

பி எம் ஸ்ரீ கேந்திரிய வித்யாலயா எண்.2 பாண்டிச்சேரி



पी एम श्री : केन्द्रीय विद्यालय क्र. २ पांडिचेरी
PM SHRI KENDRIYA VIDYALAYA No.2 PONDICHERRY



PONDICHERRY UNIVERSITY CAMPUS, KALAPET, PUDUCHERRY - 605 014

KV Code: 1802

CBSE School Code: 59203

UDISE No.: 34020114501

CBSE Affiliation No: 2900002

Contact: 0413-2961601, 2961602

E-Mail: kv2pondy@gmail.com

Website: www.no2pondicherry.kvs.ac.in

The following Committees are hereby constituted for the session 2024-25 for smooth functioning of the Vidyalaya activities. Conveners are instructed to take over the charge of their respective committee and should allot specific duties to other associate members of their committee with immediate effect. All the committees will look after the assigned responsibilities/ duties bestowed upon them as per provisions of KVS/CBSE circulars issued from time to time and instructions of the undersigned so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stake holders. Conveners/In charges should make sub committees, if required, for execution and co-ordination of related work in the most befitting manner. For the formation of such sub committees, approval of the undersigned is to be obtained in advance. Conveners/In charges should make necessary plan as per the need of the occasion in consultation with the undersigned. He/She should also take the help of other staff members including office and sub staff for the best possible results. All the Incharges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation and co-ordination of all the staff members are solicited.

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प्रचार्य / प्रधान
केन्द्रीय विद्यालय नः 2

Kendriya Vidyalaya No-2
कालापेट पुदुचेरी विश्वविद्यालय प्रांगण
Kalapet, Puducherry University Cam
पुदुचेरी / Pondicherry - 605 014

S.No.	COMMITTEE	CONVENER	MEMBERS
1	Academic Planning & Co-ordination	Ms. S. UMA MAHESHWARI PGT - Maths Mr. RAJKUMAR Head Master	Mr. Yugaraja Jagadeesh (PGT - Biology)
			Ms. Nimmy Gopinath (PGT - English)
			Mr. Maneesh Kumar Joshi (PGT - Hindi)
			Mr. Rajesh Dixit - (TGT - SST)
2	Admission	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Rajesh Dixit - (TGT - SST)
			Ms. Srishti Gupta - (TGT - Maths)
			Mr. Rajkumar - (Head Master)
3	Examination (All Internal; External; CBSE; Olympiads etc. incl. CCT & PISA)	Mr YUGARAJA JAGADEESH PGT - Biology	Ms. Ruchika Aggarwal (TGT - Maths)
			Ms. Srishti Gupta (TGT - So.Sc)
			Ms. Sonam Kushwaha (TGT -A.E)
			Ms. Mamta (PRT)
			Computer Instructor
4	Outstanding Achievement Record (Staff & Students)	Ms. NIMMY GOPINATH PGT - English	Mr. Rajkumar (Head Master)
			Ms Kirti Joon (TGT - P&H.E)
			Ms. Sonam Kushwaha (TGT - A.E)

5	CCA (AKAM, Morning Assembly and all Related Activities)	Ms. NIMMY GOPINATH PGT - English	Ms. Sonam Kushwaha (TGT - AE)	
			TGT Hindi	
			Ms. Vorsu Navya (PRT)	
			PRT Music	
6	Time Table & Arrangement	Ms. S. UMA MAHESHWARI PGT - Maths	Ms Kusum Arrangement I/C Librarian	
			Ms Sonam Kushwaha (TGT - A.E)	
			Mr Nandeshwar Pravin Naresh (PRT)	
7	PM SHRI (SIC / SHI / Vocational Education / Vocational Courses / Hobby Classes	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Mr Kuldeep Kumar (TGT - Sceince) - SIC	
			Mr. Rajesh Dixit (TGT - SST) - SHI	
			Ms. V Kalpana (TGT - WE) - VE	
			Mr. R Balasubramanian (SSA)	
8	Furniture & Fixtures	Mr. KULDEEP KUMAR TGT - Science	Mr. Rakesh Kumar (TGT - SST)	
			Mr. Rajkumar (Head Master)	
			Mr. Nandeshwar Pravin Naresh (PRT)	
			Mr. A J Raffi (SS)	
9	Website Updation & Maintenance and ukeep of ICT (Gadgets, Equipments and Services)	Mr. MANEESH Kr JOSHI PGT - Hindi	PGT COMPUTER SCIENCE	
			Ms. Salini G Krishnan (TGT - English)	
			Mr. Rajkumar (Head Master)	
			Mr. Mansiz Sriwastawa (PRT)	

