

KENDRIYA VIDYALAYA MINAMBAKKAM, CHENNAI-27
COMMITTEE-2024-2025

The following committee have been 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 the committee are hereby instructed to take the charge of the department concerned and stipulate action plan for session 2024-25.

All the In-charges and the members of the committee will be fully responsible for maintaining the assigned duties, activities and prescribed programs. In case of any difficulty, the undersigned must be contacted.

Please put your whole hearted efforts to discharge all the responsibilities in a creative and effective manner. The undersigned is always ready to help and assist you all as per your requirement. The undersigned has full confidence about ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.

The Conveners are requested to hold meeting of their committee / club under intimation to the undersigned. The committee will meet at regular intervals & review the progress of their activities. The CONVENER will maintain the record of their planning, implementation and follow up.

The current committee will come into effect from 01.04.2024. Changes / modification whenever applicable will be notified accordingly. Co-operation is solicited.

COMMITTEE	CONVENER & MEMBERS	NATURE OF DUTIES
1. ACADEMIC ADVISORY	<ol style="list-style-type: none"> 1. MR. K, VISWANATHAN, PRINCIPAL 2. MRS. S. VALLI, VICE PRINCIPAL 3. MRS. RADHA MUKUNDAN, PGT, PHY 4. MRS.B.V.JAYASHREE, PGT, BIO 5. MR.MAHADEVAN, PGT, MATHS 6. MRS.M.NATARAJAN, PGT, Maths 7. MRS. S. SHANTHI, PGT ECO 8. MRS.USHA SHIVAJI, PRT 9. MRS.ROHINI, PRT 10. MRS. D BALA JOY DADY, PRT 	<p>To implement all KVS CIRCULARS and instructions</p> <p>Monitor all the aspects of Scholastic domain.</p> <p>Provide inputs and guidance to teachers</p> <p>Monitor the monthly completion of syllabus.</p> <p>Suggestion for improvement of learning environment in the Vidyalaya.</p>
2. VIDYALAYA PLAN	<ol style="list-style-type: none"> 1. S. VALLI, VP 2. MRS. RADHA MUKUNDAN PGT 3. MRS. A. JYOTHI, PGT ENG 4. MRS. USHA SIVAJI, HM 5. MRS. ROHINI SRIDHARAN, PRT 	<p>KEEPING ALL THE RECORDS READY FOR INSPECTION AND SENDING ACTION TAKEN REPORT WHENEVER REQUIRED BY REGIONAL OFFICE</p>

<p>3. ADMISSION</p> <p>LOCAL TRANSFER</p> <p>XI STD ADMISSION</p>	<p>1. MR. NATRAJAN, PGT, MATHS I/C</p> <p>2. MS. ASHA D RAJU, PGT C.S</p> <p>3. MS. VANDANA TIWARI, TGT MATHS</p> <p>4. MRS.USHA SHIVAJI, HM</p> <p>5. MRS. ROHINI SRIDHARAN, PRT</p> <p>6. MS. R. ARUNA, PRT</p> <p>7. MRS. SWETHA JAIN, PRT</p> <p>8. MRS. RAMA, COMPUTER INSTRUCTOR</p> <hr/> <p>1. MISS. ASHA D RAJU, PGT CS</p> <p>2. MR.NATARAJAN, PGT MATHS</p> <p>3. MR.DHANUSH, COMPUTER INSTRUCTOR</p> <p>4. MRS.R.RAMA, COMPUTER INSTRUCTOR</p> <hr/> <p>1. MR. NATRAJAN, PGT, MATHS</p> <p>2. CLASS TEACHERS OF ALL SECTIONS OF CLASS XI</p> <p>3. MRS.RAMA, COMPUTER INST.</p>	<p>Scrutiny of registration forms as per the admission guidelines given by KVS</p> <p>c) Preparation of provisional list of selected candidates for all the classes.</p> <p>d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.</p> <p>e) To take the approval of VEC before the release of the merit list.</p> <p>f) Maintenance of admission registers.</p> <p>g) Admission of candidates based on KV TC as per KVS norms.</p> <p>h) Local transfer admissions.</p> <p>i) Admissions as per RTE Act.</p> <p>j) Maintenance of admission records as per KVS guidelines in the prescribed proformas.</p> <p>k) Details of admission uploading on the website.</p>
<p>5.TIME-TABLE</p>	<p>PRIMARY</p> <p>1. MRS. KAMALA ESHWARAN I/C</p> <p>2. MS, R ARUNA, PRT</p> <p>3. MRS. SHIVANI KASHYAP, PRT</p> <p>SECONDARY & SR. SECONDARY:</p> <p>1. MRS. B.V. JAYASHREE, PGT, BIO I/C</p> <p>2. MRS.SATWANTI, PGT(CHEM)</p> <p>3. MS. RAMYA,, TGT, MATHS</p> <p>4. MRS. A GRACY, TGT SST</p>	<p>To prepare the class time table and teachers time table as per KVS norms. and modification of time table as per specific need as per the vidyalaya.</p> <p>b). To prepare the special time table for remedial classes & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..</p> <p>c). To prepare the special time table for remedial teaching (weak students in all classes).</p> <p>d). Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.</p>

