

**PM SHRI KENDRIA VIDYALAYA NO.1,
TRICHY**

**VIDYALAYA PLAN (Committees)
(SESSION: 2024-25)**

Vidyalaya academic plan for session 2024-25 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extra-curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2024-25

Therefore, all in charges, conveners and members of Dept./committee/ Club are hereby instructed to take the charge of their concerned department and set the action plan for session – 2024-25

Please go through the Vidyalaya Academic plan for detailed information especially for guidelines, duties, responsibilities and activities.

PART-A

| DEPT/COMMITTEE/CLUB | IN-CHARGE/CONVENOR/ MEMBER | DUTIES/RESPONSIBILITIES/ ACTIVITIES |
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| 1.ADMINISTRATIVE AND ACADEMIC SUPPORT | 1. Mrs. P -P MALLIKA 2. Mr . K ARUMUGAM 3. Mr. K. RENGANATHAN 4. Mr. JAYARAMAN 5. Mrs RAJALAKSHMI 6. Mrs KALA V 7. Mrs LATHA RAVI MENON 8. Ms PRIYANKA SHARMA 9. Mrs. S VIJAYALAKSHMI | 1. To guide, suggest and chalk out all action plan for academic and co – curricular activities. 2. Will function as advisory board for Vidyalaya activities. 3. To plan the Split-up of syllabus subject wise and class wise on or before 31 st March and check the monthly completion of syllabus. 4. To list the name of weak students on the basis of session ending examination result March and prepare action plan on or before 05 th April and to ensure it is implemented. 5. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya as per action plan. 6. To maintain the class wise and subject wise monthly student’s academic performance analysis. 7. Any other related work. |
| 2.ADMISSION | 1. Mr. K. RENGANATHAN 2. Mrs. VIJAYALAKSHMI 3. Mr PRASHANT K UMAR PANDEY 4. Mr SACHIN 5. Ms DEEPTI YADAV 6. Mrs. RAJA RAJESWARI | 1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the admission registration form. 3. To Co- ordinate with exam dept to conduct tests for admissions required for fresh admission. 4. To complete the formalities of admission for the session as per KVS instructions, admission register, etc. 5. Any other related work |
| 3. EXAMINATION a) PRIMARY | 1. Mrs. S. MAHALAKSHMI 2. Ms SAROJ KUMARI NARWAL 3. Ms. FARHEEN 4. Mr KRISHNA GOPAL 5. Mr SANDEEP SWAIN | 1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents at least |

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| <p>b) SECONDARY & SR. SECONDARY CBSE</p> <p>&</p> <p>HOME EXAMS</p> <p>C) OUTSIDE EXAMINATIONS</p> | <p>1. Mrs. KALA V 2. Mrs. BIBITHA M S 3. Mr. PRASHANT KUMAR PANDEY 4. Mr. SUNIL KUMAR 5. Mrs. A. LAKSHMI</p> <p>1. Mr. RAHUL AGARWAL 2. Mrs. PRACHI SAHU 3. Ms. SONALI GOEL 4. Mr. SACHIN 5. Mr. LIONAL SYLVASTAR</p> <p>1. Mr. RAHUL AGARWAL 2. Mr. K. RENGANATHAN 3. Mr. SENTHILKUMARAN 4. Mr. ANKIT YADAV 5. Mr. SAURABH BHARTI</p> | <p>two weeks before the commencement of test/exam. 2. Maintain the required stationary of Examination well in advance in stock. 3. Class wise pre-plan schedule should be decided for weekly test, fortnightly test, monthly test, practice test etc. 4. All the required documents/materials like answer scripts, mark-slip, mark register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 5. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course of action. 6. To co – ordinate P.T. Meeting in consultation with the class teachers. 7. To make minutes of the P.T meeting. And maintain the records along with attendance of parents. 8 Any other related work</p> <p>To conduct exams like OLYMPIAD, NIOS, CET, AIEEE, NEET, CTET etc. as per the direction of principal.</p> |
| <p>4. TIMETABLE & ARRANGEMENT</p> <p>(A) SECONDARY</p> <p>(B) PRIMARY</p> | <p>1. Mr. S. JAYARAMAN 2. Mr. SENTHIL KUMARAN 3. Mr. RAJKUMAR SAINI 4. Mr. G.KARTHIKEYAN</p> <p>1. Mrs. S VIJAYALAKSHMI 2. Ms SHIVANGI SRIVASTAVA 3. Mrs. KARTHY</p> | <p>1. Time – table in charge & Asst. in charge will frame the time-tables as per allotment 2. To make an arrangement during the leave of the teacher. 3. To prepare and inform to subject teachers about the special time – table during all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan for class X & XII 4. To ensure ringing of the bell in time 5. Any other related work</p> |

