

KENDRIYA VIDYALAYA ,KARAIKAL
DUTY ALLOTMENT 2024-25

Sl. No.	Committees	Name of the teacher In charge/ Member	Duties Assigned	Teacher Sign
1	Academic advisory committee	<ol style="list-style-type: none"> 1. Mrs.Kayathri K K, PGT ENG - Convenor 2. Mr.Dinesh Kumar, PGT Physics 3. Mrs. Ezhilarasi, PGT MATH 4. Mr.Avnesh, PRT 5. Mr.Rohit, TGT LIB 6. Mr.Shiv singh, TGT PHE 7. Mrs. Gowthami, PRT, PRT, PRT 8. Ms. Deepika, PRT, PRT 	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same. Agenda Points, review meetings, staff and student welfare, academic inspections, Reports etc.	
2	Admission Hr. Sec. & Sec. Primary	<ol style="list-style-type: none"> 1. Mr.Dinesh Kumar, PGT Phy – I/C 2. Mrs.Mahnaz Asif, TGT AE 3. Ms. Deepika, PRT 4. Mrs.Gowthami, PRT 5. Mr. Sudesh, PRT, 6. Mrs. Muthulashmi, PGT CS 	Issuing and registration of admission forms, preparation, selection and waiting list for admission. Maintaining statistics related to admission and completing other admission related process.	
3	Time Table	<p>Incharge—</p> <ol style="list-style-type: none"> 1. Mr.Rohit, TGT LIB 2. Mr.Shubham, TGT WE <p>Members: –</p> <ol style="list-style-type: none"> 3. Ms.Deepika, PRT, PRT 4. Mr.Dinesh Kumar, PGT Physics 5. Mrs.Gowthami, PRT 6. Mr. Sudesh PRT 	Preparation of time table for the academic year 2024-2025. Giving arrangement for the teachers during the day of leaves / while on duty.	

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4	CCA (Internal & External)	<p><u>Incharge(Secondary)</u> - Mrs.Kayathri K K, PGT ENG</p> <p><u>Incharge(Primary)</u> - Mrs.Gowthami, PRT</p> <p>Members::</p> <ol style="list-style-type: none"> 1. Mrs. Mahnaz Asif, TGT AE 2. Mr.Shubham, TGT WE 3. Mr.Rohit, TGT LIB 4. Mr.Shiv singh, TGT PHE 5. Ms. Ramya TGT Eng 6. Mr.Paras, PRT MUSIC 7. Mr.Avnesh, PRT 8. Ms.Manasa, PRT 	<p>Prepare a calendar of activities for CCA 2024-2025. Conduct CCA activities as per schedule. Celebration of National festivals and other important days.</p> <p>Organize and conduct External CCA activities</p>	
5	Examination (Internal, External,CBSE)	<p><u>Incharge(Secondary)</u> – Mr.Dinesh Kumar, PGT Physics</p> <p>Members::</p> <ol style="list-style-type: none"> 1. Mrs. Renuga Devi, PGT Biology, 2. Mr. Swedhan, PGT Chemistry, 3. Mrs. Ezhilarasi, PGT Maths, 4. Mr.Rohit, TGT LIB <p><u>Incharge(Primary)</u> – Mr.Sudesh</p> <p>Members:</p> <ol style="list-style-type: none"> 5. Mrs.Gowthami, PRT 6. Ms.Manasa, PRT 7. Mr.Paras, PRT MUSIC <p><u>CBSE</u></p> <ol style="list-style-type: none"> 1. Mrs.Kayathri K K, PGT ENG – I/C 2. Mr.Dinesh Kumar, PGT Physics 3. Mr.Rohit, TGT LIB 4. Mr.Shubham, TGT WE 	<p>Planning and execution of examination related activities as per KVS direction.</p> <p>Co-ordinate and conduct CBSE Exams and registration. Registration of students for classes IX &XI and verification of LOC for X &XII. Collection and submission of fees. Work related to upgrading of CBSE registration.</p>	

