

PM SHRI KENDRIYA VIDYALAYA AFS THANJAVUR
LIST OF ALL COMMITTEES
SESSION -2024-25
With effect from 01/04/2024

S. NO.	NAME OF COMMITTEE	NAME OF COMMITTEE MEMBERS	SIGN	SCOPE OF WORK
1	OVERALL COORDINATOR	SH. S. AYYAPPAN		<ol style="list-style-type: none"> 1. Over all Coordination among all departments like CCA, EXAM, TIME TABLE CBSE, Sports, NCC, Scouts&Guides, PM SHRI activities, Club activities, 2. To ensure conduct of all academic activities as per KVS norms 3. To act as teacher-in-charge of academics of the Vidyalaya 4.To ensure discipline in the Vidyalaya
2	PM SHRI SCHEME	SH. K. PALANIVELU, PGT (ENG) NODAL OFFICER SH. S. AYYAPPAN SMT. K. LAKSMI NARMATHA SH. RAVI DUTT PAL SH. AASHISH JAISWAL SMT. ARCHANA YADAV SMT. MARIA PUSHPA RANI		<ol style="list-style-type: none"> 1. To ensure all expenditure / Activities under PM SHRI Budget on time
3	ADMISSION	M R. S AYYAPPAN, PGT (BIOLOGY) I/C MR. RAVI DUTT PAL TGT(WE) MR. DEEPANSHU TGT (MATHS) , PRT MRS. MARIA PUSHPA RANI, COMPUTER INSTRUCTOR		<ol style="list-style-type: none"> 1.To handle all admission related work in the Vidyalaya 2.To keep record of all information of admission (category wise) 3.To prepare and keep monthly Category-wise Enrollment
4	INTERNAL EXAMINATIONS	MR. AKSHAY KUMAR KANDU, PGT (MATHS) I/C MS. VASUNDHARA YADAV TGT (SCIENCE) MISS VINITA BUTOLA TGT		<ol style="list-style-type: none"> 1. To handle all examination related work in the Vidyalaya. 2. To ensure following all exam rules & schedule of KVS/CBSE 3. To conduct PTM after every exam

		(SOCIAL SCIENCE) MR. JAYAMANIMARAN (SPECIAL EDUCATOR)		
5	CBSE DEPTT.	MRS. LAKSMI NARMATHA, PGT (COMMERCE) I/C MR. PRANSHUL SRIVASTAVA, TGT P&HE MRS. MARIA PUSHPA RANI, COMPUTER INSTRUCTOR		1.To handle CBSE related work in the Vidyalayalike updating OASIS, Affiliation, IX, XI registration, X/XII LOC and SAFAL Portal, etc. 2To prepare the Result Analysis of the Board Examinations
6	DISCIPLINE, PUNCTUALIT Y & UNIFORM CHECKING & MOVEMENT IN CORRIDORS	MR. PRANSHUL SRIVASTAVA, TGT (P&HE) MR. MURUGESAN, SPORTS COACH(COUNSELLOR)		1. To ensure congenial atmosphere by maintaining silent movement of students and dealing the cases of indiscipline students. 2. To ensure proper Entry/exit of the students during morning, lunch time and at the end of the school time by making duty chart 3. To make wing-wise duty chart. 4. To ensure code of conduct for students. 5. To ensure smooth class-wise dispersal of students after long bell. 6.To check uniform of the students. 7. To check and maintain discipline during recess and important functions, morning assembly, in classrooms, corridors and playground 8.To allot duty allotment to student-council members 9. To check late comers 10.To implement out-pass system in the classes
7	CCA (CELEBERATI ONS OF FESTIVALS & IMPORTANT DAYS (SECONDARY) STUDENTS COUNCIL	MR. VIRENDRA KUMAR, PGT (HINDI) CO- ORDINATOR MS ----- TGT (SOCIAL SCIENCE)TGT (HINDI)TGT(ENGLISH) MRS. MARRTHA JENET (GERMAN TEACHER)		1.To prepare CCA Calendar for session 2024-25 and implement timely 2.To organize Inter-House competitions effectively and to celebrate all the days of national and international importance/occasions with the assistance of House Masters and other aspects in a planned manner 3. To monitor day-to-day morning assembly programme effectively 4. To select House Captains and other members of theStudentCouncil for carrying out their usual work in consulting with the other teachers.
8	Furniture	SH. SATYA PRAKASH, TGT (AE) SH. A. GOVINDASAMI,		1. To ensure that all furniture bear serial number and the year of purchase. 2. To ensure the adequacy and suitability of furniture in all the class rooms including repair and purchase of furniture as per the rules