<p>6. TIMETABLE ARRANGEMENTS</p>	<p><u>PRIMARY</u> 1. MRS.POOJA, PRT 2. MRS. BINITA BARIK, PRT <u>SEC. & SR.SECONDARY-</u> 1. MRS. RADHA MUKUNDAN, PGT PHY 2. MRS. E M HEMATHILAGA, PGT, CHEM 3. MISS.ASHA D RAJU, PGT CS 4. MRS. VANDANA TIWARI, TGT, MATHS 5. MRS. RAMA, TGT, C.I</p>	<p>To maintain the arrangement register and ensuring the arrangement has been done properly and display the same in the vantage point.</p>
<p>7. CCA AND MORNING ASSEMBLY I/C COMMITTEE, EXTERNAL COMPETITIONS & DISPLAY BOARD TOPIC</p>	<p><u>SECONDARY-</u> 1. MRS. S. SATWANTI, PGT, CHEM 2. MRS.SITA PRASAD, PGT, HIN 3. PGT PHY 2 4. MRS.P.PRABHA, TGT, ENG 5. MRS. SHARDA SUMAN, TGT, ENG <u>PRIMARY</u> 1. MRS. D BALA DADY JOY, PRT-I/C 2. MRS. NEELAM PATIL,PRT 3. MRS. LALITA SINGH, PRT 4. MRS. PRAGATI DUBEY, PRT</p>	<p>Preparation and execution of CCA programme. Encouraging the students to take up various recognized local, district, state, national and international competitive examinations. Maintenance of record of house-wise competitions and all external competitions. CELEBRATION OF ALL DAYS STUDENTS COUNCIL COMMITTEE- a) Division of houses along with house master and Associate of house masters & distribution of students of various house b) Division of clubs along with incharges and members. b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. c) Procuring badges for Captains Monitors, prefects. d) Conduct of investiture(Badge presentation Ceremony) e) Assigning duties to all members of the Student Council House Wise. f) Conduct of monthly meetings with the members of student’s council. g) Maintenance of Students council register/record ASSIGNING THE RELEVANT TOPICS JUDGEMENT OF DISPLAY BOARD ONCE IN A MONTH AND ANNOUNCING THE POSITION IN THE ASSEMBLY</p>

<p>8. INTERNAL EXAMINATIONS</p>	<p>SECONDARY & SR. SECONDARY</p> <ol style="list-style-type: none"> 1. MRS. K MAHADEVAN, PGT, MATHS I/C 2. MRS. S. SHANTHI, PGT, ECO 3. MS. SHANMUGA PRIYA, TGT, MATHS 4. MS. PALLAVI, TGT, WE 5. MS. PRIYALI, TGT , SCI 6. MRS. GEETHA DANIEL, TGT, SST 7. MRS.R.RAMA, COMPUTER INSTRUCTOR 8. MR.NATRAJAN - SUBSTAFF 9. MR.MURUGAN, SUB STAFF <p>PRIMARY</p> <ol style="list-style-type: none"> 1. MRS. SUJATHA MAHADEVAN, PRT, I/C, 2. MRS. SWETHA JAIN, PRT 3. MRS. SWATI MAURYA, PRT 	<p>Plan and conduct all internal examinations as per KVS norms. Maintain the records, preparation & consolidation of results.</p>
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<p>9. CBSE AND EXTERNAL EXAMINATION</p>	<ol style="list-style-type: none"> 1. MRS.A JYOTHI, PGT, ENGLISH-I/C 2. MRS.SATWANTI, PGT, CHEM 3. MS.ASHA D RAJU, PGT CS 4. MRS MANSI NAGAR, TGT SCI 5. MS PRATIBA SAGAR, TGT 6. MRS. RAMA, C.I 	<ol style="list-style-type: none"> 1.To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 2.Registration -Class IX to XII registration, filling of the forms and completing the formalities time bound. 3.Correspondence for school affiliation. 4.Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time. 5. Maintaining the record of shortage of attendance and correspondence with CBSE board. 6.Framing the practical time table in liaison with other subject teachers. 7.Conducting the CBSE board exam as per the CBSE norms. 8.Updating school website regularly. 9.To conduct the exams as per the norms 10. To maintain the record and send the data from time to time to the concerned. 11. To maintain the record and send the data from time to time to the concerned. 12. Conduct of outside exams like AIIMS /KVS /UPSE ETC
<p>10. NIOS</p>	<ol style="list-style-type: none"> 1. MR. P B RAJESH, TGT, LIB 2. MR. ASHUTOSH KUMAR, TGT, ART 3. MRS. KAVITHA KUMARI, TGT, SKT 	<p>To conduct the exams as per the norms and maintain necessary records</p>
<p>11. OLYMPIADS</p>	<ol style="list-style-type: none"> 1. MRS..SATWANATHI PGT,(CHEM) - ALL OLYMPIADS I/C 2. MRS.MANASI NAGAR, TGT, SCI 3. MS. PRIYALI, TGT, SCI 4. MR. M. NATRAJAN, PGT, MATHS 5. MRS. SHANMUGA PRIYA, TGT MATHS 6. MRS. SWETHA JAIN, PRT 7. MS. SWATI MAURYA, PRT 8. MRS. RAMA, COMP.INST. 	<p>Making arrangements for smooth conduct of all Olympiads and other external exams.</p>