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| <p>5. CO-CURRICULAR ACTIVITIES</p> | | <p>MORNING ASSEMBLY ORGANISATIONS</p> |
| <p>Primary Section CCA</p> | <p>1.Mrs. SURESH BALA 2.Mrs. SAIBI KHAN 3.Ms. ROOMA BHARDWAJ 4.Ms. SUBHALAKSHMI 5.Ms. TARANG UPADHYAY 6.Ms. ANNU PRIYA</p> | <p>1. To plan the morning assembly programme and allot the duty to concerned HM. In addition, to check the preparation of the programme before presenting in morning assembly. 2. Children’s birthday will be celebrated in morning assembly on his/her specific dates of birth to wish him/her. 3. To provide a greeting card & toffee & all students have to wish them by presenting birthday song. 4. Any other related work</p> |
| <p>Secondary Section CCA</p> | <p>1. Mrs. RAJALAKSHMI 2. Mr ROY UMMEN 3. Ms.PRIYANKA SHARMA 4. Mr TILLU KUMAR 5. Ms ANU PRIYA 6. Mr AVAKESH KUMAR</p> | <p>CELEBRATION OF FESTIVAL & IMPORTANT DAYS</p> <p>1. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists, dignitary(s) on the selected occasions. 2. A special programme should be presented on special occasions & important days followed by a brief speech related to festival. One programme should be presented by a staff member voluntarily. 3. To encourage the students & staff to participate in these programmes& assign duties for them. 4. Guest lecture should also be organized on special occasions & important days to celebrate the occasion with true spirit. 5. Any other related work</p> |
| <p>Outside Competitions</p> | <p>1.Ms.PRIYANKA SHARMA 2.Mr. PRASHANT KUMAR PANDEY 3.Ms. BABLI SIKDAR 4. Mr ANURAG YADAV</p> <p>To Conduct Outside competitions like Quiz, Paintings, Essays Etc. as per the directions of Principal.</p> | <p>Co-curricular Activities</p> <p>1. To prepare an action plan for internal and external CCA activities for the session and complete in time. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation for CCA. 4. To plan for awarding the prize winners. 5. To send the reports to R.O & to the media / agencies for publications. 7. Any other related work</p> <p>VALUE EDUCATION</p> <p>1. To prepare compact programme for developing good habits and moral value among the students. 2. To encourage the students on the observation of good habits & behavior and award the best students. 3. Any other related work</p> |

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| <p>6. SCOUT& GUIDES</p> <p>CUBS & BULBULS</p> | <p>1.Mr. RAHUL AGARWAL</p> <p>2.Mrs. SURESH BALA</p> <p>3. Mrs. PRACHI SAHU</p> <p>4. Mr. TILLU KUMAR</p> <p>1. Mrs. SURESH BALA</p> <p>2. Mr. SAURABH BHARTI</p> <p>3. Ms. SAIBI KHAN</p> | <p>1. To prepare S/G activity plan with tentative date & months for organizing activities.</p> <p>2. To select student for cubs, bulbul, scout & guide enrolment in the month of April'10.</p> <p>3. To make an arrangement for proper training of the students.</p> <p>4. To prepare scout & guide to participate in various activities, both internal & external competitions.</p> <p>5. Any other related work</p> |
| <p>7. RAJBHASHA KALYAN SAMITI</p> | <p>1. Ms. PRIYANKA SHARMA</p> <p>2. Mr. ANKIT YADAV</p> <p>3. Ms PUSHPA GOND</p> <p>4. Ms SWETHA MISHRA</p> <p>5. Mr AVAKESH KUMAR</p> <p>6. TGT HINDI-4</p> | <p>1. To follow RajbhashaKalyanSamiti guidelines</p> <p>2. To take necessary action for proper functioning of this Samiti.</p> <p>3. To create a Hindi atmosphere & to promote usage of Hindi in daily use.</p> <p>4. To keep a vigil on quarterly progress of RAJBASHA SAMITI.</p> <p>5. To follow all instructions of town official language implementation committee and attend its meeting.</p> |
| <p>8. HEALTH HYGEINE PRIMARY SECONDARY</p> | <p>1. Mrs. B. JEYANTHI (I/c)</p> <p>2. Mrs. SUNITA MEENA</p> <p>3. Ms. VIVEKA SINGH</p> <p>4. Mrs. S. MAHALAKSHMI</p> <p>5. NURSE</p> <p>Note: Staff Nurse and coaches will assist in organizing medical checkups.</p> | <p>1. To prepare a plan for student's health checking twice in this session by authorized Medical Officer.</p> <p>2. To make available stock of First Aid if any accidents happen.</p> <p>3. A special care must be taken for girl child as per their natural need, if situation demands for that.</p> <p>4. To organize expert talks related to health & hygiene</p> <p>5 Any other related work.</p> |