		LIBRARIAN		<ol style="list-style-type: none"> 3. To prepare and display inventory of class-wise and department-wise furniture 4. To ensure arrangement of furniture for different exams in the rooms at different occasions
9	Safety & Security Arrangement	<p>MR. PRANSHUL SRIVASTAVA, TGT (P&HE) [PHYSICAL SAFETY]</p> <p>MR. RAVI DUTT PAL, TGT (WE) [ELECTRICAL SAFETY]</p> <p>MRS. S JEYALAKSHMI, PRT</p> <p>MR. AASHISH JAISWAL, PRT (MUSIC)</p> <p>MR. AKSHAY KUMAR KANDU, PGT (MATHEMATICS)</p> <p>COUNSELLOR</p>		<ol style="list-style-type: none"> 1. To ensure safety & Security of the whole Vidyalaya Campus round the clock in consultation with the agencies concerned 2. to supervise Security Guard of the Vidyalaya by making proper plan 3.To ensure working of CCTV cameras of the Vidyalaya 4. To ensure maintenance of boundary wall of the Campus 5. To prepare comprehensive plan for safety and security of Vidyalaya 6. To obtain building, fire and electrical safety certificates by ensuring safety norms of electricals, building and fire 7. To organize programmes on safety and security of the children 8. To ensure animal free Vidyalaya Campus 9. To train the teachers & the students on fire safety awareness 10. To plan mock drill of fire safety 11. To check upkeep, procurement and filling of fire extinguishers 12. To procure the fire safety certificate
10	Cleanliness (Swachh Vidyalaya & Swachhata Pakhwada)	<p>MRS. LAKSHMI NARMATHA OVERALL I/C GIRLS' TOILETS</p> <p>MR. RAVI DUTT PAL OVERALL I/C BOYS' TOILET</p> <p>PRIMARY GIRLS' TOILET- MRS. INDU RANI</p> <p>PRIMARY BOYS' TOILET- AASHISH JAISWAL</p> <p>SEC. BOYS' TOILET-MR. GOVINDSAMY</p> <p>SEC. GIRLS' TOILET- MRS. MEENALATHA</p> <p>SEN. SEC. GIRLS' TOILET- MS. VASUNDHARA</p> <p>SEN. SEC. BOYS' TOILET- MR. VIRENDRA KUMAR</p>		<ol style="list-style-type: none"> 1. To monitor the services of conservancy and cleanliness in consultation with the agencies concerned 2. To plan the cleanliness of school plants surrounding Garden & playground. 3. To supervise the duties of conservancy staff of respective blocks and submits daily report of cleanliness to the Principal/VP 4. To take care and maintain the beautifications in all the areas of the Vidyalaya from time to time in and outside the classrooms, visitor's areas, staff rooms etc 5. To ensure cleanliness of classrooms. 6. To ensure cleanliness of toilets 7. To ensure cleanliness of Veranda, open area and school campus 8. To ensure cleanliness of garden area. 9. To ensure cleanliness of playground and sports complex 10. To ensure day-to-day civil, plumbing, electrical maintenance of washrooms