<p>12. ANTI-BULLYING, DRUGS & DISCIPLINE</p>	<ol style="list-style-type: none"> 1. MRS. S. SHANTHI, PGT, ECO, I/C 2. PGT PHYSICS 2 3. MRS. USHA SIVAJI, HM 4. MRS. ROHINI SRIDHARAN, PRT 5. MRS.SUJATHA MAHADEVAN, PRT 6. MS. DEEPIKA GUPTA, TGT (P&HE) 7. MRS. KALPANA, COUNSELOR 8. Mr. Palmson Moses , SPORTS COACH 9. MR. VEERAPPAN, YOGA INSTRUCTOR 	<p><u>Duties :</u> To check personal turn of students during assembly</p> <ol style="list-style-type: none"> a) To check the late comers during morning assembly b) To observe the behaviour of students inside and outside class room c) To ensure provision of out pass in all classes and their utilization d) To initiate proper action as per KVS norms against indiscipline students e) To check the girls and boys uniform daily. f) To check the bags once in a week. g) To confiscate the mobiles and other prohibited appliances. h) To take the regular meeting of student councils, prefect, monitors. i) To ensure discipline j) To refer the problematic cases to the counselor for diagnosis
<p>13. UBI FEE COLLECTION & CS-54</p>	<ol style="list-style-type: none"> 1. MR.NATRAJAN, PGT, MATHS I/C 2. MS. VANDANA TIWARI, TGT, MATHS 3. MRS. SHANMUGA PRIYA, TGT MATHS 4. MISS. SWATI MAURYA, PRT 5. MISS BINITA BARIK, PRT 6. MRS.R.RAMA (C.I) 	<p>Ensuring the quarterly verification of student data, by class teachers, in UBI portal. Ensuring the payment of fees by all students. Informing the parents who have not paid fees in time. Verifying and certifying the quarterly fee collected and deposited in to schools account, in coordination with Accounts section.</p>
<p>14. GRIEVANCE REDRESSAL (SEXUAL HARASSEMENT / IMPLEMENTATION OF POCSO ACT, CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)</p>	<ol style="list-style-type: none"> 1. MRS. S. VALLI, VICE PRINCIPAL 2. MR. R. NATARAJAN , PGT, MATHS 3. MRS.S.SHANTHI, PGT, ECO 4. MRS.USHA SHIVAJI, HM 5. MRS.ROHINI SRIDHARAN, PRT 6. MRS. D. BALA JOY DADDY, PRT 7. MRS. KAMALA ESHWARAN, PRT 8. MRS. KALPANA, COUNSELLOR 	<p>Record the grievances, internal complaints and suggestions. Discuss and take decisions regarding bullying, gender inequality, personal complaints or any other girl or lady teacher related issues. Work in coordination with AEP, Discipline committee and Guidance & Counselling (Psychology) committees. POSCO related problems.</p> <p>Duties :-</p> <ol style="list-style-type: none"> 1. If any complaint related to immoral behavior towards girl students is received by the committee, the

following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes every week, collect

		<p>the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.</p> <p>12. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.</p>
15. INCOME TAX / TDS VERIFICATION	<ol style="list-style-type: none"> 1. MRS.PRASHANTHI, ASO 2. MR. P.B. RAJESH, TGT, LIB 3. MRS. Y. PADMA, SSA 4. MR. S. GANESAN, JSA 	<ol style="list-style-type: none"> 1. Calculation of Income Tax and informing the Accounts section to make TDS on monthly basis. 2. Collecting the supporting documents from the staff and verifying them. 3. Calculating and finalizing the Income Tax of all members of staff. 4. Printing and distributing the Form-16 to all members of staff for e-filing the returns.
16. LOCAL PURCHASE (GEM)	<ol style="list-style-type: none"> 1. MRS.SATWANTI,PGT, CHEM 2. MISS.MANSI, TGT, SCIENCE 3. MISS.ASHA.D.RAJU, PGT, CS 4. MRS.SHWETHA JAIN, PRT 5. MRS. RINA KUMARI, PRT 6. MRS. BINITA BARIK, PRT 7. MR. P B RAJESH, TGT, LIB 8. MRS.PRASHANTHI, ASO 9. MRS.Y.PADMA, SSA 10. MRS.R.RAMA, CI 	<p>Registering the firms who supply the required articles for the Vidyalaya.</p> <p>Inviting and opening the quotations following the KVS norms.</p> <p>Preparation of comparative statements and placing the supply order as per the request from Department In-charge.</p> <p>Survey the local market, procure the quotations, check the veracity of the same and recommend the authorities to place supply order, as per norms laid for Local Purchase.</p>
17. MAINTENANCE & REPAIR	<ol style="list-style-type: none"> 1. MR.P.B.RAJESH, TGT, (LIB) I/C 2. MS. PALLAVI RANI, TGT, WE 3. MS. ASHA D RAJU, PGT 4. MRS.Y PADMA, SSA 5. MRS.USHA SHIVAJI, HM 6. MR.MANGESH GAUTAM KARLE , PRT 7. MR.MUNUSAMY, SUB STAFF 8. MR. E NATRAJAN, SUB STAFF 	<ol style="list-style-type: none"> 1. Plan the maintenance works required. 2. Obtaining the Administrative approval from The Chairman for all works. 3. Inviting the quotations, if required. 4. Monitor the work and certify its quality and completion.
18. STAFF AND PARENT TEACHER MEETINGS RECORDS	<ol style="list-style-type: none"> 1.MRS. E.M. HEMATHILAGA PGT, CHEM -I/C 2. MRS. S. SHANTHI, PGT, ECO 3. MRS. KAVITA, TGT, SKT 4. MRS.P.PRABHA ,TGT, ENG 5. MRS. USHASIVAJI , PRT 6.MRS.KAMALA EASWARAN, PRT 7. MRS. NEELAM PATIL, PRT 8. ALL THE CLASS TEACHERS 	<p>Maintain and update the Staff Meeting, Parent-Teacher Meeting, Inspection Meetings and any other meetings' record.</p>