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| <p>9. EDUCATIONAL TOUR/ ADVENTURE ACTIVITIES.</p> <p>& YUVA TOURISM</p> | <p>1. Mr. RENGANATHAN 2. Mrs. JEYANTHI 3. Mrs. VIJAYALAKSHMI 4. Ms DEEPTI YADAV 5. Mr RAJKUMAR SAINI</p> | <p>1. To plan the excursion 2. To decide the place, make arrangement for conveyance 3. Estimate the amount to be collected from students 4. Keep the willingness form ready 5. Arrange refreshments 6. Any other related work</p> |
| <p>10. (a) Guidance and Counseling</p> | <p>1. Mr. S JAYARAMAN 2. Mr. P SENTHIL KUMARAN 3. SCHOOL COUNSELLOR 4. SPECIAL EDUCATOR</p> | <p>1. Provide proper guidance to students for their future plan 2. Employment News, magazines and newspapers' information should also be placed on Notice board for students & staff. 3. Experts should also be invited time-to-time to provide proper guidance to the students. 4. Keep a close contact with guidance & counseling agency for collecting proper guidance & information to students.</p> |
| <p>11. (b) Grievance Cell</p> <p>(i) Women's</p> <p>(ii) SC/ST</p> | <p>1. Mrs. R. RAJALAKSHMI 2. Mrs. SWEETY 3. Ms. ANAMIKA SINGH 4. Ms. ANNUPRIYA</p> <p>1. Mrs. P P MALLIKA I/C 2. Mrs. SUNITA MEENA 3. Mrs. BABLI SIKDHAR 4. Ms. VIVEKA SINGH 5. Mr. SAURABH BHARTI</p> | <p>1. To keep a record of suggestions or grievances received from the students, staff 2. Organize Monthly Meetings with Principal regarding the grievance received. 3. To maintain the minutes of the meetings and follow up action taken</p> |
| <p>12. Photography</p> | <p>1. Mr. TILLU KUMAR 2. Ms PRACHI SAHU 3. Mrs SWEETY COMPUTER INSTRUCTOR PRIMARY & SECONDARY</p> | <p>1. To take photographs of all important functions/ occasions/ events including morning assembly programmes 2. To upload on the website. 3. To take prints 4. To display on the display boards 5. To take the photographs into stock & maintain it. 6. Any other related work.</p> |

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| <p>13. LIBRARY COMMITTEE</p> | <p>1. Mrs SWEETY 2. Mrs. RAJALAKSHMI 3. Ms PRIYANKA SHARMA 4. Mr ANKIT YADAV 5. Mrs. MAHALAKSHMI 6. Mrs. SURESH BALA 7. Ms SAROJ KUMARI NARWAL 8. Ms RUBI</p> | <p>1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers for the help of the students. 2. Newspapers, magazines etc. should be readily available in library. 3. Prepare a list of books with the help of subject teachers by April & purchase them latest by Dec'12 as per Vidyalaya budget provision. 4. At least two programmes & two competitions should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5. To organize book exhibition 6. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers. 7. To purchase books to the Library as per the recommendations of Library Committee Any other related work. 8. Any other related works.</p> |
| <p>14. SPORTS COMMITTEE</p> | <p>1. Mrs. JEYANTHI 2. Mr RAJ KUMAR SAINI 3. Mr ANKIT YADAV 4. Ms SHIVANGI 5. SPORT COACHES:</p> | <p>To plan and conduct Vidyalaya regional & national level sports activities for both primary & secondary. To conduct mini sports & sports day celebrations. To monitor the discipline of students and parents. To look after safety and security of staff and students. Any other related works.</p> |
| <p>15. REFRESHMENTS</p> | <p>1. Mrs. KALA V 2. Mr. ANKIT YADAV 3. Mrs. MAHALAKSHMI 4. Ms FARHEEN 5. Ms ROOMA</p> | <p>1. To arrange refreshments or sweets for all important function like republic day, independence day, sports day, annual day or any other occasions 2. To inquire market survey and set competitive rates without compromising the quality 3. To arrange refreshments for cluster level, regional level, coaching camps, etc. 4. Any other related work</p> |
| <p>16. PURCHASE & CONDEMNATION COMMITTEE</p> | <p>1. Mr. K ARUMUGAM 2. Mr K RENGANATHAN 3. Mr RAHUL AGARWAL 4. DEPT I/Cs</p> | <p>1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure 3. To take into stock 4. Any other related work.</p> |
| <p>17. FURNITURE DEPARTMENT</p> | <p>1. Mr. ANKIT YADAV 2. Mr. RAJ KUMAR SAINI 3. Mr. SUNIL KUMAR 4. Ms SAURABH BHARATI 5. Mr TARANG UPADHYAY</p> | <p>1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted unutilized furniture 4. To get classroom, black boards, name boards, etc. painted and maintained</p> |