10	Discipline	Mr. R Venkadakrishnana PGT - Physics	Ms. V Kalpana (TGT -WE)	
			Ms Kirti Joon (TGT - P&H.E)	
			Mr. Rajkumar (Head Master)	
			SPORTS COACH	
			COUNSELLOR	
			All Class Teachers	
11	Vidyalaya Plan and Assessment	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			Mr. Rajesh Dixit (TGT - SST)	
			Mr. Rajkumar (Head Master)	
12	Maintenance & Repair (Civil, Electrical and Plumbing etc.)	Ms. V KALPANA TGT - WE	Mr. Rakesh Kumar (TGT - SST)	
			Ms Kirti Joon (TGT - P&H.E)	
			Mr. Sourabh Kumar Pandey (PRT)	
			Mr. Nandeshwar Pravin Naresh (PRT)	
			Mr. A J Raffi (SS)	
13	Staff Quarters Allotment; Maintenance & Repair	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Kuldeep Kumar (TGT - Science)	
			Ms. Vorsu Navya (PRT)	
			Mr. R Balasubramaniam (SSA)	
			Ms. V Kalpana (TGT -WE)	
14	UBI Fee Portal; U DISE; PIMS; Shaala Darpan	Mr. MANEESH Kr JOSHI PGT - Hindi	PGT COMPUTER SCIENCE	
			Mr. Rajkumar (Head Master)	
			Computer Instructor	

15	Safety and security of School Building and other physical assets / Fire Safety/ Disaster Management & other SOPs.	Ms. V KALPANA TGT - WE	Mr. Rakesh Kumar (TGT - SST)	
			Mr. Rajesh Dixit (TGT - SST)	
			Mr. Rajkumar (Head Master)	
			Ms Kirti Joon (TGT - P&H.E)	
16	Raj Bhasha Samiti & Hindi Promotion Committee	Mr. MANEESH Kr JOSHI PGT - Hindi	TGT - SANSKRIT	
			TGT - HINDI	
			Ms. Mamta (PRT)	
			Mr. R Balasubramaniam (SSA)	
17	Print & Publication and Press & Publicity (Incl. Social Media & School Magazine)	Ms. NIMMY GOPINATH PGT - English	Mr. Maneesh Kr Joshi (PGT - Hindi)	
			Ms Kirti Joon (TGT - P&H.E)	
			Ms. Salini G Krishnan (TGT - English)	
			TGT Sanskrit	
			Computer Instructor	
18	Green School (Gardening & Horticulture / Nature and Environment)	Ms. Sonam Kushwaha TGT - AE	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Ms. V Kalpana (TGT - WE)	
			Mr. Rajkumar (Head Master)	
			Ms. Mamta (PRT)	
19	Beautification of vidyalaya (Display Boards / Honour Boards / Banners / Flex etc.)	Ms. Sonam Kushwaha TGT - AE	Ms. Nimmy Gopinath (PGT - English)	
			Ms. Vorsu Navya (PRT)	
			All Housemates	
			All Class Teachers	