19. SCHOOL MAGAZINE & DIARY	<ol style="list-style-type: none"> 1. MRS. A. JYOTHI PGT, ENG(MAGAZINE) 2. MRS.HEMATHIGA PGT CHEM(DIARY) 3. MRS. SITA PRASAD, PGT, HIN 4. MS. KEERTHIKA PATHAK, TGT, HIN 5. MS. PRATIBHA SAGAR , TGT, HIN 6. MR. C J I JOEL, TGT, ENG 7. MRS. BALAJYDADY, PRT 8. MS. R ARUNA, PRT 9. MRS. RINA, PRT 10. MS. LALITA SINGH, PRT 11. MRS. SHIVANI KASHYAP, PRT 	<p>Publication of student's diary, teacher's diary and other magazines. Informing the press the progress of Vidyalaya and publication of articles or event news. Work in coordination with Achievement record committee.</p>
20. TRANSPORTATION & EXCURSION	<ol style="list-style-type: none"> 1. MR.MAHADEVAN, PGT, MATHS 2. MRS. PADMA PRIYA, PGT, COMMERCE 3. MR.P.B RAJESH, TGT, (LIB) 4. MRS.N.C.MEENAKSHI, PRT 5. MRS.SUJATHA MAHADEVAN, PRT 6. MRS. N.C. MEENAKSHI, PRT 7. MR.MANGESH GAUTAM KARLE, PRT 	<p>Inviting the quotations for transportation and finalizing the firm. Identifying the places to visit, mutual agreement with Student Council. Arranging for educational tour and liaising with the agency. Ensuring safety and security of the students during excursion.</p>
21. GUIDANCE AND COUNSELING	<ol style="list-style-type: none"> 1. MRS. A. JYOTHI, PGT, ENG 2. MRS. SATWANTI, PGT, CHEM 3. MRS. MANSI NAGAR, TGT, SCI 4. MRS. L. KALPANA, COUNSELOR, 	<p>YEAR PLANNER FOR COUNSELING SESSIONS SHALL HAVE TO BE PREPARED MONTHLY REPORT HAS TO BE SUBMITTED ON THE ACTIVITIES UNDERTAKEN FOR PROVIDING TO INFORMATION TO THE STUDENTS IN A SEPARATE REGISTER.</p>
22. AEP	<ol style="list-style-type: none"> 1. MRS. B V JAYASHREE, PGT, BIO 2. MRS. P PRABHA, TGT, ENG , 3. MANSI SAGAR, TGT, SCI 4. MR. P B RAJESH, TGT, LIB 	<p>Organising Parents meetings, creating awareness among parents and children about the changes in adolescent stage *Creating awareness about sexual diseases * Suggestions for stress related problems *Planning, Preparation and conducting the programs relating to adolescent stage</p>
23. ACP	<ol style="list-style-type: none"> 1. MR. P B RAJESH, TGT, LIB 2. MRS. PRABHA, TGT, ENG 3. MRS. ASHUTOSH KUMAR, TGT, ART 4. 	<p>To conduct program as per the guidelines of KVS & Ramakrishna mission</p>

24. INSPIRE AWARD	1. MRS. SATWANTI, PGT, CHEM 2. MRS. MANSI NAGAR, TGT, SCI 3. MRS. PRIYALI, TGT, SCI	To inform the students about the topics to be chosen and guide
24. SC/ST/OBC SCHOLARSHIP	1.MR. M. NATARAJAN, PGT, MATHS. 2.MRS. KAVITA KUMARI , TGT SKT 3.MRS. SWETHA JAIN, PRT	To make a list of all SC/ST Students for awarding scholarship & Maintain a record of students who received the scholarship
25. MAINTAINANCE OF RECORD OF ALL THE EVENTS OF THE VIDYALAYA, STAFF MEETING AND RECORD OF THE MINUTES	1. MRS. HEMATHILAGA, PGT, CHEM 2. MRS. SITHA PRASAD, PGT, HIN 3. MRS. PRABHA, TGT, ENG 4. MR. C. J . I. JOEL, TGT, ENG 5. MRS. KAVITA KUMARI, TGT, SKT 6. MS. R ARUNA, PRT	TO RECORD THE MINUTES OF ALL STAFF MEETINGS, PTA MEETING, X & XII CLASS PTA MEETINGS AND TO MAINTAIN RECORDS/FILES OF THE SAME TO MAINTAIN A RECORD OF ALL EVENTS/FUNCTIONS ETC. HELD IN THE VIDYALAYA TO PREPARE BY MONTHLY NEWS LETTER AND TO SEND TO RO AND OTHER OFFICIALS OF KVS
26. YOUTH PARLIAMENT	1. Mrs. S. SHANTHI, PGT, ECO 2. MRS. P PRABHA, TGT, ENG 3. MRS. A. GRACY 4. MRS. KEERTHIKA PATHAK, TGT, HIN	TO PREPARE STUDENTS FOR PARTICIPATING IN THE REGIONAL LEVEL, NATIONAL LEVEL YOUTH PARLIAMENT COMPETITION AND ALSO FOR ONLINE COMPETITION.
27. PIMS PORTAL UP-DATION UDISE AND EMIS UPDATION	1. MS. ASHA D RAJU , PGT, CS 2. MS. ARUNA, PRT 3. MRS. M A SUMILA, DEO ALL THE CLASS TEACHERS MRS. RAMA , COMP. INSTRUCTOR MR.DHANUSH COMP.UTER INSTRUCTOR	TO RECORD AND UPDATE THE PORTAL AS AND WHEN REQUIRED AS PER THE GUIDELINES OF KVS 1. DETAILS OF THE STUDENTS TO BE UPDATED IN THE UDISE AND EMIS PORTAL AS WHEN A STUDENT IS ADMITTED 2. THE STUDENT HAS TO BE MOVED TO THE OUTBOX WHEN TC TAKEN AND THE EMIS AND PEN NUMBER TO BE GIVEN TO THE PARENT
28. SCOUTS AND GUIDES / CUBS AND BULBULS	1. SRI.P.B.RAJESH, (LIB) –I/C 2. MRS.N.C.MEENAKSHI, MUSIC TR 3. MRS.P.PRABHA, TGT, ENG 4. MS.R.ARUNA, PRT	Duties: a) To ensure minimum enrolment (50%) in the movement before 31 st August b) To organize investiture ceremony for the new recruits