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| | | 5. Any related work |
| 18. PRINTING A) STUDENT DIARY | <ol style="list-style-type: none"> 1. Mrs. RAJALAKSHMI 2. Mr ROY UMMEN 3. Ms.PRIYANK ASHARMA 4. Mr TILLU KUMAR 5. Mr AVAKESH KUMAR 6. Mrs. SURESH BALA 7. Mrs. SAIBI KHAN 8. Ms. ROOMA BHARDWAJ 9. Ms. SUBHALAKSHMI 10. Ms. ANNU PRIYA | To print the diary with the relevant staff particulars, CCA schedule, and other details pertaining to the Vidyalaya. |
| B) SCHOOL MAGAZINE | <ol style="list-style-type: none"> 1. Mrs. RAJALAKSHMI 2. Ms. PRIYANKA SHARMA 3. Mrs. BIBITHA 4. Mr. ANKIT YADHAV 5. Ms. BABLI SIKDAR 6. Mrs. SURESH BALA 7. Mr TILLU KUMAR 8. Mrs SAIBI KHAN 9. GERMAN & TAMIL TEACHER | <ol style="list-style-type: none"> 1. To collect the article 2. To edit the articles To Note down all important events / functions etc. held in Vidyalaya. 3. To record and maintain all achievements of students including internal, external, competitions prizes won etc. in chronological order by collecting information from primary and secondary CCA I/C 4. Any other related work. |
| C) NEWS LETTER | <ol style="list-style-type: none"> 1. Mrs. RAJALAKSHMI 2. Ms SWETA MISHRA 3. Mr AVAKASH KUMAR 3. Ms. S. ARUNA DEVI | 5. To prepare Bimonthly newsletter and to send to RO and other Officials of KVS |
| D) CERTIFICATES AND INVITATION CARDS | <ol style="list-style-type: none"> 1. Mrs. KALPANA DEVI 2. Mrs. JAYANTHI 3. Mrs. PUSHPALATHA 4. Mrs. AMMU | To plan & prepare certificates and invitation cards based on the requirement by following the KVS procedures. |

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| <p>19. Quarters Committee</p> <p>a) Allotment Committee</p> <p>b) Maintenance committee Civil work</p> <p>c) Electrical work</p> | <p>PRINCIPAL-I/C</p> <p>1. Mrs. KALA 2. Mr. RAHUL AGARWAL 3. Mr SREEDHARP Mr. JEYASHEKARAN</p> <p>1. Mrs. KALA 2. Mr. RAHUL AGARWAL 3. Mr AVAKESH KUMAR 4. Mr. JEYASHEKARAN</p> <p>1. Mrs. KALA 2. Mrs SURESH BALA 3. Ms PUMA BHARADWAJ</p> | <p>To allot or permit shift of quarters as per the KVS norms.</p> <p>To report, plan and execute the necessary work</p> <p>To report, plan and execute the necessary work</p> |
| <p>20. Maintenance and Repair work</p> <p>a) Civil</p> <p>b) Electrical</p> <p>c) Plumbing</p> <p>d) RO</p> | <p>1. Mrs. PRACHI SAHU 2. Mr. ANKIT YADAV 3. Mr. TILLU KUMAR 4. Mr. C LIONAL SYLVASTAR</p> <p>1. Mrs. PRACHI SSAHU 2. Mr. SACHIN 3. Mr. RAJ KUMAR SAINI 4. Mr. C LIONAL SYLVASTAR</p> | <p>a. Maintenance /Repairing urgently required in the campus for both civil & electrical Purchase of essential material required and to complete all assignment intime.</p> <p>b. Ensure the proper utilization of water and electrical power.</p> <p>c. Any other related works.</p> <p>a. Repair and Maintenance of plumbing and RO Related work b. Ensure the proper utilization of water. c. Any other related works.</p> |

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| <p>21. Lunch Time Supervision</p> | <p>1.Mrs.JEYANTHI 2.Mr. JAYARAMAN 3..Mr SENTHIL KUMARAN 4. Mrs VIJAYALAKSHMI</p> <p>ALL CLASS TEACHERS/CO CLASS TEACHERS</p> | <ul style="list-style-type: none"> a. To allot the lunch time duty b. To ensure the safety and security of students during lunch time by maintaining proper discipline. c. Monitoring the parents and students movements during the break. |
| <p>22. Private Agency</p> <p>a) Outsourcing</p> <p>b) Gardening</p> | <ul style="list-style-type: none"> 1. Mr.SENTHIL KUMARAN 2. Mr. S. JAYARAMAN 3. Mrs. PRACHI SAHU 4. Mr. RAJ KUMAR SAINI <ul style="list-style-type: none"> 1. Mrs. KALA V 2. Mrs. SUNITA MEENA 3. Mr. SACHIN 4. Mr. AVAKESH KUMAR 5. Mrs. ROOMBA BHARDWAJ 6. Ms. MASURA FARHEEN 7. Ms. SAIBI KHAN <p>GARDENER</p> | <ul style="list-style-type: none"> a. To monitor the work of labor provided by agency. b. Checking the attendance of workers. c. Verify and certify the bill submitted by the agency. <p>Beautification and development of Garden</p> |
| <p>23. Vidyalaya Website Updation</p> | <p>1.Mr. RAHUL AGARWAL I/C 2.Mrs RAJALAKSHMI 3.Mrs. JEYANTHI 4.Mr TILLU KUMAR 5.DEO</p> | <ul style="list-style-type: none"> • Timely updation of school website • Timely updation of TC/ enrollment position /staff details and other activities in the school website |