20	Vidyalaya Cleanliness & Water Management	Ms. V KALPANA TGT - WE	Ms Kirti Joon (TGT - P&H.E)	
			TGT-HINDI	
			Mr Saurabh Pandey (PRT)	
21	Bharat Scout & Guide; Cub & Bulbul and NCC	Mr. RAKESH KUMAR TGT - SST	Mr. Rakesh Kumar Overall I/C TGT - Science (Scout)	
			Ms. Srishti Gupta (TGT - Maths) - Guides	
			Mr. Sourabh Kumar Pandey (PRT) - NCC	
			Mr. Inderjeet Kumar (PRT) - Cubs	
			Ms. Vorsu Navya (PRT) - Cubs & Bulbul	
22	First Aid & Medical/Health Check Up	Mr YUGARAJA JAGADEESH PGT - Biology	Ms Kirti Joon (TGT - P&H.E)	
			SPORTS COACH	
			TGT-HINDI	
			Mr. Rajkumar (Head Master)	
			NURSE	
23	P A System	Ms. V KALPANA TGT - WE	Ms. Salini G Krishnan (TGT - Maths)	
			Ms Mahima Patel (PRT)	
			Mr Inderjeet Kumar (PRT)	
			Ms. Srishti Gupta (TGT - Maths)	
24	Teaching Aids & TLM	Mr. RAKESH KUMAR TGT - SST	Ms. Mamta (PRT)	
			Mr Inderjeet Kumar (PRT)	
25	SBSB Games; Sports; Yoga & Allied Skills	Ms. Kirti Joon TGT - P&HE	Ms. Kusum (Librarian)	
			Ms. Mamta (PRT)	
			Yoga Instructor / Special Educator / Sports Coach	
			NURSE	

26	EBSB Rashtriya Ekta Parv / Kala Utsav / Youth Parliament etc.	Mr. RAJESH DIXIT TGT - SST	Ms. Nimmy Gopinath (PGT - English)	
			Mr. Rakesh Kumar (TGT - SST)	
			Ms. V Kalpana (TGT - WE)	
			Ms. Sonam Kushwaha (TGT - AE)	
			PRT Music	
27	Science Related Activities (NCSC / INSPIRE /CSIR / Bal Vaigyanik Pradarshani / PRAYAS / Sakura Exchange Programme / Science Exhibition etc.)	Mr YUGARAJA JAGDEESH PGT - BIOLOGY (NCSC & Sakura Exchange Programme INSPIRE & PRAYAAS)	PGT - Chemistry	
			PGT - Physics (INSPIRE/ PRAYAAS)	
			Mr. Kuldeep Kumar (TGT - Science) - Science Exhibition, CSIR & RBVP	
			PGT - Computer Science (Technical Assistant)	
28	Language Lab	Ms. NIMMY GOPINATH PGT - English	Ms. Salini G.Krishnan (TGT- English)	
			TGT - HINDI	
			Ms. Mamta (PRT)	
			Ms Mahima Patel (PRT)	
29	Atal Tinkering Lab	Mr. KULDEEP KUMAR TGT - Science	Mr. Rakesh Kumar (TGT - SST)	
			Mr Mansiz Srivastava (PRT)	
29	Guidance & Counselling / Tarunotsava /	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Ms. Nimmy Gopinath (PGT - English)	
30	Photography & Videography	Ms. V KALPANA TGT - WE	Ms Kirti Joon (TGT - P&H.E)	
			Mr. Nandeshwar Pravin Naresh (PRT)	
			Computer Instructor	
31	NISHTHA	Ms. RUCHIKA AGGARWAL TGT - Maths	Ms. Neelam Ravish Rao (PRT)	
			Mr. Mansiz Sriwastawa (PRT)	