Sl. No.	Committees	Name of the teacher In charge/ Member	Duties Assigned	Teacher Sign	
6	Scouts & Guides	SCOUTS	Mr. Rohit	Organize Scouts and Guides activities as per KVS direction. Prepare an action plan for the year 2024-2025.	
		GUIDES	Ms. Deepika, PRT		
		CUPS	Mr. Sudesh, PRT Mr. Avnesh		
		BULBULS	Ms. Manasa		
7	1.Discipline	1. Mr.Shiv singh, TGT PHE – I/C 2. Mrs.Kayathri K K, PGT ENG 3. Mr.Dinesh Kumar, PGT Physics 4. Mr.Rohit, TGT LIB 5. Mrs. Gowthami, PRT, PRT, PRT 6. Ms. Deepika, PRT, PRT 7. Mr. Swedhan, PGT Chemistry, 8. Mrs. Renuga Devi, PGT Bio, PGT Bio	Prepare an action plan to maintain discipline in the school campus. Monitoring indisciplinary cases. Checking of late comers and their close monitoring. Selection of students as DCM.		
	2.Anti Bullying Committee		1. Development and review of school bullying prevention plan. 2. Training programme for staff, students, and parents. 3. Creating awareness through various programmes. 4. Being vigilant and responding to complaints from students.		
	3.Standard Operating Procedure Committee		1.Teachers Responsible for controlling the Children. 2.Teachers responsible to inform the Police. 3.Teachers Responsible for informing Hospital. 4.Teachers Responsible to inform the parents. 5.Ensuring school layout is Displayed. 6.Displaying important telephone numbers. 7.Conducting Mock Drill. 8.Conducting security checks		

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8	Morning Assembly & Announcement	Incharge- 1. Mr.Shiv singh, TGT PHE 2. Renuga Devi PGT (Bio) – Student Assembly and Presentation Members: 3. Mrs.Kayathri K K, PGT ENG 4. Mr.Paras, PRT MUSIC 5. Mr.Shubham, TGT WE	Make necessary announcement in the morning assembly as per the direction of the undersigned.	
9	Exigency and emergency	1. Mr.Shiv singh, TGT PHE – I/C 2. Mr. Swedhan. PGT Chem 3. Mrs. Gowthami,PRT	Give necessary mock drill for Emergency situations.	
10	Pay Bill Check & UBI	1. Dinesh Kumar PGT Phy – I/C 2. Mrs.Kayathri K K, PGT ENG 3. Mr. Rohit, TGT Lib 4. Mr.Shubham, TGT WE 5. Mr. Sudesh, PRT	Checking of UBI and pay bill in co-ordination with office/online fees.	
11	NTSE	1. Mr.Rohit, TGT LIB -I/C 2. Mrs. Mahnaz Asif, TGT AE	Co-ordinate NTSE exam.	
12	English Olympiad	1. Mrs.Kayathri K K, PGT ENG-I/C 2. Ms. Ramya, TGT English	Co-ordinate English Olympiad exam.	
13	Green Olympiad	1. Renuga Devi PGT (Bio) – I/C 2. Mr. Swedhan, PGT Chemistry	Co-ordinate Green Olympiad exam.	
14	Science Olympiad	1. Dinesh kumar PGT Phy – I/C 2. Renuga Devi PGT (Bio) 3. Mr. Swedhan PGT Chemistry	Co-ordinate Science Olympiad exam.	
15	Cyber Olympiad	1. Mr.Muthulakshmi PGT(C.S.) – I/C 2. Mr.Shubham, TGT WE 3. Computer Instructor	Co-ordinate Cyber Olympiad exam.	