11	Beautification & Gardening	MS VASUNDHARA YADAV TGT(SCIENCE) MRS. MARIA PUSHPA RANI, COMPUTER INSTRUCTOR		<ol style="list-style-type: none"> 1. To develop and maintain garden throughout the year by adding more potted plants and plantations of flowers/trees 2. To celebrate Van Mahotsav, etc 3. To monitor and update display boards on regular basis 4. To write daily news, thought, birthday info., etc on display boards. 5. To monitor the services of the gardener in consultation with the agencies concerned 6. To maintain composed pit of the Vidyalaya 7. To maintain water harvesting System of the Vidyalaya 	
12	Academic Advisory/ Subject Committee	MR. K PALANIVELU, PGT (ENGLISH) MR. VIRENDRA KUMAR, PGT (HINDI) MR. AKSHAY KUMAR KANDU PGT (MATHS) MR. V RAMAKRISHNAN PGT (CHEISTRY) FOR SCIENCE MRS. LAKSMI NARMATHA PGT(COMM)		<ol style="list-style-type: none"> 1. completion of syllabus in all classes on time 2. To ensure all practical activities on time 3. To ensure Handle slow learners of the Vidyalaya 4. To ensure achievement of learning outcome during class room teaching 5. To ensure 100% result with quality PI 	
13	M & R	Civil Electrical	MR. RAVI DUTT PAL, TGT(WE) MR. SATHYA PRAKASH, TGT(AE) MR. A GOVINDSAMY MRS. MARIA PUSHPARANI, COMPUTER INSTRUCTOR	Water and Drinking Water	<ol style="list-style-type: none"> 1. To ensure the safety of the vidyalaya property 2. To ensure regular Repair and Maintenance of the vidyalaya building including boundary wall 3. To ensure regular Repair and Maintenance of the vidyalaya electrical line, accessories and equipment. 4. To ensure electrical safety of the vidyalaya. 5. To ensure Repair and Maintenance of the water line, taps of drinking points and washrooms 6. To ensure Repair and Maintenance of RO and water coolers 7. To ensure regular cleaning of overhead water tank and water coolers.
14	Scout & Guide	MR. T VENKATESWARAN, PGT(PHY) I/C MR. S AYYAPPAN PGT (BIO) MR. SATYA PRAKASH, TGT (AE) MISS VINITA BUTOLA, TGT		<ol style="list-style-type: none"> 1. To plan and execute all scout & guide activities for the year 2024-25. 2. To prepare the children for different tests viz Tritya Sopan, Rajya Puraskar, etc. 3. To monitor the children's activities during the school hours. 4. To arrange different days' celebration (Thinking Day, etc) 5. To suggest the name of teachers for training 6. To keep records/photos in attractive manner 	

		(SO.SCI.) MR. A GOVINDASAMY, LIBRARIAN MISS SHREYA GUPTA, PRT		
15	Sports	MR. PRANSHUL SRIVASTAVA TGT(P& HE) I/C MR. MURUGESAN SPORTS COACH MRS. MEENALATHA, YOGA COACH		<ol style="list-style-type: none"> 1. To plan sports activities, schedule for 2024-25 2. To conduct all the sports activities as per the assigned schedule by KVS 3. To maintain the playground and other sports faculties 4. To monitor the children's activities during school hours 5. To maintain proper records /photographs of players representing different level of KVS/SGFI/ Sports Meet. 6. To ensure the timely completion of monthly sports activities 7. To ensure safety of the children's park & its maintenance 8. To handle SBSB portal to ensure timely completion of activities 9. To handle activities on sports portal 10. To ensure mass participation in Fit India Quiz 11. To act as organizing committee for RSM and NSM
16	Medical Check-up &First AidNURSE MR. PRANSHUL SRIVASTAVA, TGT (P&HE) MRS. MARIA PUSHPA RANI, COMP. INSTR.		<ol style="list-style-type: none"> 1. To arrange medical check-up twice a year 2. To give first aid to the children whenever required 3. To maintain the up-to-date record of medical cards with the help of class teachers 4 To maintain up-to-date record of medical officer & nurse.
17	Hindi Raj Bhasha Samiti & Hindi Pakhwada	MR. VIRENDRA KUMAR PGT(HINDI) I/C MRS. SNEHALATA, TGT (HINDI) MRS. ARCHANA YADAV PRT		<ol style="list-style-type: none"> 1. Toconduct quarterly meetings of Raj Bhasha and to submit quarterly report to the Regional Office. 2. Toensure 50% use of Raj Bhasha in all official work. 3. Toconduct workshop of those employees who hesitate to use Hindi in official work 4. To ensureDhara 3(3) of Raj BhashaAdhiniyam
18	Olympiads	MR. AKSHAY KUMAR KANDU, PGT(MATHS) MR. V RAMAKRISHNAN, PGT (CHE) MR. DEEPANSHU, TGT(MATHS) MS. VASUNDHARA YADAV TGT (SCIENCE)		<ol style="list-style-type: none"> 1. To ensuremaximum participation of students in Maths Olympiad, Science Olympiad and different other exams 2. To conduct these exams in the vidyalaya.