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| 24. UBI Fees Collection | 1. Mr. RAHUL AGARWAL 2. Mrs. S. VIJAYALAKSHMI 3. Mr PRASHANT KUMAR PANDEY 4. Ms MASURA FARHEEN ALL CLASS TEACHERS | To monitor the data uploaded by Class Teachers and do the needful for smooth collection of fees. |
| 25. EMIS / UDISE | 1. Mr SENTHIL KUMARAN 2. Mr RENGANATHAN 3. Mr RAHUL AGARWAL 4. Ms PRIYANKA SHARMA 5. Mr MANOJ KUMAR GUPTA 6. Mrs VIJAYALAKSHMI 7. COMPUTER INSTRUCTORS | To collect , compile and upload the data and to do the needful as per the circulars. |
| 26. BUILDING SAFETY, FIRE SAFETY AND TERRACE MAINTENANCE COMMITTEE | 1. Mrs. NITIKA JAIN 2. Mrs. S. VIJAYALAKSHMI 3. Mr PRASHANT KUMAR PANDEY 4. Mrs. PRACHI SAHU 5. Mr TILLU KUMAR 6. Mr. RAJKUMAR SAINI 7. Mrs RAJARAJESWARI 8. Mr C LIONAL SYLVASTAR | <ul style="list-style-type: none"> • Timely renewal of fire safety and school building safety certificates • Timely replacement & refilling of fire extinguisher & servicing • Regular and Periodical inspection of Building SAFETY and DAMAGE and follow up repair work. • Fire safety demo by fire safety department |
| 27. SUGGESTION BOX CHECKING COMMITTEE(WEEKLY) | 1. Mr. P. SENTHIL KUMARAN 2. Ms. SONALI GOEL 3. Mr. ANKIT YADAV 4. Mrs. TARANG UPDHYAY | <ul style="list-style-type: none"> • Suggestion Box to be opened every week and the letters to be handed over to Principal • Keep the record of suggestions. • Maintenance the records of follow up action taken on suggestions. |
| 28. DISCIPLINE | 1. Mr SENTHIL KUMARAN- I/C 2. Mr K ARUMUGAM 3. Mrs KALA V 4. Mrs B JEYANYHI 5. Mr ROY UMMAN 6. Mrs LATA RAVIMENON 7. Mrs VIJAYALAKSHMI 8. Mrs SAURABH BHARATI | |
| 29. SCHOOL SAFETY a) PRIMARY b) SECONDARY | 1. SAIBI KHAN 2. ANURAG YADAV 3. SAURABH BARATHI 4. DHANALAKSHMI-COACH 5. ARUL DHIRAVIUM – NURSE 1. Mr SENTHIL KUMARAN- I/C 2. Mr K ARUMUGAM 3. Mrs KALA V 4. Mrs B JEYANYHI 5. Mr ROY UMMAN 6. Mrs LATA RAVIMENON | ❖ Ensuring the safety and security of the students inside the school campus. ❖ Ensuring the safety and security of the students inside the school campus. |
| 30. DM – COMMITTEE | 1. Mr SENTHIL KUMARAN 2. Mrs. JEYANTHI PET 3. Mrs BABLI SIKDAR 4. Mr SAIBI KHAN 5. Mr ANURAG YADAV | ➤ Making and implementing emergency exit plan ➤ Establishing protocols for communication ,evacuation , sheltering in place and medical |

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| | <p>6. Ms. SHIVANGI SRIVATSAVA ALL COACHES All the Class teachers from(I – XII) All the Department Incharge teachers</p> | <p>response in case of disaster/ Emergency ➤ Co-coordinating with local emergency response Agencies to ensure a coordinated response during emergency</p> |
| <p>31. INCOME TAX AND PROFESSIONAL TAX</p> | <p>1. Mr S JAYARAMAN 2. Mr P SENTHIL KUMARAN 3. Mr SACHIN 4. Mr SREEDHAR P</p> | <p>➤ Calculation of income tax liabilities of all the staff members ➤ Monthly deductions of income tax from the salaries of staff members ➤ Monitoring and checking of documents of savings ➤ Timely generation of income tax challan and payment of it ➤ Timely deduction of professional tax and remittance of professional to panchayat office and collecting the receipt ➤ Any other work</p> |

PART-B (Academics)

