENCE SUBJECT COMMITTEE

1. Mr. Mohan S

Convener

2. Ms. Aditi Soneta

Co-Incharge

3. Ms. Sailaja S

Member

4. Ms. Mahaniaa B K

Member



7. CO SCHOLASTIC COMMITTEE

1. Mr. Chandrakanth Kalshetty	Convener
2. Ms. Sukanya	Co-Incharge
3. Ms. Shilpa B V	Member
4. Ms. Neelima Rajesh	Member
5. Ms. Rajeshwari N	Member
6. Mr. Prabhu	Member

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

1. Ms. Preethy Rajesh	Principal
2. Ms. Durga Swathi	Special Educator
3. Ms. Ruchi S	PRT
4. Ms. Sheethal V Nair	Coordinator
5. Ms. Geetha Gayatri	NTT
6. Ms. Suchitra B L	Coordinator

VARIOUS CLUBS

OBJECTIVES:

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

1. SPORTS & ADVENTURE

Main Objectives

- The most enlivening & interesting structure that effects blooming of a strong & sportive personality.
- To motivate the student to participate in various sports & games within the frame work of the National Curriculum.
- To identify the student's talent / potentiality in a specific field of sports & games.



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

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|----------------------|----------|
| 1. Mr. Jayasurya H D | 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 highlighting 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. Ms. Sailaja S | Convener |
| 3. Ms. Aditi Soneta | Co-Incharge |
| 4. Ms. Mahaniaa B K | Member |

SCIENCE CLUB

Main Objectives

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

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|-------------------|----------|
| 1. Ms. Yamunadevi | Convener |
| 2. Ms. Ranjini S | Member |
| 3. Ms. Jisha P V | Member |
| 4. Ms. Roopadevi | Member |

3. LITERARY CLUB:

- | | |
|--------------------------|-----------|
| 1. Ms. Preeti Sarkar | In-charge |
| 2. Ms. Sonali Srivastava | Member |
| 3. Ms. Vaishali Nayak | Member |
| 4. Ms. Supriya Deshpande | Member |



4. NATURE & 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 & appreciation of beauty
- To capture the beautiful & bounteous-'NATURE' & embrace it in the school representing 'Mini -Nature'
- To inculcate the habit of conservation.

1. Ms. Kiruthika

In-charge

2. Ms. Naveena Ramesh

Member

5. MUSIC, DRAMA & DANCE CLUB:

Main Objectives

- To celebrate, ancient & peaceful means to affect the catharsis of emotions natural to the species & bring out the spontaneous performing talents & 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 & prove in singing hymns.
- To keep the mental state of mind of student very peaceful & graceful.

1. Ms. Shilpa B V

In-charge

2. Ms. Suchitra S

Member

3. Ms. Neelima Rajesh

Member

4. Ms. RAJESWARI N

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 & debates.

1. Ms. Shabna Ujjwal

In-charge

2. Ms. Sheethal V Nair

Member

