

PM SHRI KENDRIYA VIDYALAYA, CLRI, ADYAR, CHENNAI-20
VIDYALAYA COMMITTEES 2026-2027

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2026-2027. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges. In absence of the in – charge, the next senior member of the committee will automatically will be the In – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the In – charge, the senior member in the committee will complete the handing and taking over procedure.

IA. ACADEMIC SUPPORT:- SECONDARY

S.NO	NAME	DESIGNATION	I/C MEMBER	SIGN
1	Mrs. S. Chitra	PGT (Chem)	I/C	
2	Ms.S.Kiran	PGT(CS)	MEMBER	
3	Mrs. Anu Vijayan	PGT(Bio.Tech)	MEMBER	
4	Mr. Shashank Saurabh Singh	PGT (Hindi)	MEMBER	
5	Mr. Rajesh Gupta	TGT (Mathematics)	MEMBER	

B. ACADEMIC SUPPORT: - PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Deepak Sharma	HM	I/C	
2	Mrs. Bhuvanewari	PRT	MEMBER	
3	Mrs. Girija Rani	PRT (Music)	MEMBER	

Duties:-

- a) The committee will help the Principal in all the day to day academic matters.
- b) The committee to go through the circulars received form KVS RO Chennai and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS (RO) and other KVS (HQ) New Delhi and other organizations as per the directions of the Principal.
- c) Any other work assigned by the principal in day-to-day academic matter.
- d) To inform the Principal about the lapses, deviations in any area.

NOTE:

As in-charge, you will be held responsible for non – submission of the record to the Principal.

II A) ADMINISTRATIVE SUPPORT COMMITTEE: SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. S. Chitra	PGT (Chem)	I/C	
2	Ms.S.Kiran	PGT(CS)	MEMBER	
3	Mrs. Anu Vijayan	PGT(BIO-TECH)	MEMBER	
4	Mr. Shashank Saurabh Singh	PGT (Hindi)	MEMBER	
5	Mr. Rajesh Gupta	TGT (Mathematics)	MEMBER	

II B) ADMINISTRATIVE SUPPORT COMMITTEE: PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Deepak Sharma	HM	I/C	
2	Mrs. Bhuvanewari	PRT	MEMBER	
3	Mrs. Girija Rani	PRT (Music)	MEMBER	

Duties:-

- a) The committee will help the Principal in all the day to day administrative matters.
- b) The committee to go through the circulars received from KVS RO Chennai and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS(RO) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal.
- c) Any other work assigned by the principal in day-to-day administrative matter.
- d) To inform the Principal about the lapses, deviations in any area.

NOTE:

As in-charge, you will be held responsible for non – submission of the record to the Principal.

III. ADMISSION

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Deepak Sharma	HM	I/C	
2	Ms. S. Kiran	PGT(CS)	MEMBER (Technical Support)	
3	Mrs. Devi Meenambigai	PGT (COMM)	MEMBER	
4	Mrs. Shilpi Kandhuri	TGT(Sci)	MEMBER	
5	Mrs. Gayathri	TGT(Math)	MEMBER	
6	I A B C Class Teachers	PRT	MEMBER	
7	I A B C Class Teachers	PRT	MEMBER	
8	I A B C Class Teachers	PRT	MEMBER	
9	Mrs. Priyanshi Saxena	PRT	MEMBER	
10	TGT(COMP INST)	Comp Ins(secondary)	MEMBER	
11	PRT(COMP INST)	Comp Ins(Primary)	MEMBER	

Duties:-

- a) Responsible for the complete admission process as per KVS norms.
To procure offline registration admission forms for classes 2 and above as per the schedule given by KVS.
- b) Scrutiny of registration forms as per the admission guidelines given by KVS
- c) Preparation of provisional list of selected candidates for all the classes.
- d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- e) To take the approval of VMC before the release of the merit list.
- f) Maintenance of admission registers.
- g) Admission of candidates based on KVTC as per KVS norms.
- h) Local transfer admissions.
- i) Uploading the details of admission on the website.

III A. EXAMINATIONS : SECONDARY (INTERNAL)

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Sweta Kiren	PGT(Bio)	I/C	
2	Mrs. Prerana Dabral	PGT(PHY)	Co- I/C	
3	Mrs. Pramila Verma	TGT(Hindi)	MEMBER	
4	Ms. Ruby Verma	TGT(SST)	MEMBER	
5	Mrs. Anandha Priya	TGT(ENGL)	MEMBER	
6	Mrs. Ashwathy	TGT(SCI)	MEMBER	
7	Ms. Sarukeswarai	TGT(COMP INST)	MEMBER	

IIIB. EXAMINATIONS : PRIMARY (INTERNAL)

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Shikha Pandey	PRT	I/C	
2	Mr. L P Maharana	PRT	MEMBER	
3	Mrs. Priyanshi Saxena	PRT	MEMBER	

III C. EXAMINATIONS : EXTERNAL EXAMS – NIOS/ANY OTHER

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Shashank Saurab Singh	PGT(Hindi)	I/C	
2	Mr. Rajesh Gupta	TGT(Math)	Co I/C	
3	Mr. Sajeendar	PGT(Math)	MEMBER	
4.	Mr. Manish Sharma	PRT	MEMBER	

III D. EXAMINATIONS : CBSE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Anu Vijayan	PGT(Bio Tech)	I/C	
2	Mrs. Prerana Dabral	PGT(Phy)	MEMBER	
3	Mrs. D Gayathri	TGT(Math)	MEMBER	
4.	Mrs. Nagalakshmi	TGT(Math)	MEMBER	
5.	Class teachers	IX,X,XI,XII	MEMBERS	