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| 1. TEACHING AID CUM ACTIVITY ROOM and TLM a. SECONDARY & SER. SECONDARY b. PRIMARY | 1. Mrs. LATHA RAVI MENON 2. Mr. ROY UMMAN 3. Ms PUSHPA GOND 4. Mr LENIN RAJ KUMAR 5. Mr RAJ KUMAR SAINI 6. Mr SUNIL KUMAR 1. Mrs. C. MEENAKSHI TLM 2. Ms. SAIBI KHAN 3. Mrs. TARANG UPADYAY 4. Ms. SUBHALAXMI ROUTRAY 5. Ms. ANAMIKA SINGH 6. Ms. ANURAG YADAV | 1. To arrange teaching Aid to teach Secondary and Senior Secondary students as per NCF –SE 2023 2. To plan and arrange for purchasing materials required for teaching aids. 3. To procure requirements as per from individual teachers' requirements 4. To issue & maintain the stock 5. To keep & account of activities done by teachers 6. To maintain records 7. Any other related work. 1. To set activity room and arrange TLM to teach primary students as per NCF- Foundational Stage 2022 and NCF –SE 2023 2. To plan and arrange for purchasing materials required for teaching aids. 3. To procure requirements as per from individual teachers' requirements 4. To issue & maintain the stock 5. To keep & account of activities done by teachers 6. To maintain records 7. Any other related work. |
| 2. Vocational Training Programmes | a) Art / Craft –Art Coach / 1. Mr TILLU KUMAR 2. Ms PRACHI SAHU b) Vocal / Dance 1, Ms ANU PRIYA c) Games and Sports 1, Mrs. JEYANTHI 2. Mr SURESH BABU 3. Mrs DANALAKSHMI | 1. To complete the formalities to start coaching classes. 2. To prepare yearly plans (month wise). 3. To supervise the activities. 4. To provide proper guidance to concerned students. 5. To submit quarterly progress report of the activities & yearly report at the end of the session. 6. Sports day Celebration. 7. To prepare students for competitions to be held at a) school level b) Local/ cluster or regional / national level 8. Any other related work. |
| 3. NAEP | 1. Mrs. KALA .V 2. Ms. SONALI GOEL 3. Ms. SIVANGI SRIVASTAVA 4. Ms ARUNA 5. Mr RAMESH BABU 6. Ms ARUL DHIRAVIYAM | 1. Plan NAEP programme as per KVS direction. 2. Report of conducted activities should be sent to KVS RO (BGR) for its information. 3. To give counseling and guidance to students. 4. To organize lecture or seminars related to the field. 6. To conduct counseling sessions during MPT and CCA Periods on Weekly basis on rotation by staff |

