



1st October 2023 (01:00 pm)

The purpose of School Routine Order is to publicise the policies, procedures and systems to be followed by all concerned.

1. SRO PUBLICATION:

SRO will be published on 1st day and 16th day of every month. One day prior to publication the draft will be send to commissioner.

2. PTM Meeting:

7th class cadets Parents Teachers meeting was conducted on 24 Sept 2023, in both online and offline mode. 30 parents visited physically whereas 23 parents attended online.

3. LIBRARY:

Miss Akshata, librarian will take demand of books from cadets and staff. Ensure the suitability of the book and directly purchase Rs10000 worth books for library. A sum of Rs10000 will be given to the librarian every month.

4. INTER HOUSE COMPETITIONS AND SCORE:

Mr Balasab is responsible for inter house sports compititions results and house wise points to be reported to the principal 10th and 25th of every month.

Every house and teacher will get 1000 points initially and for every omission 50 points will be deducted from that house and Miss Akshata will take care the points of teachers and house, Results to be announced during the meeting.

5. E-MAIL AND WEBSITE

w.e.f date (1st oct 2023) Ms. Sanjana K M and Mr. Praneeth will jointly help principal in managing the e-mail id principasrss@gmail.com and website <https://www.kvsrss.com> . They are jointly and severally be responsible for updating the school website and ensure on reply to all correspondence receiving through the emails.

6. SCHOOL PETTY CASH ACCOUNT:

In the absence of qualified accounts clerk School petty cash will be maintained by Miss Kavya and Mr Sanjay. Miss Sanjana K M to support them.

7. SHRAMADHAN:

All the cadets and staffs should take part in Shramadhan from morning 6:00 am to 7:00am and in the afternoon 3:30 pm to 5:00 pm till October 02 which is Gandhi Jayanthi.

8. NEW ACADEMIC CO-ORDINATOR:

From 1st October 2023 Miss Sangeetha will perform the duties of academic coordinator.

9. HOUSE RESPONSIBILITIES:

Revised list of house responsibilities.

CHENNAMMA HOUSE	GAJAVEERA HOUSE	KADAMBA HOUSE	MALLAMMA HOUSE
Miss. Sanjana K M (HouseMistress)	Mr. Praneeth (House Master)	Miss. Kavya (House Mistress)	Mr. Mahesh (House Master)
Mrs. Pooja Rani	Mr. Revannavar	Mrs. Vijayalaxmi	Mrs. Veena patri
Miss Akshata	Mrs. Dipti singh	Miss. Nisha	Miss. Priyanka

10. MEETINGS:

Meeting will be conducted during tea break (10:30 am to 10:50 am) at Principal's office.

Meeting schedule:

DAYS	ATTENDEES
Monday	All girl cadets
Tuesday	Class teachers and class leaders
Wednesday	Academic coordinator and 6th and 7th class coordinators
Thursday	To be decided later
Friday	School appointees
Saturday	House appointees and house Master/mistresses

11. WARDENS (CALL TIME FOR PARENTS)

- **7th class all cadets:** Mr. Adrushappa (9945868506)

Time: 9.00 am to 10.00 am (Monday to Saturday)

- **6th class:**

- ❖ Ashwagandha and Brahmi - Mr. Manjunath Nandennavar
(6005167072, 8082804748)

- ❖ Clover and Dronapushpi - Mr Manjunath (9654422999)

Time: 9.00 am to 10.00 am (Monday to Saturday)

12. COFFEE SHOP:

The school coffee shop will be closed on 20th October based on parent's suggestion.

13. STRAY DOG MINACE:

The Stary dog menace has come down. How ever even now there are a few stray dogs, it is the responsibility of security staff to ensure that all stary dogs are taken out of school campus. Dogs will not be harmed in any way (No stone throwing at the dogs) from Monday (02/10/2023) if any dog is found in the campus Rs10 each will be deducted from the salary of every security staff. The chief security make necessary modifications to the gate by fixing wire mesh etc.