19	Ramanujam Club (Maths Club)	MR. AKSHAY KUMAR KANDU, PGT(MATHS) I/C MR. DEEPANSHU, TGT (MATHS) TGT(MATHS) MRS. MARRTHA JENET, GERMAN TEACHER		<ol style="list-style-type: none"> 1. To create enjoyable environment this inspires students and instils in them a great love for Maths. 2. To maintain upkeep of thebulletin board. 3. To ensure maximumparticipation ofstudents in the clubactivities 4. To maintain records of activities.
20	Kalidas Club (Language Club)	TGT 1 (ENG) I/C TGT 2 (ENG) MRS. SNEHALATA SHUKLA, TGT (HINDI) TGT 2 (HINDI)		<ol style="list-style-type: none"> 1. To plan and implement activitiesforimprovement oflanguage skills. 2. To maintain upkeep of thebulletin board. 3. To ensure maximumparticipation ofstudents in the clubactivities 4. To maintain records of activities.
21	Science, Standards & Eco Club	MR. V RAMAKRISHNAN, PGT(CHEM) I/C MRS. SAYI PRIYA PGTC MR. RAVI DUTT PAL, TGT (WE) MS VASUNDHARA YADAV TGT (SCIENCE) MR. T VENKATESWARAN, PGT (PHY)		<ol style="list-style-type: none"> 1. To organize activities or project work to ensure promotion of Science. 2. To create enjoyable environment this inspires students and instils in them a great love for Science. 3. To maintain upkeep of thebulletin board. 3. To ensure maximumparticipation ofstudents in the clubactivities 4. To maintain records of activities.
22	Patanjali Club (Health Club)	MR. PRANSHUL SRIVASTAVA, TGT (P&HE) MRS. MEENALATHA (YOGA COACH) MR. MURUGESAN (SPORTS COACH) PGT (ECO)		<ol style="list-style-type: none"> 1. To organize activitiesto ensure promotion of health and fitness. 2. To create enjoyable environment which inspires students and instils in them a great love for Yoga. 3. To maintain upkeep of thebulletin board. 3. To ensure maximumparticipation ofstudents in the clubactivities 4. To maintain records of activities.
23	Heritage & Tourism Club	MRS. LAKSHMI NARMADHA, PGT (COMM) I/C MS. VINITA BUTOL,		<ol style="list-style-type: none"> 1. To organize activities or project work to ensure promotion of Heritage and Tourism. 2. To create enjoyable environment which inspires students and instils in them a great love for heritage.

		TGT(S.ST) TGT (S. ST)		3. To maintain upkeep of the bulletin board. 3. To ensure maximum participation of students in the club activities 4. To maintain records of activities.
24	AEP & Guidance & Counselling	COUNSELLOR MR. JAYAMANIMARAN, SPL. EDUCATOR MRS. MEENAKSHI, TGT (SANSKRIT) MS VASUNDHARA YADAV, TGT (SCIENCE)		1. To carry out sessions on various career options 2. To address the complaint/s and maintain records of suggestive measures, steps taken 3. To deal with different indiscipline issues by counselling 4. To ensure mental wellness among the students 5. To sensitize the students on adolescent issues, gender sensitization, gender Hygiene, etc.
25	ACP	MR. VIRENDRA KUMAR PGT(HINDI) I/C MR. RAVI DUTT PAL TGT (WE) MR. A GOVINDASAMY, LIBRARIAN		To ensure completion of all modules in different classes
26	Adventure & Excursion	MR. A. GOVINDASAMY (LIBRARIAN) I/C MR. SATYA PRAKASH, TGT (SOCIAL SCIENCE)		To plan and arrange educational tours/ field trips for students.
27	Library	MR. A. GOVINDASAMY (LIBRARIAN) I/C MRS. SNEHALATA SHUKLA TGT (HINDI) KUMARI S GAYATHRI, CLASS XII MASTER GURUTHAYAL, CLASS XII		1. To ensure implementation of KVS library policy 2. To convene meeting(s) at least once a month 3. To submit the list of books to be procured subject-wise in the beginning of academic session 4. to make the students prepare books reviews 5. To inculcate reading habits among the staff & children 6. To organize books exhibition on important occasions
28	School Disaster Management	MR. PRANSHUL SRIVASTAVA TGT(P&HE) MS. VINITA BUTOLA, TGT (SST) MR. SATYA PRAKASH TGT (AE)		1. To create awareness among students and staff through meetings/ assembly talks and disseminate same to the different teams/ committees 2. To ensure the place where the crisis happened and search carefully so that no accidental case is left and rescue sufferers to minimise the harm 3 To prepare vidyalaya evacuation plan and train students to execute when required