III E. AAROHAN(COMPETENCY BASED EXAMINATION):

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1.	Mrs. Devi Meenambigai	PGT(Comm)	I/C (SEC)	
2.	Mrs. Shikha Pandey	PRT	I/C (PRT)	
3.	Ms. Sarukeswari	SECONDARY	MEMBER	
4	Comp Instructor	PRT	MEMBER	
5	V Vidya	Vocational Instructor	MEMBER	

Duties:-

- a) To prepare an action plan for conducting assessments for classes III to V, VI to X and XI, XII including entry of grades / marks for NB and subject enrichment activities.
- b) To collect the question paper along with blue print, design, marking scheme for the exams and to preserve them for inspection purpose.
- c) To procure the result register, progress reports, certificate of school-based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- d) To conduct the test as per KVS guidelines.
- e) Declaration of results as per the KVS schedule.
- f) To maintain and place all the records pertaining to examination before the member of panel inspection team.
- g) To issue the notices, circulars of the examinations to the staff from time to time.
- h) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
 - i) To update examination details on website regularly.
- j) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- k) Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
- l) Correspondence for school affiliation.
- m) Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- n) Maintaining the record of shortage of attendance and correspondence with CBSE board.
- o) Framing the practical time table in liaison with other subject teachers.

NOTE: All the members will work with full cooperation and coordination in all these three Examination departments irrespective of the In-charge ship.

**IVA. TIME TABLE & SUBSTITUTION / LUNCH BREAK ALLOTMENT :
SECONDARY**

S NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. S. Chitra	PGT(Chem)	I/C	
2	Mr. Rajesh Gupta	TGT(Math)	CO I/c	
3	Mrs. Sherly Verghese	TGT(Lib)	MEMBER	
4	Ms. Neha Rani	TGT(PH&E)	MEMBER	
5	Mrs.V Vidhya	TGT(WE)	MEMBER	
6	P T Coach	Secondary	MEMBER	

**IVB. TIME TABLE & SUBSTITUTION/ LUNCH BREAK ALLOTMEN:
PRIMARY**

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Manish Sharma	PRT	I/C	
2	Ms. Chetna	PRT	MEMBER	
3	Comp Inst	PRT	MEMBER	

Duties:-

- a). To prepare the class time table and teachers time table as per KVS norms.
- b). To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- c). To prepare the special time table for remedial teaching(weak students in all classes).
- d). To give arrangement work for the teachers.
- e). To display copy of arrangement, work in the notice board.
- f). To call PT/CT as and when needed; giving appointment order with the approval of the chair
- g) 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
- h). To maintain the arrangement, register.

NOTE:

Undersigned reserve the right to change the class Teachership and co-class Teachership anytime during the year.

V A.CLA: SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs Kiran	TGT(SKT)	I/C	
2	Mrs. Kanchan Sharma	TGT (Eng)	Co I/c	
3	Mrs. Mrs. K Nagalakshmi	PGT (Eng)	MEMBER	
4	Mrs. Kavitha	TGT(Eng)	MEMBER	

V B.CLA: PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Bhuvaneswari	PRT	I/C	
2	Ms. Priyanka Mishra	PRT	MEMBER	
3	Ms. Anjana	PRT	MEMBER	

V C. MORNING ASSEMBLY: SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Devi Meenambigai	PGT(Comm)	I/C	
2	Mrs. Kanchan Sharma	TGT(Engl)	Co-I/C	
3	Mrs. Pramila Verma	TGT(Hindi)	MEMBER	
4.	Mrs.V Vidhya	TGT(WE)	MEMBER	

V D. MORNING ASSEMBLY: PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Rachana Yadav	PRT	I/C	
2	Mrs. Girija Rani	PRT(Music)	MEMBER	
3	Mr. L P Maharana	PRT	MEMBER	

VI A. P A SYSTEM: SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Shashank Saurabh Singh	PGT(HINDI)	I/C	
2	Mrs.V Vidhya	TGT(WE)	MEMBER	
3	Mrs. Girija Rani	PRT(Music)	MEMBER	

VI B P A SYSTEM: PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Lalu Prasad Maharana	PRT	I/C	
2	Mrs. Girija Rani	PRT(Music)	MEMBER	

Duties

- To conduct all the CCA programmes as per the schedule planned. Keep the record.
- Constitution of the students council and assigning roles and responsibilities
- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five point scale –

Excellent: Very good; Good; Average; Below Average

- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- To ensure the maintenance of the PA system and other musical instruments.

VII A. DISCIPLINE /SAFETY & SECURITY COMMITTEE: SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms Neha Rani	TGT(PH&E)	I/C	
2	Mrs. S. Chithra	PGT(Chem)	MEMBER	
3	Ms. Kiran S	PGT(CS)	MEMBER	
4.	Mr. Rajesh Gupta	TGT(Math)	MEMBER	
5.	Sports Coaches	Coaches	MEMBER	
6	Class Teachers	All classes	MEMBER	

VIIIB. DISCIPLINE /SAFETY & SECURITY COMMITTEE: PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Manish	PRT	I/C	
2	Class Teachers	All classes	MEMBERS	
3	Mr.Jagan	Sports Coach	MEMBER	

Duties :

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly
- c) To observe the behavior of students inside and outside class room
- d) To ensure provision of out pass in all classes and their utilization
- e) To initiate proper action as per KVS norms against indiscipline students
- f) To check the girls and boys uniform daily.
- g) To check the bags once in a week.
- h) To confiscate the mobiles and other prohibited appliances.
- i) To take the regular meeting of student councils, prefect, monitors.
- j) To ensure discipline
- k) To refer the problematic cases to the counselor for diagnosis
- l) To inform the parents immediately
- m) The gates will be closed sharp at 08:30 AM.
- n) No teachers and students will be allowed to enter.
- o) Half Casual leave will be debited for every late coming.