		<p>c) To conduct the parade after school hours and class on every Thursday.</p> <p>d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham Charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan</p> <p>e) To issue the merit certificate after the conduct of test</p> <p>f) Celebration of thinking day3</p> <p>g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor</p>
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<p>29.</p> <p>1.NTSE</p> <p>2. NCSC AND IAPT</p> <p>3.SCIENCE EXHIBITION</p> <p>4. IAPT</p>	<p>1. MRS. SATWANTI, PGT</p> <p>2. MRS. HEMATHILAGA, PGT, CHEM</p> <p>3. MRS. PRIYALI, TGT, SCI</p> <p>And all Science Teachers</p>	<p>SMOOTH CONDUCTION OF ALL THE EXAMS/ PREPARING AND MOTIVATING THE STUDENTS FOR EXHIBITION</p>
<p>SOCIAL SCIENCE EXHIBITION, EBSB AND AKAM</p>	<p>1. MRS. S. SHANTHI, PGT, ECO</p> <p>2. MRS. PADMA PRIYA, PGT, COM,</p> <p>3. MRS. A GRACY, TGT, SST</p> <p>4. MRS. GEETHA DANIEL, TGT, SST</p> <p>5. MRS. K. GAYATHRI, TGT, SST</p> <p>6. N C MEENAKSHI, PRT, MUSIC</p> <p>7. MR. ASHUTOSH KUMAR, TGT, ART</p>	<p>TO CONDUCT ALL THE ACTIVITIES RELATING TO SOCIAL SCIENCE, EBSB AND AKAM AS PER KVS GUIDELINES</p> <p>TO SENT REPORT TO RO AS AND WHEN REQUIRED</p>
<p>30. LIBRARY</p>	<p>1. MR.P.B.RAJESH-I/C</p> <p>2. MRS. S. VALLI, VP</p> <p>3. MRS. USHA SHIVAJI, HM</p> <p>4. MRS.JYOTHI, PGT, ENG</p> <p>5. MR.NATARAJAN, PGT, MAT</p> <p>6. MRS, SITA PRASAD, PGT, HIN</p> <p>7. MRS.PRABHA, TGT ENGLISH</p> <p>8. MRS.SWATI MAURYA, PRT</p> <p>9. MS. LALITA SINGH, PRT</p> <p>10. MS. PRAGATI DUBEY, PRT</p>	<p>Duties:</p> <p>a) The meeting are to be convened at least once in a month</p> <p>b) Committee will submit the list of books to be procured subject wise in the beginning of academic session</p> <p>c) Books review</p> <p>d) To inculcate reading habits among the staff & children</p> <p>e) To organize books exhibition on important occasions</p>
<p>31. SUGGESTION BOX</p>	<p>1. MRS. S. VALLI, VP</p> <p>2.MR. M. NATARAJAN, PGT MATHS</p> <p>3.MR. MANESH GAUTAM KARLE, PRT</p>	<p>a)Box meant for general complaints / suggestion, should be opened fortnightly</p> <p>b)Register for recording the complaints / suggestions should be maintained</p>

	4. MR. P B RAJESH, TGT LIB	c) Corrective measures are to be taken immediately in consultation with Principal.
32. COMPUTER LAB & WEBSITE UPDATION	1. MISS.ASHA D RAJU I/C 2. MRS. BALA JOY DADY,PRT 3. MR.MANGESH,KARLE, PRT 4. MRS. RAMA, COMPUTER INSTRUCTOR 5.MR. DHANUSH, COMPUTER INSTRUCTOR	1. To ensure updation of vidyalaya website once in every fortnight and as and when it is required. Updation of enrolment of students class-wise and section wise and staff vacancy position 2. Keeping record of computer infrastructure data 3. Other allied information that is required by kvs
33. LUNCH BREAK SUPERVISION:	1.ALL PRIMARY TEACHERS 2.MR. VEERAPPAN, YOGA INSTRUCTOR 3.MR. PALMSON MOSES SPORTS COACH 4.MRS. SIVARANJANI, NURSE 5.MRS. KALPANA, COUNSELLOR	a). To mind the discipline of the students during the lunch break b). To see that the students reach their respective class after the lunch.
34. FURNITURE PURCHASE AND MAINTENANCE.:	1. MR. ASHUTOSH, TGT ART 2. MR. P.B.RAJESH , TGT LIB 3. MRS KAVITA KUMARI, TGT SKT 4. MR. MANGESH GAUTAM KARLE, PRT 5. MR. T. MURUGAN, SUB-STAFF	a). To maintain the record of room wise/dept. wise distribution of furniture. b). To take initiative to see that the broken furniture is repaired regularly. c). To Prepare the list of broken furniture which are to be condemned. d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). e). To see any shortages, deficiency of furnitures and report to the Principal. f). To ensure regularly that no furniture is lying in the corridors or in the open space. g). To store and stock the broken or old furniture properly. h). To maintain the stock register.