29	CMP / FLN	1. MRS. JAYALAKSHMI, PRT 2. MRS. ARCHANA YADAV, PRT		1. To ensure FLN activities in primary section 2. To ensure timely completion of all FLN/CMP activities as per the plan 3. To prepare agenda for conducting CMP meetings every month 4. To strive for academic excellence and supervision.
30	Social Science Exhibition	MRS. LAKSHMI NARMATHA PGT(COMMERCE) PGT(ECO) MS VINITA BUTOLA TGT (SOCIAL SCIENCE) TGT (SOCIAL SCIENCE)		1. To register students as per KVS guidelines 2. To inform the students of the dates regarding the various competitions. 3. To train the students to perform better. 4. To maintain records, arrangement of escorts and judges
31	Science Exhibition & RBV, NCSC	MR. V RAMAKRISHNAN, PGT(CHEMISTRY) I/C MR. T VENKATESWARAN PGT(PHYSICS) MR. S AYYAPPAN PGT(BIOLOGY) MS VASUNDHARA YADAV TGT (SCIENCE)		1. To register students as per KVS guidelines 2. To inform the students of the dates regarding various competitions 3. To train the student to perform better. 4. To maintain records and arrangements for escorts and judges
32	Nirbhaya Committee/Women Grievance Cell	MRS. MINI MULLATH, AC, RO, KVS, CHENNAI DR. SUGANTHI, NGO MEMBER MRS. LAKSHMI NARMATHA, PGT(COMM) MRS. S JEYALAKSHMI, PRT		1. To deal with the grievances of girls students and women employees once a fortnight, maintenance of register with proper records 2. To attend all discipline cases in the school 3. To reply to all RTI and RTE related information
33	Staff Club	MR. RAVI DUTT PAL, TGT (WE) MR. AKSHAY GOYAL, PRT		1. To organise farewell/welcome of staff 2. To maintain the cleanliness arrangements of the staff room, notice board
34	NCC	MR. AKSHAY KUMAR KANDU, PGT(MATHS)		To handle all issues related to NCC in the vidyalaya
35	Quarters Allotment	MRS. LAKSHMI NARMATHA, PGT(COMM.) MR. RAVI DUTT PAL,		To prepare the list of eligible employees for quarters following KVS guidelines

		TGT(WE)		
36	Condemnation	ALL THE STOCK HOLDERS		To collect, check and finalize the condemnation of articles from all departments well before time and submit to the Principal
37	Fire Extinguisher	MR. RAVI DUTT PAL, TGT (WE) SH. SATENDER, PRT		1. To train the teachers & the students. 2. To plan mock drill 3. To check upkeep, procurement and filling of the equipment 4. To procure the certificate
38	Time Table and arrangement	MR. DEEPANSHU TGT (MATHEMATICS) I/C MR. A GOVINDASAMY (LIBRARIAN)TGT MATHEMATICS		1. To prepare time table as per KVS norms 2. To change/ adjust time table whenever required 3. To arrange the classes when a teacher is absent or on leave. 4. To inform the Principal about requirement of teacher/s in the event of vacancy 5. To verify attendance record of contractual teachers
39	SBSB	MS VASUNDHARA YADAV TGT (SCIENCE) MR. RAVI DUTT PAL, TGT (WE)		To ensure timely completion of all the SBSB activities including data feeding
40	EBSB	MRS. LAKSMI NARMATHA, PGT (COMM) MS. VINITA BUTOLA, TGT (SS) TGT 2 (SS) PGT (ECO)		To update all the EBSB activities in time bound manner.
41	Web Site Updating, UBI Portal, EMIS, UDISE	MRS. SAYI PRIYA, PGT (COMPUTER SCIENCE) I/C MRS. MARIA PUSHPA RANI, COMPUTER INSTRUCTOR MR. JEYAMANI MARAN, SPECIAL EDUCATOR		1. To update the vidyalaya website every Saturday 2. To upload the important information / photographs on the website 3. To ensure all fee collection verification within due date 4. To ensure uploading of data on Samagra portal within time and as required by state authorities 5. To ensure uploading of data on UDISE portal within time and as required by state authorities
42	Vidyanjali	MR. AASHISH JAISWAL PRT I/C		1. To organize activities under Vidyanjali programme 2. To maintain record of things donated to the school