VIII A. SEXUAL HARASSMENT GREIVENCE COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Dr.(Mrs) Prerana	PGT(Phy)	IC	
2	Mrs. D . Gayathri	TGT(Math)	MEMBER	
3	Mrs.Aruna Rani	TGT(Art)	MEMBER	
4.	Mrs. Bhuvaneswari	PRT	MEMBER	

Duties :-

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

- a) A written complaint may be obtained from the students/parents.
- b) Case may be brought to the notice of Chairman, VMC.
- c) 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.
- d) A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- e) 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.
- f) 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.
- g) Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- h) The committee may discuss the issue with the accused teacher and his statement may be recorded.
- i) 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.
- j) 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.

VIII B: GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPS and STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. S. Kiran	PGT(CS)	IC	
2	Mrs. Anu Vijayan	PGT(Bio Tech)	MEMBER	
3	Mr. Shashank Saurabh Singh	PGT(Hindi)	MEMBER	
4	Mrs. Sherly Verghese	TGT(Lib)	MEMBER	
5	Mrs. U Chitra	PGT(Eco)	MEMBER	

Duties:-

If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

- a) A written complaint may be obtained from the students/parents.
- b) Case may be brought to the notice of Chairman, VMC.
- c) 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
- d) A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
- e) 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.
- f) The committee may ask about the behavior of the accused teacher towards other students and other teachers and their statements may also be recorded.
- g) Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
- h) The committee may discuss the issue with the accused teacher and his statement may be recorded.
- i) The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office.
- j) All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
- k) 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.

VIII C:SUGGESTON BOX:SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Sonam Tiwari	TGT(Sans)	I/C	
2	Mrs. Aruna Rani	TGT(ART)	MEMBER	
3	Mrs. D. Gayathri	TGT(Math)	MEMBER	

VIII D:SUGGESTON BOX:PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Deepak Sharma	HM	IC	
2	Mrs. Bhuvaneswari	PRT	MEMBER	

Duties:

- Committee should open the suggestion boxes every week, collect 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.
- 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

IX FURNITURE COMMITTEE:

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. L P Maharana	PRT	IC	
2	Mrs. Sherly Verghese	TGT(Lib)	MEMBER	
3	Ms. Neha Rani	TGT(PH&E)	MEMBER	

Duties:-

- To maintain the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned.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).
- To see any shortages, deficiency of furniture and report to the Principal.
- To ensure regularly that no furniture is lying in the corridors or in the open space.
- To store and stock the broken or old furniture properly. To maintain the stock register.

X MAINTENANCE & REPAIR COMMITTEE.

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1.	Mr. Shashank Saurabh Singh	PGT(Hindi)	I/C	
2	Ms. Shweta Kiren	PGT(BIO)	CO I/C	
3	Mrs. Aruna Rani	TGT(Art)	MEMBER	
4	Mr. Manish Sharma	PRT	MEMBER	

Duties:

- a) To maintain a register related with deficiencies noted in the Vidyalaya building.
- b) To undertake maintenance of school building on war footing basis.
- c) To procure the material required by following purchase procedure.
- d) To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- e) To maintain the labour register.
- f) To ensure the proper functioning of Aqua guard installed in school building
- g) To ensure the cleaning of overhead tanks in school building
- h) To ensure the chlorination of water stored in tanks after cleaning
- i) To ensure the proper functioning of water points.

XI. IMPLEMETATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Shashank Saurabh Singh	PGT(Hindi)	IC	
2	Mrs. Prameela Verma	TGT(Hindi)	MEMBER	
3	Ms. S Kiran	PGT(Comp)	MEMBER	
4	Mrs. Sherly Varghese	Librarian	MEMBER	
5	ASO	ASO	MEMBER	
6.	SSA/JSA	SSA/JSA	MEMBER	

Duties:

- a) To implement the decision taken during Nagar Raj Bhasha committee meeting
- b) To attend Nagar Raj Bhasha committee as and when required
- c) To send periodical report to the KVS RO Chennai, KVS New Delhi, Nagar Rajbhasha committee
- d) To take initiative to see that correspondence is made in Hindi.

XI A.CLEANLINESS COMMITTEE: (INCLUDING SWACHH SCHOOL SWACHH BHARAT ABHIYAN): SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Neha Rani	TGT(PH & E)	I/C	
2	Mr. Ruby Verma	TGT(SST)	Co I/C	
3	Mrs. Sonam Tiwari	TGT(Sans)	MEMBER	
4	Mrs. Shanthi	Tamil Teacher	MEMBER	
5	Sports coach	Sports Coach Secondary	MEMBER	

XI B.CLEANLINESS COMMITTEE:(Including SWACHH SCHOOL SWACHH BHARAT ABHIYAN): SECONDARY PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Varsha Sharma	PRT	I/C	
2	Mrs. Rachana Yadav	PRT	Co I/C	
3	Mr. L P Maharana	PRT	MEMBER	
4	Mr. Manish	PRT	MEMBER	

Duties:

- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms.
- c). To appraise the Principal about the cleanliness of school building from time to time.
- d). To supervise the work of the people deployed under housekeeping.
- e). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g). To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- h). To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- i). To ensure cleanliness of area around the staff quarters.
- j). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.