14. COMMITTEES AND MEMBERS w.e.f 1ST October 2023

SL. NO	COMMITTEES	MEMBERS
1.	PLANNING	1. Ms. REVANNAVAR – Chair 2. Mrs. VEENA PATRI
2.	EXECUTION/ FINANCE/PROCUREMENT	1. Ms. SANJANA K M - Chair 2. Mr. SANJAY S ALAWANI
3.	MESS	1. Mrs. POOJA RANI - Chair 2. Mr. MAHESH S N 3. Mr. SHREEKANTH
4.	LABORATORY	1. Mrs. VIJAYALAXMI - Chair 2. Ms. REVANNAVAR
5.	LIBRARY	1. Ms. AKSHATA - Chair 2. Mrs. DIPTI SINGH
6.	HORTICULTURE/GARDEN/LAND SCAPING	1. Ms. PRIYANKA - Chair 2. Mrs. VIJAYALAXMI 3. Mr. RAVI NILADHARI
7.	CO-OPERATIVE SOCIETY	1. Ms. KAVYA - Chair 2. Mrs. DIPTI SINGH
8.	DISCIPLINE AND ENQUIRY	1. Ms. SANJANA K M - chair 2. Ms. KAVYA 3. Ms. SANGEETHA 4. Mr. BALASAHEB
9.	PTA	1. Mrs. DIPTI SINGH – Chair 2. Mrs. VIJAYALAXMI 3. Mr. PRANEETH
10.	EVENT MANAGEMENT and CULTURAL ACTIVITIES	1. Mrs. VEENA PATRI - Chair 2. Ms. PRIYANKA 3. Ms. NISHA 4. Mr. JAGADEESH
11.	EXAM CELL	1. Mr. REVANNAVAR - Chair 2. Ms. SANGEETHA 3. Ms. NISHA 4. Ms. PRIYANKA 5. Mr. PRANEETH
12.	SOCIAL MEDIA/PUBLICITY	1. Mr. MAHESH S N - Chair 2. Ms. SANJANA K M 3. Mrs. POOJA RANI
13.	DUTIES	1. PRINCIPAL - Chair 2. Mr. PRANEETH 3. Ms. AKSHATA 4. Ms. NISHA

15. MIDTERM TIMETABLE FOR CLASS 6th and 7th:

SI.No	DATE	SUBJECT	TIME
01	05/10/2023	English	11.00 am to 2.00 pm
02	06/10/2023	Second Language	09.00 am to 12.00 pm
03	07/10/2023	Science	11.00 am to 2.00 pm
04	08/10/2023	SUNDAY	
05	09/10/2023	Mathematics	11.00 am to 2.00 pm
06	10/10/2023	Third Language	11.00 am to 2.00 pm
07	11/10/2023	Social Science	11.00 am to 2.00 pm
08	12/10/2023	Computer Science	11.00 am to 2.00 pm
09	13/10/2023	NDA Mock Test	8.30 am to 10.30 am
10	14/10/2023	Inter house General Awareness Competition	9.00 am to 11.00 am
11	15/10/2023	Parents call	SUNDAY
12	16/10/2023	Field Trip for class 7th	
13	17/10/2023	Field Trip for class 6th	
14	18/10/2023	Planetarium Show	
15	19/10/2023	Interaction of parents with Principal and Teachers	10.00 am to 11.30 am
		Cultural show and Talent display	11.30 am to 1.30 pm
		Lunch	1.30 pm to 2.00 pm
		Dispersal	2.00 pm

NOTE: Parents and family members desirous of having meals in the cadet's mess should inform mess manager Mr. Basavaraj (8970993982). Those who come without booking the meals and payment in advance will not be served meals in the Cades mess.

- **Prepared by:** Mahesh S N, TGT Social Science
- **Supported by:** Sanjana K M, TGT Mathematics
- **Recommended by:** Principal
- **Approved by:** Commissioner/SMC

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Principal

Kranthiveera Sangolli Rayanna Sainik School