<p>35. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS</p>	<ol style="list-style-type: none"> 1. . MRS. B.V.JAYASHREE PGT BIO I/C 2. MRS. MANSI NAGAR,TGT SCI 3. MS. PRIYALI, TGT SCI 4. MR.ASHUTOSH, TGT 5. MRS. GEETHA DANIEL, TGT SST 6. MRS. SHWETA JAIN, PRT 7. MR. S GANESAN, JSA 8. MR. MUNUSAMY, SUB-STAFF 	<ol style="list-style-type: none"> a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. b). To procure ornamental plants and other fruit bearing plants in consultation with Principal. c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. d) To procure fertilizers, manure, pesticides in consultation with Principal. e). Preparation of placards in different areas of garden. f). Numbering of tress and potted plants. g). Celebration of Vanamahostava in consultation with principal and forest dept. h). To motivate the children for gardening and beautification. i). To develop medicinal plant garden in the campus. j). To display the quotations in the corridors and class rooms. k). To fix bulletin board in the class room for display of educational charts. l). To decorate the corridor and common areas with paintings photographs of National leaders, Scientists. m). To ensure the display of material in the bulletin boards.
<p>36. MEDICAL CHECKUP A, SBSB AND STUDENTS FITNESS SCORE</p>	<ol style="list-style-type: none"> 1. MRS. DEEPIKA GUTA, TGT P&HE 2. MRS. SIVARANJANI, NURSE 3. MR. PALMSON, SPORTS COACH 4. MRS.NEELAM PATIL, PRT 	<ol style="list-style-type: none"> a). To procure the required number of medical cards in the beginning of the academic session. b). To distributes the medical cards to the class teachers based on strength. c). To arrange the medical checkup twice in a year (in the month of August and Feb) d). To ensure the follow up action after the medical checkup.

		<u>e) MAINTAINING SBSB RECORDS</u>
37. IMPLEMENTATION OF RAJ BASHA	<ol style="list-style-type: none"> 1. MRS.SITA, PGT HINDI-I/C 2. MRS. PRATIBA SAGAR, TGT HIN 3. MRS.RINA KUMARI, PRT 4. MRS. SWETHA JAIN PRT 5. MRS. POOJA, PRT 6. MRS. NEELAM PATIL, PRT 7. MRS.MANGESH GAUTAM KARLE, PRT 8. MRS. SHIVANI KASHYAP, PRT 	<ol style="list-style-type: none"> a) To implement the decision taken during Nagar Raj Basha committee meeting b) To attend Nagar Raj Basha committee as and when required c) To send periodical report to the KVS RO Mumbai, KVS New Delhi, Nagar Rajbasha committee d) To take initiative to see that correspondence is made in Hindi.
38. SAFETY AND SECURITY OF THE STUDENTS	<ol style="list-style-type: none"> 1. MRS. S. VALLI, VP 2. ALL THE STAFF MEMBERS 3. OFFICE STAFF, SUBSTAFF AND SECURITY 4. MR. PALMSON MOSES, SPORTS COACH 5. MRS. KALPANA, COUNSELOR 6. MRS. SPECIAL EDUCATOR 	<p>IT IS THE DUTY OF ALL THE STAFF MEMEBERS OF THE VIDYALAYA TO ENSURE:</p> <p>Restricting the entry of parents/visitors during school hours. UNNECESSARY MOVEMENT OF VISITORS / PARENTS. ANYBODY WHO VISITS THE VIDYALAYA IT SHOULD BE BROUGHT TO THE KNOWLEDGE OF PRINCIPAL IMMEDIATELY</p>
39. STRENGTHING OF PRIMARY EDUCATION (CMP): CMP/FLN INITIATIVES, UPDATING WEBSITES BLOG CREATION , CMP /NIPUN MINUTES	<ol style="list-style-type: none"> 1. MRS. USHA SHIVAJI I/C 2. MRS. BALAJI DADY PRT 3. MRS.ROHINI SRIDHARAN PRT <p>ALL PRT'S</p>	<ol style="list-style-type: none"> a). To ensure the implementation of FLN as per KVS norms.
	<ol style="list-style-type: none"> 1. MRS.NEELAM PATIL PRT I/ C, 2. MRS,REENA KUMARI PRT & 3. MRS. SHIVANI KASHYAP, PRT 	<ol style="list-style-type: none"> a). To take the requirement of TLM from teachers well in advance every month. c). to procure TLM for the local market by taking an amount of Rs. 2000/- every month.

40. TLM & RESOURCE ROOM/ FILM SHOW / CATAL (PRIMARY)		d). To ensure the distribution of TLM to all the teachers as per requirements. e). To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
41. PHOTOGRAPHY & PHOTO DISPLAY BOARD:	1. MR. C J I JOEL, TGT ENG 2. MRS. RAMA, COMP. INSTURCTOR 3. MR. DHANUSH, COMP. INSTURCTOR 4. MRS. BALAJAY DADY, PRT	To ensure the photography/Video grapy as important occasions days/ functions.
42. SPORTS	1. MS. DEEPIKA GUTA, TGT P& HE 2. MR.P.B.RAJESH, TGT LIB 3. MR. VEERAPPAN, YOGA INSTRUCTOR 4. MR. PALMSON SPORTS COACH(PRIMARY & SECONDARY) 5. MRS. GEETHA DANIEL 6. MRS. BALA JOY DADY PRT 7. MRS.RINA KUMARI PRT 8. MR.MANGESH GAUTAM KARLE PRT	CONDUCTING EVENTS AND ARRANGING THE SPORTS DAY
43. TEACHING AIDS AND RESOURCE ROOM	1. MRS. S. SHANTHI, PGT ECO 2.MRS. GRACY TGT SST 3. MRS. GEETHA DANIEL, TGT SST	MAINTAINING THE RECORDS PROPER UTILISATON OF TEACHING AIDS ROOMS