- k) To plan Swatch Bharat activities as and when circulars are received.
- l) The In – charge will be held responsible for the lapses and the deviations of the orders.

XII A: BEAUTIFICATION COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Aruna Rani	TGT(Art)	IC	
2	Mrs. Sonam Tiwari	TGT(SKT)	MEMBER	
3	Mrs. Varsha Sharma	PRT	MEMBER	
4	Ms.Anjana Sondhiya	PRT	MEMBER	

XII B: GARDENING COMMITTEE:

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs.Swetha Kiren	PGT (Bio)	IC	
2	Mrs. Anu Vijayan	PGT(Bio-Tech)	Co-I/C	
3	Mrs. Sherly Varghese	Librarian	MEMBER	
4	Mrs. Sangeetha Meena	PRT	MEMBER	

Duties:

- 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 trees and potted plants.
- g). Celebration of Vanmahostav 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.

XIII A: UBI FEE PORTAL / WEBSITE UPDATION/ SOCIAL MEDIA UPDATION

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Kiran S	PGT(CS)	IC	
2	Mr. L P Maharana	PRT	MEMBER	
3	Ms. Chanchal	PRT	MEMBER	
4	Ms. Sarukeswari	Comp Ins (secondary)	MEMBER	
5	Mrs.Santhya	Comp Ins (Primary)	MEMBER	

XIII B: E CLASSROOMS & CCTV

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Kiran S	PGT(CS)	IC	
2	Mr. Shashank Singh	PGT(HINDI)	MEMBER	
3	Mrs. Aruna Rani	TGT(Art)	MEMBER	
ALL CLASS TEACHERS				

Duties

- a). To update the Vidyalaya website from time to time as per the directions of KVS. No column should be left blank in the Vidyalaya website.
- b) The required information can be collected from the teachers / department in-charges.
- c). Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.
- d). To invite quotations from reputed firms for AMC of computers.
- e). To take initiative to see that all the computers are in functional condition/LAN connection
- f). To provide the data (subject specific) to the PGT (Comp. Sci.) and helping him in updating the data from time to time.
- g) Complete in charge for ICT / e class rooms and CAL /TAL classes - to guide the staff members to maintain the record, and to submit monthly report to the principal for follow up

XIII C: AUDIO VISUAL AIDS

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. S Kiran	PGT(COMP)	IC	
2	Mrs. Kanchan Sharma	TGT(Eng)	MEMBER	

Duties

a). To maintain and keep a record of the usage of interactive panels and audio visual aids.

XIV: ATAL TINKERING LAB COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Dr .Mrs.Prerana Dabral	PGT(Phy)	IC	
2	Mrs.Shilpi Kanduri	TGT(SCI)	MEMBER	
3	Mrs.Ashwathy	TGT(SCI)	MEMBER	
4	Mrs.V Vidhya	TGT(WE)	MEMBER	

XV: SCIENCE COMPETITION COMMITTEE:

S.NO	NAME	TEACHER IC	DESIGNATION	SIGN
1	JIGYASA / RSBVP/ OLYMPAIDS(SOF)	Mrs. S. Chitra IC Mrs.Vinodhini	PGT (Chem) PGT (Chem)	
2	NTSE/ VIGYAN PRATIBHA/ VIDYARATHI VIGYAN MANTHAN/ YUVIKA	Dr.Prerana Dabral IC Mrs. Shweta Kiren	PGT(Phy) PGT (Bio)	
3	INSPIRE & GREEN SCHOOL BUILDING / PRAYAAS / SIC/KVPY	Mrs. Anu Vijayan, IC Mrs. Shilpi Kandhuri	PGT(Bio.Tech) TGT (Sci)	
4	NCSC / VIGYAN JYOTHI	Mrs. Shweta Kiren IC Mrs. Anu Vijayan	PGT (Bio) PGT(Bio.Tech)	
5	SPOT & KAMP	Mrs. Shilpi Kandhuri IC Mrs.Ashwathy	TGT (Sci) TGT (Sci)	
6	CYBER COMPETITION	Ms. Kiran S IC Ms. Sarukeswari	PGT(CS) Comp Ins(Sec)	

Duties:

To plan and conduct the activities as per the schedule.

XVI: SUBJECT COMMITTEES

S.NO	SUBJECT	SUBJECT CONVENER	MEMBERS
1.	English	Mrs Kanchan Sharma	Mrs. K Nagalakshmi TGT English (I) TGT English (II) PRTs handling English
2.	Maths	Mr Rajesh Gupta	Mr. Sajeendar Mrs. D Gayathri Mrs. Nagalakshmi PRTs handling Maths
3.	Science	Mrs S Chitra	Ms. S. Kiran Mrs Anu Vijayan Dr. Prerana Mrs. Shilpi Kandhuri Mrs. Shweta Kiren PGT(PHY) Mrs. Vinodhini PGT(Chem) PRTs handling EVS
4.	Social Science	Mrs Devi Meenambigai	Ms. Ruby Verma Mrs. U Chitra Mrs. Lekha Mrs. Pushpa Toppo
5.	Hindi	Mr. Shashank Saurabh Singh	Mrs. Pramila Verma PRTs handling Hindi
6	Sanskrit	Mrs. Kiran	Mrs. Sonam Tiwari
7	Games & Sports	Ms. Neha Rani	Coaches (Primary , Secondary)

Duties:

a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.