		MS. INDU RANI MR. SATYA PRAKASH		3. To appreciate/honour the donors to the school in the Assembly
43	Twitter/Facebook/Instagram	MR. RAVI DUTT PAL, TGT (WE) MRS. SAYI PRIYA, PGT (CS) MRS. M PUSHPA RANI, COMP. INSTR.		To upload all the activities at regular interval
44	Photos and Video Bank	MR. AASHIS JAISWAL, PRT (MUSIC) MR. SATYA PRAKASH, TGT(AE)		1. Take photos and videos of all functions celebrated in the vidyalaya 2. To keep/collect and save photos and videos of all activities conducted in the vidyalaya
45	Sathee Portal	MR. T VENKATESWARAN, PGT(PHYSICS)		To update and conduct all the activities in time bound manner.
46	Prashast Portal	MR. JAYAMANIMARAN, SPL. EDUCATOR		To update and conduct all the activities in time bound manner.
47	School Innovation Council (SIC)	MR. S AYYAPPAN, PGT(BIOLOGY) MR. V RAMAKRISHNAN, PGT (CHEMISTRY) MR. T VENKATESWARAN, PGT (PHYSICS) MR. RAVI DUTT PAL, TGT (WE) FOUR STUDENT MEMBERS		To promote innovation in Science and create atmosphere of innovation in the vidyalaya and register, upload innovation on the portal
48	Class Teacher/Class Library	ALL THE CLASS TEACHERS		1. To ensure correct student profile with service and caste category 2. To ensure safety and security of the students 3. To ensure cleaning, safety of electrical fittings, fan, light, furniture, noticeboard, e-class room, glass panes, etc. existing in the class room 4. To ensure utilization and safety of class library and other teaching aids 5. To keep vehicle records of the students 6. To select monitors on rotation basis to develop leadership skill and sense of responsibility 7. To maintain a monitor-diary with the help of the class monitor

				8. To take attendance twice a day and ensure attendance is written on the black board 9. To inform the absentees via class WhatsApp group 10. To keep record of fee deposit and defaulters 11. To keep record of UDISE, SAMAGRA, national scholarship portal, blood group, parents' income, Divyang and Aadhar of the students 12. To provide all information as and when required
49	Vehicle Record	MR. JAYAMANIMARAN		To keep and consolidate vehicle record of all students of the vidyalaya online/offline with the help of class teacher
50	Conference Hall	MR. RAVI DUTT PAL, TGT(WE)		To ensure day-to-day maintenance of the conference hall
51	Teacher-in-Charge of Wing	MR. V RAMAKRISHNAN, PGT(CHEMISTRY)		1. To ensure cleaning of the wing 2. To ensure wing is well decorated 3. To ensure safety of electrical fixtures 4. To ensure movement of students in well-disciplined manner 5. To ensure safety of fire extinguishers
		MR. T VENKATESWARAN, PGT(PHYSICS)		
		MRS. TGT(MATHEMATICS)		
		MR. A GOVINDASAMY, LIBRARIAN		
52	OFFICE MANAGEMENT; CONSERVANCY STAFF & DUTY ALLOTMENT	MR. S AYYAPPAN PGT (BIOLOGY)		1. To supervise the functioning of the Office 2. To maintain the office records 3. To allot duties to the conservancy staff
		MRS. MARIA PUSHPA RANI, COMPUTER INSTRUCTOR MRS. SUGANYA (DEO)		
53	MUSIC, SPIC MACAY/JENESIS & ROUTES TO ROOTS	MR. AASHISH JAISWAL, PRT(MUSIC)		1. To maintain the musical instruments. 2. To conduct activities related to SPIC Macay, Jenesis and Routes to Roots 3. To co-ordinate with the organisers of SPIC Macay, Jenesis and Routes to Roots