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16	Math Olympiad	1. Mrs. Ezhilarasi, PGT Math– I/C 2. Mrs. Nithya, TGT Math	Co-ordinate Math Olympiad exam.	
17	Swachhatha Abhiyan	1. Mrs.Mahnaz Asif – I/C 2. Mrs. Renuga Devi, PGT Bio 3. TGT Sanskrit 4. Mr. Sudesh, PRT 5. Nurse	Ensure and maintain proper cleanliness in the Vidyalaya, monitor housekeeping persons and checking the monthly stock of cleanliness materials provided by housekeeping contractor.	
18	Income Tax	1. Mrs.Kayathri K K, PGT ENG 2. Mr. Shubham, TGT WE 3. Mr.Muthulakshmi PGT(C.S.)	Prepare income tax details and Form 16 to all the Staff Members: for the year 2024 - 2025	
19	Computer Dept.	1. Mr.Muthulakshmi PGT(C.S.) – I/C 2. Mr.Shubham, TGT WE 3. Mrs. Sasikala, Computer Instructor	Maintain the stock of the computers. Purchase of computer and to ensure student computer ratio as per KVS norms.	
20	Furniture	1. Mr.Rohit, TGT LIB – I/C 2. Mr. Avnesh, PRT 3. Mr. Sudesh, PRT	Maintain the stock of the furniture. To ensure adequate furniture for all the students, purchase of furniture by calling the quotations.	
21	Maintenance & Repair (M&R)	1. Mr.Shubham, TGT WE– I/C 2. Mr.Rohit, TGT LIB 3. Ms. Deepika, PRT PRT	Maintenance of Vidyalaya premises. Monitoring Civil, Electrical and Plumbing works. Calling quotations and their finalization	
22	Guidance & Counseling	1. Mr.Shubham, TGT WE– I/C	Arrange Guidance and Counseling programs.	
23	First Aid-Secondary Primary	Nurse	Purchase and provide necessary First-Aid materials to the students.	
24	Website Committee	1. Mrs. Kayathri. K.K, PGT Eng 2. Mr.Muthulakshmi PGT(C.S.) 3. Mr.Shubham, TGT WE 4. Mrs. Sasikala, Computer Instructor	Maintain the school website up to date. Uploading of relevant information, photos, and achievement of the Vidyalaya on every week.	

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25	Medical Check Up	Nurse	Complete the Medical checkup for the student for the year 2024-2025 Arrangement for the medical checkup for the students twice in a year.	
26	Adventure Activities	1. Mr.Shiv singh, TGT PHE 2. Mr.Shubham, TGT WE 3. Mr.Sudesh, PRT	Arrange Adventure Activities for the students for the year 2024-2025	
27	Road Safety Patrol	1. Mr.Sudesh, PRT- I/C 2. Mr.Paras, PRT MUSIC 3. Mr.Shiv singh, TGT PHE 4. Mrs. Mahnaz Asif, TGT AE	Monitor Road Safety Patrol. Arrange regular classes for RSP students. Give duty to RSP students in the school entrance and their monitoring.	
28	Gardening/ Beautification of the Vidyalaya	1. Mrs.Mahnaz Asif – I/C 2. Ms.Deepika Meena, PRT 3. Mrs.Renuga Devi, PGT Bio	Maintain school garden, planting of saplings and naming them. Beautification of Vidyalaya campus	
29	Teaching Aids	1. Ms.Manasa, PRT- I/C 2. Ms.Deepika Meena, PRT	Purchase of Teaching-Aids. Provide adequate teaching aid materials to teachers.	
30	Library committee/ Magazine	1. Mr.Rohit, TGT LIB – I/C 2. Mrs. Kayathri. K.K, PGT Eng 3. Mrs. Mahnaz Asif, TGT AE 4. Mr. Avnesh, PRT 5. Mrs. Renuga Devi, PGT Bio 6. Mrs. Ezhilarasi, PGT Math	Conduct Library Committee meetings in very month and get suggestion from Members. Purchase of library books.	
31	Communication Skill Project and Literary Club	Ms. Ramya, TGT English	To prepare action plan and monitor Club activities. Maintain reports of the Club Meetings.	