Monday – English, Tuesday – Hindi, Wednesday – Maths, Thursday – science,

Friday- S.Studies and games, Saturday-Computer Science/IP/Library/Sports

- b) Subject conveners will discuss the following issues during the meeting
- I. Guidance regarding the maintenance of teacher diary
 - II. Coverage of syllabus as per the split up syllabus approved by KVS
 - III. Conducting the practical for classes IX to XII as per the split up syllabus approved by
 - IV. Demo classes by rotation during the subject committee meeting
 - V. Uses of computers and other audio visual aids in teaching learning process

- VI. Plan of evaluation of home assignment
- VII. To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms
- VIII. Plan of action for weak students & bright students
- IX. Remedial teaching for weak students
- X. Contribution towards project Think.com by the teacher & students.
- XI. Decoration of bulletin boards in corridors / class rooms with educational charts.
- XII. Club activity / Science and social exhibition

XVII: LIBRARY COMMITTEE:

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Sherly Varghese	TGT (Lib)	IC	
2	Mr. Shashank Saurabh Singh	PGT(Hindi)	MEMBER	
3	Mr. Deepak Sharma	HM	MEMBER	
4	Mrs. Kanchan Sharma	TGT(Eng)	MEMBER	
5	Mrs. Sangeetha Meena	PRT	Primary I/c	
6	Mrs. Rachana Yadav	PRT	MEMBER	

Duties:

- a) The meeting(s) is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions

XVIII: SPORTS COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Neha Rani	TGT (PH&E)	IC	
2	Mr. Jagan Raj	Sports coach	MEMBER	
3	Mr.Pradeep	Sports coach	MEMBER	

Duties :

- 1. To prepare annual plan for the conduct of the inter house competition in Sports / Games
- 2. To prepare the list of prize winner in various inter house competition
- 3. To procure the prizes for the prize winners

4. To plan the celebration of annual sports day in consultation with principal
5. To encourage the students to participate in the competitions organized by the state Govt.

XIX:EXCURSION / EXPOSURE VISIT / FIELD TRIP COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Anu Vijayan	PGT(Bio Tech)	IC	
2	Dr (Mrs.) Prerana Dabral	PGT (Phy)	MEMBER	
3	Mrs. Shweta Kiren	PGT(Bio)	MEMBER	
4	Mr. Rajesh Gupta	TGT(Math)	MEMBER	
5	Mrs. Priyanshi Saxena	PRT	IC Primary	
6	Mr L P Maharana	PRT	MEMBER	
7	Mrs. Girija Rani	PRT(Music)	MEMBER	

Duties:

- a) To plan education tours / excursions for all the classes as per KVS norms
- b) To ensure the safety of the students during the journey period and their stay at the Venue.
- c) To provide hygienic food / potable water to the students who are participating in tour.

XX: PHOTOGRAPHY COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Aruna Rani	TGT(WE)	IC Secondary	
2	Ms Sarukeswari	Comp. Instructor	MEMBER	
3	Mrs. Vinodhini	PGT(Chem)	MEMBER	
4	Ms. Chanchal Verma	PRT	IC Primary	
5	Ms. Chetna Chaudhry	PRT	MEMBER	
6		Comp Ins (Primary)	MEMBER	

Duties:

- a) To capture photos of various school events such as sports games, cultural events, academic competitions, graduation ceremonies, and more.
- b) To maintain the photos for future uses and website updating
- c) Maintenance of the Equipment's
- d) To collaborate with other school committees or departments to ensure that they are meeting the needs of the school community and capturing important moments.

XXI: SCOUTS / GUIDES and CUBS/BULBULS

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Kiran	TGT(SKT)	IC Secondary(GUIDES)	
2	Ms. Neha Rani	TGT(PHE)	CO I/C	
3	Mr. Shashank Singh	PGT(HINDI)	IC Secondary(Scout)	
4	Ms S Kiran	PGT(Comp)	MEMBER	
5	Mrs. Anu Vijayan	PGT(Bio Tech)	MEMBER	
6	Mr. L P Maharana	PRT	IC Primary(CUBS)	
7	Mr Deepak Sharma	HM	MEMBER	
8	Ms Priyank Mishra	PRT	I C Primary (BULBUL)	
	Ms.Bhuvaneswari	PRT	MEMBER	

Duties:

- a) To ensure minimum enrolment (50%) in the movement before 31st August
- b) To organize investiture ceremony for the new recruits
- c) To conduct the parade after school hours and class on every Thursday.
- d) To train the students or Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan
- e) To issue the merit certificate after the conduct of test
- f) Celebration of thinking day
- g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

XXII: NCC

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Neha Rani	TGT(PHE)	IC	
2	Mr. Shashank Saurabh	PGT(Hindi)	CO I/C	
3	Mr. Lalu Prasad Maharana	PRT	MEMBER	

Duties:-

- To liaison with NCC office for any updates and circulars.
- To conduct drills as per the schedule given by the NCC office.
- To enroll the students, to send the cadets for camp and to prepare them for NCC tests. To conduct the parades. To engage the cadets on special days and special programme in reception of guests.