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| <p>4. Subject Committee (a) Languages - English</p> <p>- Hindi / Sanskrit</p> <p>(b) Science</p> <p>(c) Mathematics</p> <p>(d) Social Studies</p> <p>(e) Miscellaneous SUPW</p> <p>(f) ART</p> <p>(g) LIBRARY</p> <p>(h) SPORTS</p> <p>(i) PRIMARY SUBJECT COMMITTEE.</p> | <p>English – 1. Mrs. R. RAJALAKSHMI 2. Mr ROY UMMEN 3. Mrs. BIBITHA M S 4. Mr PRASHANT KUMAR 5. Mrs. D. DURGA DEVI 6. Mrs. PEVI</p> <p>Hindi – 1. Ms. PRIYANKA SHARMA 2. Ms. SWETA MISHRA 3. Ms. PUSHPA GOND 4. Other Contractual Teachers 5. Mrs. ANURADHA</p> <p>Sanskrit 1. Mr. ANKIT YADAV 2. Mr. AVAKESH KUMAR</p> <p>1. Mr. K ARUMAGAM 2. Mr. K RENGANATHAN 3. Mrs. NITIKA JAIN 4. Mrs. SUNITA MEENA 5. Ms. SONALI GOEL 6. Mrs. KAJALAKSHMI 7. Ms. DEEPA</p> <p>1. Mr JAYARAMAN 2. Mr SENTHIL KUMARAN 3. Mr MANOJ KUMAR GUPTA 4. Mrs BABLI 5. Mr SACHIN 6. Mr RAJKUMAR SAINI 7. Mr KARTHIKEYAN</p> <p>1. Mrs KALA V 2. Mrs LATHA RAVI MENON 3. Mr SUNIL KUMAR 4. Mrs G MEENA 5. Mr LENIN RAJKUMAR</p> <p>1. Mrs PRACHI SAHU</p> <p>1. Mr TILLU KUMAR</p> <p>1. Mrs SWEETY</p> <p>1. Mrs B JEYANTHI 2. Mr SURESH 3. Mrs DHANALAKSHMI 4. Mrs DEEPA JOTHI</p> <p>1. Mrs S. VIJAYALAKSHMI 2. Mrs. S. MAHALAKSHMI 3. Mrs. C. MEENAKSHI 4. AND ALL PRTs</p> | <p>1. To analyze the performance of students & prepare further course of action plan for betterment of students' academic performance.</p> <p>2. To check class wise monthly academic performance analysis & discuss for further course of action.</p> <p>3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.</p> <p>4. Prepare the report on last working day of every month & submit it to Principal.</p> <p>5. To keep a vigil on class wise progress of subject.</p> <p>6. To plan activities like science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject.</p> <p>7. To highlight the importance of each, interdependence of various subjects, co relation among different subject teachers, life history of great personality, freedom fighters, scientists, mathematicians, writers, poets, thinkers, etc.</p> <p>8. Any other related work</p> |
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| <p>5. a) NEP / FLN PRIMARY</p> | <p>1.Mrs VIJAYALAKSHMI 2.Mrs. C.MEENAKSHI 3.Mrs. MAHALAKSHMI 4.Ms. SAROJ KUMARI 5. Mrs ROOMA BHARADWAJ 6. Ms. MASURA FARHEEN</p> | <ul style="list-style-type: none"> • To Coordinate all NEP 2020 Programme. • Proper implementation of TARA interactive. |
| <p>b) NEP SECONDARY</p> | <p>1.MrS. NITIKA JAIN 2. Mr PRASHANT KUMAR PANDEY 3. Mrs PUSHPA GOND 4.Mr AVAKESH KUMAR 5.Mr SUNIL KUMAR 6.Mr RAJKUMAR SAINI</p> | <p>To Coordinate all NEP 2020 Programme</p> |
| <p>5. Clubs a) Literary Club (Readers Club)</p> | <p>1.Mrs. RAJALAKSHMI OVERALL I/C An d 2.Mrs. BIBITHA 3.Ms. PRIYANKA SHARMA and all Language Trs. Of both Primary & Secondary</p> | <p>1. To prepare a plan to create literary atmosphere in Vidyalaya. 2. To prepare class wise magazines at least one in each subject 3. To organize minimum two competitions/seminars/programmes etc. based on subject. 4. To prepare a special plan for students to record their programme on T.V & Radio twice in a session. 5. Any other related work</p> |
| <p>b) Maths Club c) Science Club d) Social Studies Club e) Nature / Eco Club</p> | <p>1. Mr.S. JAYARAMAN, 2.Mr. SENTHIL KUMARAN and all TGT(Maths) & PRT's handling maths 1. Mr K ARUMUGAM 2.Mr. K RENGANATHAN & ALL TGT SCIENCE 1.Mrs. KALA V 2.Mrs. LATHA RAVI MENON 3.Mr. SUNIL KUMAR 1.Mrs. NITIKA JAIN 2.Mrs. LATHA RAVI MENON and all TGT(S.St) and PRTs handlingEVS and allTGT(Bio) and PRT's handling EVS.</p> | <p>To promote the mathematical & scientific atmosphere in the Vidyalaya. To organize exhibition, Publish magazine, Prepare students for various competitions and conduct activites. To organize EBSB & Youth Parliament, AKAM Cluster, regional & National level, field trips to historical places. Planting of trees, development of Botanical Garden, activities to preserve the nature of environment and activities under green school programme.</p> |
| <p>6. LABORATORY AND DEPARTMENTS A) LAB -PHYSICS CHEMISTRY BIOLOGY Jr.Science Lab COMPUTER</p> | <p>1 Mr.K. RENGANATHAN 2 Mr RAHUL AGARWAL 3 Mrs. NITIKA JAIN Mrs.SONALI GOEL Mr. RAHUL AGARWAL</p> | <p>1. To make an arrangement for procuring the materials for Science and Maths Laboratories to the students as per their needs. 2. To maintain the laboratories for students use, update the stock & make necessary arrangement, if any for the uses of students. 3. To conduct practical / projects etc as per syllabus and to check practical records regularly. 4. To support and co – ordinate with J.S. Lab I/c 5. To prepare students and to organize K.V. cluster level / regional level /National level science exhibition 6. To train children for various competitions. 7 Any other related work.</p> |

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| 7. CAL / TAL | 1. Mr RAHUL AGARWAL 2. Mr C LIONAL SYLVASTAR 3. Mr A GULAM MOHAMED 4. Ms C LOGA PRIYA ALL CLASS TEACHERS Mrs C MEENAKSHI | 1. To encourage and train the students and staff. 2. To facilitate the web access to all in the learning process 3. To arrange modern technologies like OHP, Tape recorder, CD players. Etc. 4. To procure required audio and video CDs or cassettes 5. Any other related work |
| 8. TLM | 1. Mrs. C. MEENAKSHI TLM 2. Ms. SAIBI KHAN 3. Mrs. TARANG UPADYAY 4. Ms. SUBHALAXMI ROUSTRAY 5. Ms. ANAMIKA SINGH 6. Ms. ANURAG YADAV | 1. To set activity room and arrange TLM to teach primary students as per NCF- Foundational Stage 2022 and NCF –SE 2023 2. To plan and arrange for purchasing materials required for teaching aids. 3. To procure requirements as per from individual teachers' requirements 4. To issue & maintain the stock 5. To keep & account of activities done by teachers 6. To maintain records 7. Any other related work. |
| 9.ACP | | |
| 10.MORNING ASSEMBLY | | |