54	ALUMNI COMMITTEE (SAMAGAM PORTAL)	MR. V RAMAKRISHNAN PGT (CHEMISTRY) I/C MR. PRANSHUL SRIVASTAV TGT (P&HE) MRS. PUSHPA RANI, COMPUTER INSTRUCTOR		<ol style="list-style-type: none"> 1. To maintain the record of all the old students of the school 2. To maintain a rapport with them 3. To utilise their expertise & service for the welfare and development of the school
55	SCHOOL MAGAZINE COMMITTEE	MR. K PALANIVELU PGT (ENG) I/C MR. VIRENDRA KUMAR PGT(HINDI) MRS. TGT(ENG) MISS..... TGT(ENG) MR. SATYA PRAKASH, TGT (AE) MRS. MARRTHA JENET GERMAN TEACHER KUMARI..... STUDENT MEMBER MASTER..... STUDENT MEMBER		<ol style="list-style-type: none"> 1. To select suitable and best contributions from class magazines 2. To collect Messages from the Chairman of the VMC, DC, AC and Principal 3. To select suitable and best photos of school activities 4. To prepare and release the Vidyalaya Patrika
56	BUS PASS	MR. A. GOVINDASWAMY (LIBRARIAN) I/C MRS. MARIA PUSHPA RANI, COMPUTER INSTRUCTOR		<ol style="list-style-type: none"> 1. To liaise with the State Transport Corporation authorities concerned 2. To collect application forms from interested students 3. To arrange bus pass for interested students
57	SUPERVISION OF CLEANLINESS OF THE SCHOOL	MR. A. GOVINDASWAMY (LIBRARIAN) I/C Mr. SATYA PRAKASH, TGT (AE) MRS. MARIA PUSHPA RANI,		<ol style="list-style-type: none"> 1. To check the cleanliness of the school campus. 2. To inform the office in case of any let-up in cleanliness.

	CAMPUS	COMPUTER INSTRUCTOR		
58	PRESS & MEDIA	MR. K PALANIVELU PGT(ENGLISH) MRS. MARIA PUSHPA RANI,COMPUTER INSTRUCTOR MRS. SUGANYA (DEO)		<ol style="list-style-type: none"> 1. To inform the Press & Media whenever important events are conducted in the Vidyalaya 2. To prepare and send to Press & Media reports of the important events conducted in the Vidyalaya 3. To arrange to get the important events in the school published in Press &Media
59	LOCAL PURCHASE COMMITTEE	MRS. LAKSMI NARMATHA PGT (COMMERCE) MR. RAVI DUTT PAL, TGT (WE) MR. SATYA PRAKASH, TGT (AE)		<ol style="list-style-type: none"> 1. To get quotations from the sellers/traders 2. To purchase cheap but best materials 3. To certify the purchases made
60	LOGBOOK OF ACTIVITIES	MR. K PALANIVELU, PGT (ENGLISH) MRS. SUGANYA (DEO)		<ol style="list-style-type: none"> 1. To record all the important happenings in the Vidyalaya 2. To provide the data for presentation in the VMC meetings
61	PARIKSHA PE CHARCHCHA	MR. K PALANIVELU PGT (ENGLISH) I/C MR. S AYYAPPAN PGT(BIOLOGY) MRS. MARIA PUSHPA RANI, COMP. INSTR. MRS. SUGANYA, DEO		<ol style="list-style-type: none"> 1. To arrange to ensure 90 participants from schools other than home vidyalaya 2. To select 10 students for participation from home vidyalaya 3. To arrange for judges to select the top 5 winners 4. To arrange to get prize books 5. To arrange 5 physical certificates for the top 5 winners 6. To arrange to get stationery for the participants 7. To register the participants and the escort teachers 8. To conduct, declare the result and send digital certificate to all the participants
62	CALENDAR OF ACTIVITIES & VIDYALAYA PLAN	MR. K PALANIVELU, PGT (ENGLISH) I/C MR. S AYYAPPAN, PGT (BIOLOGY)		<ol style="list-style-type: none"> 1. To revise, review and update the calendar of activities for the current session 2. To get the students' calendar at the beginning of the academic year 3. To collect the plan from different departments of the school 4. To compile and get ready the Vidyalaya Plan with necessary changes approved by the Principal
63	MINUTES OF MEETINGS (bi-lingual)	MR. K PALANIVELU, PGT (ENGLISH) I/C MR. VIRENDRA KUMAR,		<ol style="list-style-type: none"> 1. To take notes of the points discussed in the staff meetings & post-inspection meetings 2. To draft the minutes of meetings conducted