XXIII: MEDICAL CHECKUP AND FIRST AID

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Shilpi Kandhuri	TGT(Sci)	IC	
2	Ms. Neha Rani	TGT(PH&E)	MEMBER	
3	Mrs. Shweta Kiren	PGT(Bio)	MEMBER	
4	Ms. Damini	PRT	IC	
5	Mr.Jagan	Sports coach	MEMBER	
6	Mr.Pradeep	Sports coach	MEMBER	

Duties:

- To procure the required number of medical cards in the beginning of the academic session.
- To distributes the medical cards to the class teachers based on strength.
- To arrange the medical checkup twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical checkup.
- To ensure emergency medical assistance to the child.
- To procure the first aid material and giving first aid to the students in case of bums, cuts, minor injures
- To provide medical assistant to the students during sports day, annual day and other important functions.

XXIV. CLUBS

S.NO	SUBJECT	SUBJECT CONVENER	MEMBERS
1.	Literature club	Mrs Kanchan Sharma	TGT English (I)
			TGT English (II)
2.	Language club	Mr. Shashank Saurabh Singh	Mrs. Pramila Verma
			Mrs. Sonam Tiwari
			Mrs Kiran
3.	Science club	Mrs S. Chitra	Mrs.Shweta Kiren
			Dr Mrs. Prerana Dabral
			Mrs. Aswathy
4.	Social science/Integrity club	Mrs Devi Meenambigai	Ms. Ruby Verma
			Mrs Lekha
			Mrs. U Chitra
5.	Cyber club	Ms. Kiran S	Mrs. Pushpa Toppo
			Comp Instructor
6	Eco /Nature club	Mrs. Anu Vijayan	Mrs.Vinodhini D
			Mrs. Shilpi Khanduri
7	Reading club	Mrs. Sherly Verghese	Mrs. Prameela Verma Mrs.Anandhapriya
8	BIS CLUB	Mrs. Shilpi Kanduri	PGT(PHY)
9	Music Club	Mrs. Girija Rani	PRT Music
10	Art club	Mrs. Aruna Rani	TGT(ART)

Duties:

- a. To develop the language skills like reading, writing, speaking, listening skills among the students.
- b. To develop the proper reading habits among the children.
- c. To give required guidance in the planning and execution of project to students
- d. To encourage the use of Audio Visual aids in teaching learning process
- e. To conduct the language games during the teaching periods.
- f. To preserve the projects prepared by the children.
- g. To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- h. To train the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
- i. To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.
- j. To utilize funds released by the state. Govt. under Eco club.
- k. To celebrate Vana Mahostasava in consultation with state forest dept.

- l. to preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- m. To see that blocks allotted to each class are kept neat and tidy .
to encourage the student to plant the sapling in the bocks allotted to them.
- n. To ensure the watering of plants growing in different parts of the Vidyalaya campus.

XXV EBSB/ AKAM /YOUTH PARLIAMENT/ KALA UTSAV :

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Devi Meenambigai	PGT(COMM)	IC	
2	Mrs. Ruby Verma	TGT(SST)	MEMBER	
3	Mrs. U Chitra	PGT(ECO)	MEMBER	
4	Mrs. Lekha	TGT(SST)	MEMBER	
5	Mrs. Pushpa Toppo	TGT(SST)	MEMBER	
6	Mrs. Girija Rani	PRT(Music)	MEMBER	
7	Ms. Priyanka Mishra	PRT	MEMBER	
8	Ms Shikha Pandey	PRT	MEMBER	

Duties:-

- a) All the activities suggested by KVS HQ and KVS RO for Chennai Region with a paired stated to planned in consultation with CCA department. A calendar of activities for both Primary and Secondary to be formulated for the complete year and to be conducted in the assembly activities and also during CCA period.
- b) All the activities to be photographed and video graphed. Report to be sent to KVS
RO on monthly basis and as and when required.
- c) They will also select the students for EBSB Cluster level,
Regional Level
- d) National Level.

XXVI: VIDYALAYA PATRIKA, STUDENT'S DIARY & NEWSLETTER

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Kanchan Sharma	TGT(Eng)	IC	
2	Mrs Sherly Varghese	Librarian	Member	
3	K. Nagalakshmi	PGT(Eng)	MEMBER	
4	Mrs. Prameela Verma	TGT(Hindi)	MEMBER	
5	Mrs. Aruna Rani	TGT(ART)	MEMBER	
6	Ms. Sarukeshwari	Computer Ins Secondary	MEMBER	

Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about magazine by the end of the August 2024.
- Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers side also.
- School magazine should contain total 82 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- The editorial board should make concerted effort to bring about the school magazine in time.
- Students' diary should be brought out in collaboration with the CCA department

XXVII. INCOME TAX/ CS-54 CHECKING

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Rajesh Gupta	TGT(MATH)	IC	
2	Mrs. Sherly Verghese	TGT(Lib)	MEMBER	
3	ASO/SSA/JSA	ASO/SSA/JSA	MEMBER	

Duties:-

- Pay bill should be checked thoroughly before uploading in UBI Web Portal.
- Fee collection tally and checking the entry in the attendance registers

XXVIII.ID CARD /BUS PASS

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	MRS. Aruna Rani	TGT(ART)	IC	
2	Mrs. Lekha	TGT(SST)	Co IC	
3	Mr Manish	PRT	IC Primary	
4	Mrs. Priyanshi	PRT	MEMBER	
All Class Teachers				

XXIX. ACP

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Sherly Varghese	TGT(SST)	IC	
2	Mrs. Pramila Verma	TGT(HINDI)	MEMBER	
3	Ms. Neha Rani	TGT(PET)	MEMBER	

XXX. AEP

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Anu Vijayan	PGT(Bio Tech)	IC	
2	Mrs. Shilpi Kandhuri	TGT(Sci)	MEMBER	
3	Mrs. Shweta Kiren	PGT(Bio)	MEMBER	