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32	Integrity Club	1. Mrs. Saritha, TGT SST 2. Mrs. Mahnaz Asif, TGT AE	To prepare action plan and monitoring of Integrity Club activities. Maintain reports of the Club Meetings.	
33	Math Club	1. Mrs. Ezhilarasi, PGT Math– I/C 2. Mrs. Nithya, TGT Math	Prepare action plan and monitoring of Math Club activities. Maintain reports of the Club Meetings.	
34	Nature Club & Science Club	1. Renuga Devi PGT (Bio) – I/C 2. Dinesh kumar PGT Phy 3. Mr. Swedhan PGT Chemistry	Prepare action plan for Nature Club & Science Club activities and monitoring the same. Maintain reports of the Club Meetings.	
35	Sports and games	1. Mr. Shiv singh, TGT PHE 2. Mr. Paras, PRT Music	Prepare action plan for the year 2024-2025 for Sports and games	
36	Students Council/CCA	1. Mrs. Kayathri K K, PGT ENG 2. Mr. Shubham, TGT WE 3. Mr. Shiv singh, TGT PHE 4. Mr. Rohit, TGT Lib	Formation of Students Council and conducting the Meeting from time to time	
37	Suggestion Box & Grievance Cell	1. Mrs. Kayathri K K, PGT Eng -I/C 2. Mrs. Ezhilarasi, PGT Maths 3. Mrs. Mahnaz Asif, TGT AE	Review and Record the Suggestions from Students, Parents and Teachers. Setting the grievance cell at school level. Conduct timely meetings and address the issues immediately.	
38	Swasth Bacche Swasth Bharath	1. Mrs. Mahnaz Asif – I/C 2. Mrs. Renuga Devi, PGT Bio 3. Mr. Sudesh, PRT 4. Nurse	Activities related to SBSB to be conducted class wise.	
39	Exhibition Science & Social Science	1. Mr. Dinesh Kumar PGT Phy- I/C 2. Mr. Swedhan PGT Chem 3. Mrs. Saritha TGT SST 4. Mr. Paras PRT Music	Preparing the students for exhibition guiding them for making exhibits	

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		5. Mrs. Gowthami, PRT		
40	Study Materials	1. Mr.Rohit, TGT LIB 2. Mr. Swedhan PGT Chem	Collecting materials from the RO and distributing to the X & XII students. Collection of materials cost and depositing.	
41	CMP	1. Ms.Deepika Meena, PRT – I/C 2. Ms.Manasa, PRT 3. Mrs. Gowthami, PRT	Ensuring the COMMON MINIMUM PROGRAMME (CMP) to all level of children	
42	FLN	1. Mr. Sudesh, PRT – I/C 2. Mrs.Sasi- PRT 3. Mrs.Gowthami, PRT 4. Ms. Manasa, PRT	Ensure Completion of FLN Entry, Middle and Exit Reports in PIMS Portal. Ensuring the B2B implementation at the secondary section to the needed the children.	
43	ALCP	1. Mr. Dinesh Kumar, PGT Phy – Hr.Sec 2. Mrs. Renuga Devi, PGT Bio - Sec 3. Mr. Avnesh, PRT - Primary 4. Ms. Deepika Meena, PRT - Primary	Planning and execution of ACADEMIC LOSS COMPENSATION PROGRAMME (ALCP)	
44	Enrolment	1. DEO 2. Mr. Muthulakshmi, PGT CS	Periodic report of enrolment position	
45	Inspection	1. Mrs.Kayathri K K, PGT ENG 2. Mr.Dinesh Kumar, PGT Physics, 3. Mr.Rohit, TGT LIB 4. Mrs. Sasikala, CI 5. Mrs. Renuga, Tamil	All necessary arrangement for the smooth conduct of inspection	
46	Log book	1. Mr.Paras, PRT MUSIC 2. Nurse	Monitoring the log books in various classes	
47	Parliamentary QS	1. Ms. Ramya, TGT ENGLISH- I/C 2. Mrs. Saritha, TGT SST 3. Mr.Shubham, TGT WE	Preparing the replies for Parliamentary QS	
48	Purchase	1. Mrs.Kayathri K K, PGT ENG	Collecting requirement list from various departments.	