32	Library Committee	Ms. KUSUM Librarian	Ms. Nimmy Gopinath (PGT - English)	
			Mr. R Venkdakrishnan (PGT - Physics)	
			Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			Ms. Ruchika Aggarwal (TGT - Maths)	
			Mr. Raj Kumar (Head Master)	
33	Purchase Committee	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Mr. Kuldeep Kumar (TGT - Science)	
			Mr Raj Kumar (Head Master)	
			The I/C of the Dept. in which Purchase is to be made	
34	Office Supervision Committee (Checking of Cashbook and Ledger / CS 54 / Official Correspondance)	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			Mr. Rajkumar (Head Master)	
			Mr. Mansiz Sriwastawa (PRT)	
35	VMC & VEC PTM & PTA Neighbourhood Adoption Programme	Ms. S. UMA MAHESHWARI PGT - Maths	Ms Nimmy Gopinath (PGT - English)	
			Ms Sonam Kushwaha (TGT - A.E)	
			Mr. Nandeshwar Pravin Naresh (PRT)	
36	Outsourcing (Hiring & Supervision of Outsource Services) & Appointment of Contractual Staff	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			Ms. Srishti Gupta (TGT - Maths)	
			Mr. Rajkumar (Head Master)	
			Mr. R Balasubramaniam (SSA)	
37	Hospitality & Refreshment of VIPs	Ms. RUCHIKA AGGARWAL TGT - Maths	Ms Kirti Joon (TGT - P&HE)	
			Ms. Mamta (PRT)	
			Ms. Mahima Patel (PRT)	
			Mr. A J Raffi (SS)	

38	Upkeep of Staff Room	Ms. SALINI G KRISHNAN TGT English	TGT - Sanskrit	
			TGT - Hindi	
			Ms Mahima Patel (PRT)	
39	Staff Meeting Minutes	Ms. NIMMY GOPINATH PGT - English	Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			TGT - Hindi	
			TGT - English 2	
40	Flag Hoisting and Lowering	Ms. KIRTI JOON TGT - P&HE	Mr. Sourabh Kumar Pandey (PRT)	
			SPORTS COACH / YOGA INSTRUCTOR	
			All Guards on Duty	
41	Yuva Club / Eco Club (Tourism, Adventure, Field Trips & Excursion etc.)	Ms. KIRTI JOON TGT - P&HE	Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			Mr. Rajkumar (Head Master)	
			Ms Kusum (Librarian)	
			SPORTS COACH	
41	Mental Wellness Club / Manodarpan	Ms. S. UMA MAHESHWARI PGT - Maths	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Ms. Kirti Joon (TGT - P&HE)	
			Mr. Rajkumar (Head Master)	
42	Music; Arts & Culture Club	Ms. VORSU NAVYA PRT	Dr. Maneesh Kumar Joshi (PGT - Hindi)	
			Mr. Kuldeep Kumar (TGT - Science)	
			Ms Sonam Kushwaha (TGT - A.E)	
			Ms Mahima Patel (PRT)	

43	Readers and Literary Club	Ms. NIMMY GOPINATH PGT - English	Mr. Maneesh Kumar Joshi (PGT - Hindi)	
			Ms. Salini G Krishnana (TGT - English)	
			TGT - Hindi	
			TGT - Sanskrit	
44	Health Hygiene & Yoga Club	Ms. KIRTIJOON TGT - P&HE	Mr. Yugaraja Jagadeesh (PGT - Biology)	
			Yoga Instructor / Specil Educator	
			Mr. Raj Kumar (Head Master)	
			Ms. Mamta (PRT)	
45	National Adolescence Education Program (NAEP) & Life Skills Development	Mr. YUGARAJA JAGADEESH PGT - Biology	Ms Salini G Krishnan (TGT - Engsih)	
			Ms. V Kalpana (TGT - WE)	
46	Awaken Citizen Programme (ACP)	Ms. V KALPANA TGT - WE	Ms. Ruchika Aggarwal (TGT - Maths)	
			Mr. Kuldeep Kumar (TGT - Science)	
			Mr. Rakesh Kumar (TGT - SST)	
47	Disha Club	Mr. Rakesh Kumar TGT - SST	Ms. Vorsu Navya (PRT)	
			Ms Mahima Patel (PRT)	
48	Maths Club	Ms. S. UMA MAHESHWARI PGT - Maths	Ms. Ruchika Aggarwal (TGT - Maths)	
			Ms Shristi Gupta (TGT - Maths)	
			Mr Inderjeet Kumar (PRT)	
49	Communal Harmony	Mr. Rakesh Kumar TGT - SST	Ms. Vorsu Navya (PRT)	
			Mr. A J Raffi (SS)	
50	Heritage Club	Mr. Rajesh Dixit TGT - SST	Mr. Rakesh Kumar (TGT - SST)	
			TGT - English 2	