		PGT(HINDI) MS. TGT (ENGLISH)		<ol style="list-style-type: none"> To get the minutes circulated and signed by the staff To maintain a register of Minutes of Meetings
64	COMPETITIONS/ACTIVITIES FOR AFS CHILDREN	MRS. SNEHALATA SHUKLA TGT (HINDI) MS.....TGT (HINDI)		<ol style="list-style-type: none"> To select the children of personnel working in the AFS Thanjavur for competitions and programmes conducted by AFS To liaise with the authorities of AFS concerned in connection with the competitions and programmes To conduct activities as suggested by the AFS authorities concerned for such children
65	TEACHER MEMBER FOR VMC	MRS. LAKSMI NARMATHA, PGT (COMMERCE)		<ol style="list-style-type: none"> To discuss with the Principal and finalise the date of three VMC meetings in an academic year To get the date/s suggested approved by the Chairman, VMC To prepare the agenda for the meeting To communicate the date and agenda of the meetings to the VMC members To prepare the PPT to be presented in the meeting with help from the PGT (CS) To take notes and prepare the minutes of the meetings
66	TEACHER MEMBER FOR PARENT-TEACHER EXECUTIVE COMMITTEE	MR. K PALANIVELU, PGT (ENGLISH)		<ol style="list-style-type: none"> To discuss with the Principal and finalise the date of PTEC meetings in an academic year To get the date/s of the committee meetings approved To prepare the agenda for the meeting To communicate the date and agenda of the meetings to the PTEC members To prepare the PPT to be presented in the meeting with help from the PGT (CS) To take notes and prepare the minutes of the meetings
67	IN-HOUSE TRAINING	MR. K PALANIVELU PGT (ENGLISH) MR. VIRENDRA KUMAR PGT (HINDI)		<ol style="list-style-type: none"> To discuss with the Principal and finalise dates and topics of periodical training programmes To select/nominate suitable teachers for suitable topics for the training programmes To maintain proper record of all such In-House training programmes
68	CPD	MR. RAVI DUTT PAL, TGT (WE)		<ol style="list-style-type: none"> To inform the teachers of the schedule of online training programmes as and when they are conducted by NCERT/CBSE/KVS To collect the information from the staff of their successful completion of the training programmes

				3. To maintain a record of who attended which training programme and total duration of the training programme
69	FIT INDIA MOVEMENT	MR. PRANSHUL SRIVASTAVA TGT(P&HE) MR. MURUGESAN, SPORTS COACH MRS. MEENALATHA, YOGA COACH		1. To conduct the activities as and when they have to be conducted as per the KVS guidelines 2. To maintain record of the activities with photographs and video 3. To give data to the office to send to the RO/HQ
70	PRERANA PROGRAMME	MR. K PALANIVELU, PGT (ENGLISH) I/C MR. S AYYAPPAN, PGT (ENGLISH)		1. To liaise with the NODAL officer (CEO/DEO of the district/Principal of the vidyalaya) 2. To conduct the school level programme on the date suggested 3. To arrange to select 02*/30** toppers for the next level of the programme *02 if there is participation from other schools of the district **30 if there is participation from only our school

HOUSE SYSTEM (20

24– 25): SECONDARY SECTION

SL.NO	HOUSE	TEACHER-IN-CHARGE / MEMBERS	SIGNATURE
1.	SHIVAJI	MR. PRANSHUL SRIVASTAVA TGT (P&HE) HM TGT (ENGLISH) AHM MRS. SNEHALATA SHUKLA TGT (HINDI) AHM MR. RAVI DUTT PAL TGT (WE) AHM	
2.	TAGORE	MRS. LAKSMI NARMATHA PGT (COMMERCE) HM MR. DEEPANSHU, TGT(MATHS) AHM TGT (HINDI).....AHM TGT (MATHS).....AHM	
3.	ASHOKA	MRS. SAYI PRIYA, PGT (CS) HMPGT (ECO) HM MISS VASUNDHARA YADAV TGT (SCIENCE) AHM TGT(ENGLISH).....AHM	
4.	RAMAN	MR. SATYA PRAKASH TGT (AE) HM TGT (SOCIAL SCIENCE) AHM MS. MS. VINITA BUTOLA TGT (SO. SCIENCE) AHM MRS. MARRTHA JENET GERMAN TEACHER AHM	

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