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		2. Mr.Dinesh Kumar, PGT Physics 3. Mr.Rohit, TGT LIB 4. Mr.Shubham, TGT WE 5. Mr.Shiv Singh, TGT PHE 6. Ms.Deepika Meena, PRT 7. Mr.Avnesh, PRT	Calling quotations and their finalization. Monitoring of all the purchases of the Vidyalaya.	
49	Rajbhasha	1. Mr.Avnesh, PRT- I/C 2. Mrs. Pooja Singh, PGT Hindi 3. Mrs. Mahnaz Asif, TGT AE 4. Mr. Kisan Lal, TGT Sanskrit	Maintenance of records and sending report.	
50	RTI	1. Mr.Shubham, TGT WE 2. Mrs. Saritha, TGT SST 3. Mrs. Gowthami, PRT	Preparing the answer for RTI questions.	
51	Shaala darpan/ DIKSHA	1. Mr.Muthulakshmi PGT CS 2. Mr. Sudesh, PRT 3. Ms. Manasa, PRT	Completion of Shaala Darpan entries with help of class teachers.	
52	TC issue	Mr. Sudesh, PRT	Writing and verification of TC entries.	
53	Catering	Mr.Shubham, TGT WE	To arrange for boarding on occasion	
54	Interviews	1. Mrs.Kayathri K K, PGT ENG 2. Mr.Dinesh Kumar, PGT Physics	Arrangements necessary for the conduct of Interview through Contract Basis.	
55	Photography	1. Mr.Shubham, TGT WE 2. Mr. Rohit, TGT Lib 3. Mr. Swedhan, PGT Chem	Arrangement of photography during the requirement time	
56	Issue of ID cards	1. Mr.Rohit, TGT LIB 2. Mrs. Gowthami, PRT	Arrangement and distribution of ID for the students	
57	Attendance checking	Mr.Paras, PRT MUSIC	Checking of attendance for the students	
58	Salary	1. Mrs.Kayathri K K, PGT ENG – I/C 2. Mr.Dinesh Kumar, PGT Physics	Preparation and Verification of pay bill for every month	

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		3. Mr.Rohit, TGT LIB 4. Mr. Sudesh, PRT		
59	Budget	1. DEO/ CI	Preparation Budget for the calendar year the 2024-2025.	
60	GST	1. DEO/ CI	Sending report before 10 th of every month	
61	Auditing	1. Mr.Shubham, TGT WE 2. DEO	Sending required information to the chartered accountant	
62	24Q and 26Q	1. Mr.Shubham, TGT WE 2. DEO/ CI	Quarterly and monthly statement to be sent periodically	
63	PFMS / PIMS / ANNUAL TRANSFER PORTAL	1. Mrs. Kayathri K K, PGT Eng – I/C 2. Mrs. Sasi Kala, CI	To monitor and send the data as when required	
64	Fee UBI	1. Mr.Sudesh 2. Mrs. Sasi Kala, CI	Quarterly payment and verification of students' detail to be made	
65	P A System	Mr.Shubham, TGT WE	Maintenance of PA system	
66	Audio visual	1. Mr.Shubham, TGT WE 2. Mr. Avnesh, PRT	Maintenance of audio-visual materials	
67	Sanitation	1. Nurse 2. TGT English	Maintenance of cleanliness	
68	Water supply	1. Mrs. Renuga, Tamil 2. Nurse	RO maintenance and motor, other requirements	
69	SLATE	1. Mrs. Gowthami, PRT 2. Mr. Rohit, TGT Lib	Conduction & completion of evolution of answer sheets	
70	Monitoring tool	1. Mr. Rohit, TGT Lib 2. Ms. Deepika Meena, PRT	Maintenance of Monitoring tool	
71	Action/School	Dept.Heads	Action Plan to be prepared by the department and the	

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	Plan/Assessment Tool		teacher concerned.	
72	Disaster management committee	1. Mr. Swedhan, PGT Chem 2. Mr. Shiv singh, TGT PHE 3. Mr. Avnesh, PRT	Upkeeping of the appliances related to Disaster Management	
73	VMC / VEC	1. Mrs. Kayathri K K, PGT Eng 2. Mrs. Mahnaz Asif, TGT AE 3. Mrs. SasiKala, CI	Getting the date from the Chairman, informing the Members, arranging for the meeting, and convening meeting.	
74	Green school Audit	Renuga Devi PGT (Bio)	Plan, Prepare and send report timely. Maintain recordska	
75	NAEP	Mrs. Nithya, TGT MAT	Plan for the session and Conduct of Classes	
76	EBSB	1. Mr. Paras Nayak, PRT Music 2. Mrs. Saritha, TGT SST 3. Mr. Kisan Lal, TGT Sanskrit	Plan and Conduct activities. Prepare the report accordingly.	
77	NCSC	Mr. Swedhan, PGT Chemistry	Conduct of National Children Science Congress (NCSC) and Prepare students to present exhibits.	
78	Jawaharlal Nehru Sci.Exhibition	Renuga Devi PGT Bio	Plan and execute the instructions proposed by the authorities. Prepare students to present exhibits.	
79	Inspire Award	Renuga Devi PGT Bio	Plan and execute the instructions proposed by the authorities. Prepare students to present exhibits.	
80	PISA/CCT/ACP	1. Mrs. Gowthami, PRT 2. Mr. Avnesh, PRT 3. Mrs. Saritha, TGT SST 4. Mr. Swedhan, PGT Chemistry	Prepare questions and conduct test from time to time.	
81	Shaala Sidhi UDISE	1. Mr. Muthulakshmi, PGT CS 2. Mrs. SasiKala, CI	Update the portal details timely and send the report.	