44. P A SYSTEM	1. MS. PALLAVI RANI, TGT WE 2. MRS. N. C. MEENAKSHI, PRT MUSIC 3. MR. PALMSON MOSES, SPORTS COACH 4. MR. VEERAPPAN, YOGA INSTRUCTOR 5. MR. ASHUTOUSH, TGT ART 6. SHILPI SINHA, TGT SKT 7. MR. MANGESH GAUTAM KARLE, PRT 8. MRS. UMADEVI, PRT 9. MR. DHANUSH, COMP. INS.	CONDUCTION OF ASSEMBLY PURCHASING PA SYTEM AVAILBILITY OF PA SYSTEM
45. FILM SHOW/ CAL TAL/ E-CLASS ROOMS (SECONDARY)	1. MR. NATARAJAN - CAL/ TAL/ E-CLASS 2. MRS. ASHA D RAJU PGT CS 3. MRS. RAMA, COMP. INSTRUCTOR 4. MR. DHANUSH, COMP. INSTRUCTOR	TIMETABLE FOR CAL/TAL SUPERVISION OF CAL/ TAL CLASSES MAINTENANCE OF E CLASS REGISTERS AND SUBMISSION TO PRINCIPAL EVERY FORTNIGHT
46. MAINTENANCE AND REPAIR OF STAFF QUARTERS	MR. P.B.RAJESH I/C TGT LIB MRS. SATWANTI, PGT, CHEM MRS. KAVITA KUMARI, TGT, SKT MR. MANGESH, PRT MRS. Y.PADMA, SSA MR. E NATRAJAN, SUB-STAFF	UPDATING ABOUT THE MAINTENANCE OF STAFF QUARTERS
47. LATE COMERS & UNIFORM CHECKING	MS. DEEPIKA GUPTA, TGT, P & HE MRS. KALPANA, COUNSELLOR ALL CLASS TEACHERS MS. LALITA SINGH, PRT MRS. SHIVANI KASHYAP, PRT MR. VEERAPPAN, YOGA INSTRUCTOR MR. PALMSON MOSES, SPORTS COACH ALL CLASS TEACHERS	ENSURE THAT STUDENTS REACH VIDYALAYA BEFORE TIME RECORDS TO BE MAINTAINED ESSURE THE STUDENTS COME IN PROPER UNIFORM INFORM THE PARENTS ACCORDINGLY ABOUT IMPROPER UNIFORM
48. JIGYASA	1. MRS.SATWANTI PGT(CHEM)	

	2. MRS.MANSI NAGAR TGT(SCIENCE)	VISITING CSIRLABS – EXPERIENCES AND IMPRESSIONS TO BE PHOTOGRAPHED AND VIDEOGRAPHED AND TO BE SHARED WITH THE REGIONAL OFFICE .
49. PUSTAKOPHAAR	MR.P.B.RAJESH TGT ALL THE CLASS TRS.-PRIMARY	GIFTING OLD TEXTBOOKS TO THEIR JUNIORS KEEPING RECORD
50. PARTNERSHIP WITH LINKED SCHOOLS EBSB AND AKAM	1. MRS.S. SHANTHI, PGT ECO 2. MRS.USHA SIVAJI, HM 3. MRS.BALA JOY DADY, PRT 4. MRS.KAVITA KUMARI, TGT SKT	ENHANCED ROLE OF YOUR VIDYALAYA AND RESOURCE TO THE LINKED SCHOOL
51. RECORD OF ACHIEVEMENT AND COLLECTION OF REPORTS	1. MRS.S SHANTHI PGT ECO I/C 2. MRS, SHARDA SUMAN, TGT ENG 3. MR. C. J. I . JOEL, TGT ENG 4. MRS.N.C.MEENAKSHI, PRT(MUSIC) 5. MRS.POOJA, PRT 6. MRS.BALA JOY DADY, PRT 7. MRS.SUJATHA MAHADEVAN, PRT 8. MR.MANGESH,PRT	MAJOR ACHIEVEMENTS OF STUDENTS AND TEACHERS ARE TO BE INFORMED TO PRESS&PUBLICATION COMMITTEE AND ALSO DISPLAY IN THE WEBSITE ON A MONTHLY BASIS.
52. PM SHRI	1. MRS. RADHA MUKUNDAN, PGT PHY 2. MISS.ASHA D RAJU 3. MRS. SATWANTI, PGT CHEM 4. PHYSICS 2 5. MRS. P B RAJESH, TGT LIB 6. MRS. RAMA, COMP. INSTURTOR	1. TO FOLLOW ALL THE GUIDELINES ISSUED BY KVS REGARDING UTILISATION OF PM SHRI GRANT AND PROCURE MATERIALS AS PRESCRIBED. 2. TO SENT REPORT AS AND WHEN REQUIRED TO KVS.

53. CWSN	<ol style="list-style-type: none"> 1. MRS. RADHA MUKUNDAN, PGT PHY 2. B. V. JAYASHREE, PGT BIO 3. . MS. DEEPIKA GUPTA, TGT (P & HE) 4. MRS. MARISELVI, SPECIAL EDUCATOR 	<ol style="list-style-type: none"> 1. TO MAINTAIN A LIST OF STUDENTS WITH SPECIAL NEEDS 2. TO PROCURE NECESSARY ITEMS AS PER KVS GUIDELINES TO SUPPORT CHILDREN WITH SPECIAL NEEDS IN IMPROVING THEIR ACADEMICS
54. STANDARD OPERATING PROCEDURE	<ol style="list-style-type: none"> 1. MR. P B RAJESH, TGT LIB 2. MS. PALLAVI RANI, TGT WE 3. MS. DEEPIKA GUPTA, TGT P & HE 4. KAVITA KUMARI, TGT SKT 5. GEETHA DANIEL, TGT SST 6. MRS. NEELAM PATIL, PRT 7. MS. PRAGATI DUBEY, PRT 8. MR. PALMSON, SPORTS COACH 	<ol style="list-style-type: none"> 1. To read the sop carefully and bring into the notice of all the staff and teachers of the school and develop comprehensive action plan to implement the guidelines 2. To allocate specific roles to different personnel and teachers as per the sop and brief the staff about the action to be taken by them in any exigency and take preventive measures as given in the guidelines in consultation with the local police 3. Keep the security personnel of the school on the alert 4. To communicate clear guidelines to parents about what they should do and should not do in case of any news of such incidents 5. To conduct advance reconnaissance of the school with help of the local police and hold mock drills for school staffs.
55. ONLINE TRANSFER PORTAL	<ol style="list-style-type: none"> 1. MRS.PRASANTHI ASO 2. MRS. PADMA SSA 3. MRS. VALLI , VP 4. COMPUTER INSTRUCTOR 	To go through the transfer guidelines carefully and update the details in the transfer portal for all the staff members as and when required by KVS.

CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES
(SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:

S.NO	NAME	DUTIES OF INCHARGES – AS PER THEIR DUTY ALLOTMENT
1.	SECONDARY AND SR. SECONDARY MR. ASHUTOSH -OVERALL INCHARGE MRS. SITA PRASAD, PGT HINDI MRS.KAVITHA KUMARI , TGT SKT MRS. A GRACY, TGT SST MR. PALMSON MOSES, SPORTS COACH	1. To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. 2. To ensure the provision of dustbins in all the class rooms.
2.	PRIMARY – OVERALL CLEANLINESS MRS. USHA SIVAJI, HM MRS. ROHINI SRIDHARAN, PRT MRS. NELAM PATIL, PRT MS. BINITA BARIK, PRT MRS. UMADEVI, PRT	3. To appraise the Principal about the cleanliness of school building from time to time. 4. To supervise the work of the people deployed under housekeeping. 5. To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
3	STAFF ROOM NEAR PRIMARY COMPUTER ROOM) MRS. S. SHANTHI, PGT ECO MRS. KAVITA KUMARI MRS.N C MEENAKSHI PRT(MUSIC) MRS.POOJA PRT MRS. MARLEEN MARY, PRT	6. To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. 7.To clear the wild bushes and thorny plants that are growing in different parts of school campus.
4	STAFFROOM MR. C. J. I JOEL. TGT ENG MRS. SHILPI SINHA, TGT SKT MRS. K GAYATHRI, TGT SST MRS.KAVITA KUMARI, TGT SKT	8. to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
5	SECONDARY CORRIDOR- MS. PRATIBHA SAGAR, TGT HIN MRS. S MARISELVI, SP.EDUCATOR MRS. S SIVARANJANI, NURSE	9. To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. 10. In – charge can deligate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.
6	LOBBY AND XII CLASS WING TILL LIBRARY- CLASS TEACHERS	11. CLEANLINESS REGISTER TO BE MAINTAINED AND SHIELD TO BE GIVEN FOR THE BEST CLASS EVERY FORTNIGHT
7	LAB WING – TILL PRIMARY MS. MANASI NAGAR TGT SCI	
8	SECONDARY GIRLS TOILETS- MRS. S MARISELVI, SPECIAL EDUCATOR ART & CRAFT COACH BOYS TOILET- MR.MURUGAN, SUB STAFF	
9	SECONDARY COMPUTER LAB- MISS.ASHA D RAJU PGT (C.I) MRS.RAMA TGT (C.I) PRIMARY LAB – MRS. PRAGATI DUBEY, PRT MRS.NILAM PATIL, PRT MRS.RINA, PRT	CLASS ROOM AND LAB CLEANLINESS
10	ALL DEPARTMENT HOLDERS ALL CLASS TEACHERS, CO CLASS TEACHERS AND CLASS MONITORS	
11	GROUND- MR. VEERAPPAN, YOGA INSTRUCTOR, MR. PAMSON MOSES, COACH	

SUBJECT COMMITTEE

1	ENGLISH	MRS.A.JYOTHI PGT ENG AND ALL MEMBERS	<p><u>Subject conveners will discuss the following issues during the meeting :</u></p> <p>i). Guidance regarding the maintenance of teacher diary</p> <p>ii). Coverage of syllabus as per the split up syllabus approved by KVS</p> <p>iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS</p> <p>iv). Demo classes by rotation during the subject committee meeting</p> <p>v). Uses of computers and other audio visual aids in teaching learning process</p> <p>vi). Plan of evaluation of home assignment</p> <p>vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.</p> <p>viii). Plan of action for weak students & bright students</p> <p>ix). Remedial teaching for weak students</p> <p>x). Decoration of bulletin boards in corridors / class rooms with educational charts.</p> <p>Xi). Club activity / Science and social exhibition</p> <p><u>NOTE:</u>The subject convener will be held responsible for non – submission of the record to the Principal.</p>
2	HINDI & SANSKRIT	MRS. SITA PRASAD , PGT HIN AND ALL HINDI & SANSKRIT	
3	MATHEMATICS	MR.MAHADEVAN PGT AND ALL MEMBERS	
4	SCIENCE	MRS.RADHA MUKUNDAN AND ALL MEMBERS	
5	SOCIAL SCIENCE	MRS. SHANTHI,PGT (ECO) AND ALL MEMBERS	
6	Co – Scholastic Subjects	<ol style="list-style-type: none"> 1. Mr. P.B.Rajesh TGT, LIB 2. Ms. Pallavi, TGT, WE 3. MR. Ashutosh Kumar, TGT, ART 4. Ms. Deepika TGT, P&HE 5. MR. Veerappan, Yoga Teacher 6. Mr. Palmson Moses, Sports Coach 	

PRINCIPAL