XXXI. COMPETENCY BASED LEARNING / PROJECT INCLUSION

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mr. Rajesh Gupta	TGT (MATH)	IC	
2	Mrs. Kanchan Sharma	TGT(ENGL)	MEMBER	
3	Mrs. Shilpi Kandhuri	TGT(SCI)	MEMBER	
4	Mrs. Pramila Verma	TGT(HINDI)	MEMBER	
5	Ms Ruby Verma	TGT(SST)	MEMBER	

XXXII. PIMS/SAMAGAM / ALUMINI PORTAL

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. S Kiran	PGT(CS)	I/C	
2	Ms. Sarukeshwari	TGT COMP INST	MEMBER	
3	Mrs.Santhiya	PRT COMP INST	EMBER	
4	ALL CLASS TEACHERS AND ALL DEPARTMENT INCHARGES			

XXXIII: VIDYALAYA PLAN & ASSESSMENT TOOL

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Anu Vijayan	PGT(BIO TECH)	IC	
2	Mr. Deepak Sharma	HM	MEMBER	
3	Mrs. D Gayathri	TGT(MATH)	MEMBER	
4	Mrs. Kohila	DEO	MEMBER	

XXXIV:CPD

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. S Kiran	PGT(Comp)	IC (- Online Support)	
2	Mrs. Sherly Varghese	Librarian	MEMBER (Offline Support and Documentation)	
3	Mr. Deepak Sharma	HM	MEMBER	
4	Ms Chetna Chaudary	PRT	MEMBER (Offline Support and Documentation)	

XXXV:GAMES AND SPORTS FIT INDIA / SBSB

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Neha Rani	TGT(PH & E)	IC	
2	Mr. Manish	PRT	MEMBER	
3	Mr. L P Maharana	PRT	MEMBER	
4	Sports Coaches	Coaches (Primary and secondary)	MEMBER	
All class teachers				

Duties:

- a) To conduct the activities as per FIT India circulars and to send the report to KVS HQ/ KV RO as and when needed.
- b) To keep a record of all the activities conducted.

XXXVI: UDISE /EMIS/APAAR ID GENERATION

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Dr.(Mrs.) Prerana Dabral	PGT(Phy)	IC	
2	Mrs.Priyanshi Saxena	PRT	Co IC	
3	Mrs. Santhiya		MEMBER	
All class teachers				

Duties:

- c) Addition of students at the time of admission.
- d) Deletion of students on issue of TC and completion of class 12.
- e) Updating of class wise, category wise, sex wise enrolment on monthly basis.
- f) Uploading and updating of any information as and when sought by EMIS/UDISE
- g) To assist the office in compilation of Data required by State Govt. under Sarvashikhsa Abiyan and to send the report as and when required.
- h) To provide the EMIS number to passed out students on their request.

XXXVII. PM SHRI IMPLEMENTATION

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Anu Vijayan	PGT(Bio Tech)	Overall IC	
PILLAR WISE INCHARGES				
a)	Mr. Shashank Saurabh Singh	PGT(Eng)	I/C Pillar 1 (Curriculum, Pedagogy & Assessment)	
b)	Mrs. Aruna Rani	TGT(Art)	I/C Pillar 2 (Access infrastructure Adequacy Functionality, Aesthetics and Safety)	
c)	Dr. Prerana Dabral	PGT(Phy)	I/C Pillar 3 (Human resource and School leadership)	
d)	Mrs. Shweta Kiren	PGT(Bio)	I/C Pillar 4 (Inclusive Practices and Gender Equality)	
e)	Mrs. S Chitra	PGT(Chem)	I/C Pillar 5 (Management, Monitoring and Governance)	
f)	Mrs. N Devi Meenambigai	PGT(Comm)	I/C Pillar 6 (Beneficiary satisfaction)	
g)	Ms.S Kiran	PGT(Comp)	Member	
h)	Mr.Deepak Sharma	HM	Member	
i)	ASO	ASO	Member	

Duties

- Organizing different activities under the PM SHRI implementation guidelines.
- Collaborating with different stake holders
- Maintaining the records/photos of the activities and bill settlements

XXXVIII. LOCAL PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Swetha Kiren	PGT(Bio)	For examination	
2	Mrs. S Chitra	PGT(Chem)	For Science	
3	Mrs. Kanchan Sharma	TGT(Eng)	For CCA	
4	Ms. Kiran S	PGT(CS)	For Computer	
5	Mr Shashank Saurabh Singh	PGT(HINDI)	For maintenance and repair	

Duties

- The purchase committee will assist the Department in order to purchase the items/articles at local level or through GeM for the Session 2025-2026