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		3. Mrs.Kayathri K K, PGT ENG 4. Mr.Dinesh Kumar, PGT Physics		
82	Office	2. DEO/ CI 3. Mr.Shubham, TGT WE	Maintenance of official records. Check the mails and update the data asked and send the reports.	
83	Condemnation	1. Mr.Shubham, TGT WE 2. Mr.Rohit, TGT LIB 4. DEO/ CI	Prepare and monitor the list of items for condemnation. Call for quotation and process the proceedings.	

SUBJECT COMMITTEE

Sl.No	Subjects	Name of the teacher- Convenor	Duties Assigned	Teacher's Signature
1.	English	Mrs.Kayathri K K, PGT ENG	<ul style="list-style-type: none"> • Fixing Agenda for Subject Committee meetings well in advances. • Conduct Subject Committee meetings and maintain a record. 	
2.	Hindi	Mr.Avnes, PRT		
3.	Maths	Mrs. Ezhilarasi, PGT MATHS		
4.	Science, CS/AI	Mr.Dinesh Kumar, PGT Phy		
5.	Social Science	PRINCIPAL		

PRINCIPAL

PARENT TEACHERS ASSOCIATION – PTA

ACADEMIC SESSION 2024-2025

<u>S.NO.</u>	<u>OFFICE BEARERS</u>	<u>ELIGIBILITY</u>	<u>NAME OF THE BEARER</u>	<u>SIGNATURE</u>
<u>1</u>	Chairman	Principal of the Vidyalaya	Mr. E. RANGASWAMY	
<u>2</u>	Vice Chairman	Parent Member (to be decided by the four parent members Nominated by the Chairman, VMC, from amongst themselves)	B. VELUMANI (Junior Engineer, Electricity Dept.)	
<u>3</u>	Secretary	Parent Member (to be decided by the four parent members nominated by the Chairman, VMC, from amongst themselves)	S. SIVA KUMAR (Business)	
<u>4</u>	Joint Secretary	Teacher Member (to be decided by the two teacher – members nominated by the Chairman, VMC, from amongst themselves)	Mr. DINESH KUMAR, PGT Physics	
<u>5</u>	Three other members	Two parents and one teacher (out of the four parents and two teachers nominated by the Chairman , VMC, as members of The PTA)	1. Mrs. KAYATHRI K K, PGT English 2. K. EZHIL, Govt. School Teacher 3. C. BAIRAVI, Parent	

STAFF CLUB OF KV KARAIKAL

ACADEMIC SESSION 2024-2025

<u>S.NO.</u>	<u>OFFICE BEARERS</u>	<u>NAME OF THE BEARER</u>	<u>SIGNATURE</u>
<u>1</u>	President	Mrs KAYATHRI K K, PGT ENG	
<u>2</u>	Vice President	Mrs. RENUGA DEVI, PGT BIO	
<u>3</u>	Secretary	Mr. ROHIT, TGT LIB	
<u>4</u>	Joint Secretary	Mr. MUTHULAKSHMI, PGT CS	
<u>5</u>	Treasurer	Mr. SUDESH, PRT	
<u>6</u>	Joint Treasurer	Mrs. GOWTHAMI, PRT	

Note: Monthly Contribution – 100/- (Regular) and 50/- (Contractual)

PRINCIPAL