PART-C

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| 1. BEAUTIFICATION /GARDENING | 1. Mrs.KALA V 2. Mr SUNIL KUMAR 3. Ms PUSHPA GOND 4. Mr KARTHIKEYAN 5. Mrs. M RAJA RAJESWARI GARDNER | |
| 1. FRONT GARDEN (MAIN) | 1. Mr ANKIT YADAV | |
| 2. PRINCIPAL ROOM GARDEN | 2. Mr RAJKUMAR SAINI | |
| 3. GARDEN IN FRONT OF ATL | 3. Ms ROOMA BHARADWAJ | |
| | 4. Mrs GOWRI | |
| | 5. GARDNER | |
| 4. GARDEN NEAR PLAY GROUND | 1. Mrs SUNITA MEENA 2. Mr SACHIN 3. Ms VIVEKA SINGH 4. Mrs. K KARTHY 5. GARDNER | 1. Maintenance & Development of Garden. 2. Installing display board with naming and beautiful quotation. 3. Trimming & Painting the trees 4. Proper and timely watering 5. Initiating plantation drive periodically 6. Any other related works. |
| 5. TREES/PLANTS NEAR ASSEMBLY GROUND-PRIMARY AND PRIMARY CHILDREN PLAY AREA NEAR VOLLEY | 1. Mr SANDEEP SWAIN 2. Mrs ANAMIKA SINGH 3. Ms MASURA FARHEEN | |

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| <p>BALL GROUND</p> <p>6. TREES/PLANTS NEAR ASSEMBLY GROUND -SECONDARY AND PLAYGROUND</p> <p>7. TWO GARDENS NEAR NURSE ROOM (MEDICINAL GARDEN)</p> <p>8. POTS MAINTENANCE and PLANTATION</p> | <p>4. Mrs SWETHA V 5. GARDNER</p> <p>1. Mr AVKESH KUMAR 2. Mr PRASHANT 3. .Mr RAMESH BABU 4. Mr SURESH 5. GARDNER</p> <p>1. Ms SONALI GOEL 2. Mrs BABLI SIKDAR 3. .Mrs DEEPTI YADAV 4. Mrs SELVA GAYATHRI 5. Mrs ARUL DRAVIYAM 6. GARDNER</p> <p>1. Ms SWETA MISHRA 2. Mrs TARANG UPADHYAY 3. Mr KRISHNA GOPAL VERMA 4. Mrs ANURADHA 5. GARDNER</p> | |
| <p>2. BEAUTIFICATION/ DECORATION OF WALLS OF SCHOOL CAMPUS</p> | <p>1. Mr TILLU KUMAR 2. Ms PRACHI SAHU 3. Mr PRASHANT 4. Ms PUSHPA GOND 5. Ms SWETHA MISHRA 6. Ms ROOMA BHARADWAJ 7. Ms SAIBI KHAN</p> | <ul style="list-style-type: none"> ➤ Updating of staff list display board ➤ Updating of school toppers display board ➤ Updating of chairman and principal's name display board ➤ House boards ➤ Decoration of walls with paintings ➤ Fixing portraits and photos ➤ Thoughts on the wall Painting with bala concept ➤ Beautiful Painting/Drawing on the compound walls |
| <p>3. MEETINGS</p> <p>i) VMC MEETINGS</p> <p>ii) MONTHLY STAFF MEETINGS / OFFICIAL DC/AC/VIP VISITS</p> | <p>1. Mr SHREEDHAR ASO 2. Mrs BANU PRIYA 3. Mrs AYESHA FATHIMA 4. Mr JEYASEKARAN 5. Mrs A LAKSHMI</p> <p>1. Mrs KALA V I/C 2. Mr SANDEEP SWAIN 3. Mrs MASURA FARHEEN 4. Mr ANKIT YADAV- SEATING 5. Mrs PRACHI SAHU-PA SYSTEM 6. Mr P. JEYASEKARAN 7. Mrs A LAKSHMI 8. Mrs PRIYANKA SHARMA 9. Mr C LIONAL SYLVASTAR 10 Ms BIBITHA MS- MIN MEETING</p> | <ul style="list-style-type: none"> ➤ Proper and timely arrangements for meetings in all aspects including seating arrangements, PA system, Refreshments, Bouquet etc. ➤ Proper record of Minutes of the meetings |
| <p>4. YOGA ROOM</p> | <p>1. Mrs RAJALAKSHMI 2. Mr K RENGANATHAN 3. Mrs LATHA RAVI MENON 4. Ms DEEPAJOTHI</p> | <ul style="list-style-type: none"> ➤ Proper upkeep and maintenance of yoga room ➤ Efficient utilization of yoga room |

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| 5. CLEANLINESS | 1. Mrs. NITIKA JAIN (I/C) 2. Mr ROY UMMEN 3. Mrs BIBITHA M S 4. Mrs. C MEENAKSHI | ➤ To ensure the cleanliness of classrooms, toilets, labs, gardens, Stairs, Grounds and all other areas of the school. ➤ Checking of Stagnant Water ➤ Cleaning of water tanks ➤ Obtaining water quality certificates |
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NOTES: -

1. All the In – charge, Asst, In-charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2024-25 as per allotment given and submit a copy to the Principal by the end of April for record without fail.
2. All the In-charge, Asst, In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
3. All the in – charge, Asst, In-charges and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges, Asst in-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Asst. In-charges of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

PRINCIPAL