52	Income Tax	Ms. S. UMA MAHESHWARI PGT - Maths	Dr. Maneesh Kumar Joshi (PGT - Hindi)	
			Mr. Rajkumar (Head Master)	
53	Vigilance Awareness Committee	Mr. Rajesh Dixit TGT - SST	Ms. Nimmy Gopinath (PGT - English)	
			Mr. Rakesh Kumar (TGT - SST)	
54	Grievances Redressal Committee	Ms. S. UMA MAHESHWARI PGT - Maths	Ms Ruchika Aggarwal (TGT - Maths)	
			Mr. Rajesh Dixit (TGT - SST)	
			Mr. Rajkumar (Head Master)	
			Ms. Vorsu Navya (PRT)	
55	Internal Complaint Committee	Regional Office KVS RO Chennai	Ms. S Uma Maheshwari (PGT - Maths)	
56	POCSO / POSH / Protection of Child Rights / Women Harrassment Redressal	Ms. S. UMA MAHESHWARI PGT - Maths	Ms Salini G Krishnan (TGT - English)	
			Mr. Rajesh Dixit (TGT - SST)	
			Mr. Rajkumar (Head Master)	
			Ms. Mamta (PRT)	
57	SC & ST Grievance Redressal	Mr. YUGARAJA JAGADEESH PGT - Biology	Mr. Rajkumar (Head Master) - Office	
			Ms Neelam Ravish Rao (PRT) - Office	
			Mr. A J Raffi (SS) - Office	
58	RTE / RTI	Mr. YUGARAJA JAGADEESH PGT - Biology	Ms. Nimmy Gopinath (PGT - English)	
			Mr. Rajkumar (Head Master) - Office	
			Mr. R Balasubramaniam (SSA)	
59	Alumni Association / Samagam Portal & Vidyanjali Portal	Ms. NIMMY GOPINATH PGT - English	Mr. Salini G Krishnan (TGT - English)	
			Computer Instructor	

60	Subject Committees	Ms. Nimmy Gopinath PGT - English	All Subject Teachers	
		Mr. Maneesh Kr Joshi PGT - Hindi	All Subject Teachers	
		Ms. S Uma Maheswari PGT - Maths	All Subject Teachers	
		Mr. R. Venkadakrishnan PGT - Physics	All Subject Teachers	
		Mr. Rajesh Dixit TGT - SST	All Subject Teachers	
61	Nipun Bharat (FLN)	Mr RAJKUMAR HEAD MASTER	Ms. Mamta (PRT)	
			Ms. Vorsu Navya (PRT)	
62	ID CARD/Student DATA	Mr RAJKUMAR HEAD MASTER	PGT - Computer Science	
			Computer Instructor	

NOTE

1. In the absence of Principal, Ms. S UMA MAHESHWARI (PGT -MATHEMATICS) will look after the routine work of the Vidyalaya and in absence of Ms. S UMA MAHESHWARI (PGT -MATHEMATICS), Mr. YUGARJA JAGDEESH (PGT - BIOLOGY) will look after the routine work of the Vidyalaya.
2. The above mentioned responsibilities / duties may change at any time as per the requirement.
3. In addition to above mentioned responsibilities / duties, other duties may also be assigned as and when required.
3. Mr. R Balasubramanian (SSA) will keep Service Records of all the employes safe in his custody.
4. All In-charges of different committees will keep, all records related to all activities/ works assigned to them , in their custody.

Surender Kumar Saini

Principal

Copy to :

1. Chairman VMC KV No.2 Pondicherry for information
2. Deuty Commissioner KVS RO Chennai for information
3. Mr. R Balasubramanian for compliance and Office Record

Principal