XXXIX A. CLASS TEACHERS /CO CLASS TEACHERS :PRIMARY

CLASS	CLASS TEACHER	CO CLASS TEACHER	CO-ORDINATOR	Signature
Balvatika1	Mrs. Uma Soundaran	Mrs. Jyoti	Mrs. Uma Soundaran	
Balvatika2	Mrs. Sharmila	Mrs. Jeshwariya		
Balvatika3	Mrs. Komala	Mrs. Anjani		
1A	Mrs Priyanshi Saxena	Miss Chetna Chaudhary	Mrs Priyanshi Saxena	
1B	Miss Damini	Mrs. S Bhuvaneswari		
1C	Mrs Shikha Pandey	Mrs Sangeeta Meena		
2A	Miss Priyanka Mishra	Mr.Lalu Prasad Maharana	Miss Varsha Sharma	
2B	Miss Anjana Sondhiya	Miss Monalisha		
2C	Miss Varsha Sharma	Mrs. Rachana		
3A	Miss Monalisha	Miss Chanchal Verma	Miss Chanchal Verma	
3B	Miss Chetna Chaudhary	Mrs.B Lavanya		
3C	Miss Chanchal Verma	Miss Varsha Sharma		
4A	Mr.Lalu Prasad Maharana	Miss Damini	Miss Damini	
4B	Mrs.Revathi	Mrs Shikha Pandey		
4C	Mrs Sangeeta Meena	Mr.Manish Sharma		
5A	Mr.Manish Sharma	Mrs Priyanshi Saxena	Mrs. Rachana	
5B	Mrs. Rachana	Miss Anjana Sondhiya		
5C	Mrs.B Lavanya	Miss Priyanka Mishra		

XXXX B. CLASS TEACHERS /CO CLASS TEACHERS:SECONDARY

S.N O	CLASS	CLASS TEACHER	CO-CLASS TEACHER	CO-ORDINATOR	SIGN
1	VI A	Mrs. Sherly Varghese	Mrs. Aruna Rani	Mrs. Sherly Varghese	
2	VI B	Mrs. Sonam Tiwari	Mrs. Sherly Varghese		
3	VI C	Mrs. Aruna Rani	Mrs. Sonam Tiwari		
4	VII A	Mrs. Pushpa Toppo	Mrs. Pramila Verma	Mrs. Pramila Verma	
5	VII B	Mrs. Pramila Verma	Mrs. Anandha Priya		
6	VII C	Mrs. Anandha Priya	Mrs. Pushpa Toppo		
7	VIII A	Mr. Shashank Saurabh Singh	Ms Ruby Verma	Mr. Shashank Saurabh Singh	
8	VIII B	Ms Ruby Verma	Mr. Shashank Saurabh Singh		
9	VIII C	Mrs Kiran	Mrs. Kavitha		
10	IX A	Mrs. Kanchan Sharma	Mrs Lekha	Mrs. Kanchan Sharma	
11	IX B	Mrs. Shilpi Kandhuri	Mrs. Kanchan Sharma		
12	IX C	Mrs Lekha	Mrs. Shilpi Kandhuri		
13	X A	Mr Rajesh Gupta	Mrs. S Nagalakshmi	Mr Rajesh Gupta	
14	X B	Mrs. D Gayathri	Mr Rajesh Gupta		
15	X C	Mrs. S Nagalakshmi	Mrs. D Gayathri		
16	XI A	Mrs. Vinodhini	Mr. Sajeendar	Mrs. Vinodhini	
17	XI B	Mr. Sajeendar	Mrs. Vinodhini		
18	XI C	Mrs. U Chithra	Mrs.Devi Meenambigai		
19	XII A	Mrs. Prerana Dabral	Ms S Kiran	Mrs. Prerana Dabral	
20	XII B	Mrs. Shweta Kiren	Mrs.Ramamoorthy		
21	XII C	Mrs. Devi Meenambigai	Mrs. U Chithra		

Duties

- a) To take the attendance twice daily in forenoon before morning assembly starts and after the recess To make attendances by marking “P” for present and “A” for absent both times.
- b) To complete attendance register at the end of the month and to get the Principal’s signature on the last working day.
- c) To enter all the particulars of student’s viz. parents’ name, address, contact no. etc.
and keep the students profile updated in class register
- d) To keep the leave letters, study certificates etc. Issued to students in a file.
- e) To enter the details of the fee and fine paid / suspension etc./ any punishment accorded to the student.
- f) To record good / bad/ achievement / and the traits of the students in the register.
- g) To choose / select/a very effective class leader and to train the child for leadership qualities with added responsibility, if needed on rotation basis.

- h) To encourage / motivate children to participate in CCA/ sports/ internal/ external competitions and to keep track records of their participation throughout the year.
- i) To co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
- j) To keep record of the parent – teacher meeting as when such meeting takes place.
- k) Please check the cleanliness of the class – room. Not a single paper piece should be seen inside the class room thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately.
- l) Students must be trained to turn off light / fans as and when they leave the class room.
- m) In the absence of class teacher and co class teacher, coordinator will look after their respective classes.

XXXXI A. HOUSE MASTERS SECONDARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Mrs. Sonam Tiwari	TGT(Sans)	IC	
2	Mrs. D Gayathri	TGT(Math)	IC	
3	Ms. Ruby Verma	TGT(SST)	IC	
4	Mrs. Pramila Verma	TGT(Hindi)	IC	

XXXXII B. HOUSE MASTERS PRIMARY

S.NO	NAME	DESIGNATION	IC/MEMBER	SIGN
1	Ms. Chanchal Verma (SHIVAJI)	PRT	IC	
2	Ms Monalisha (TAGORE)	PRT	IC	
3	Ms Chetna Choudhary (ASHOKA)	PRT	IC	
4	Mrs. Rachana Yadav (RAMAN)	PRT	IC	

Duties

- a) To organise investiture ceremony along with CCA .
- b) To help in organising Sports day, Annual Day.
- c) Selection of house master and Associate of house masters and distribution of students of various house.
- d) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- e) Maintenance of Students council register/record. 8- Any other related work.
- f) To ensure the display boards are decorated as per the topic given
- g) Any other related work

NOTE: Apart from the allotted duties committee IC and members will be responsible for completion of any other related work of the committees.