

KENDRIYA VIDYALAYA GOC TRICHY.
List of Committees 2026-2027.

Note:

1. Each in-charge /members will be responsible for the smooth functioning of the Vidyalaya and the progress of the students.
2. No responsibility will be transferred to the office by any in-charge.
3. Mails should be sent only after getting consent from the undersigned.
4. If the duty is not carried out properly it will be treated as dereliction of duty as per the Conduct rules for KVS employees.
5. The in-charge Teacher is Primarily responsible for the Department given to them followed by the Committee Members.
6. The duties include both offline and online.

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	Academics / Vidyalaya Development Council / Vidyalaya Plan	1. SHRI.K RENGANATHAN PGT PHYSICS I/C 2. SHRI.JAYARAMAN PGT MATHS 3. SMT.MANJUSRI (PRT) H.M I/C for Primary.	1. To monitor subject committee meetings held every month. 2. To plan and implement academic activities. 3. To ensure proper directions as given to teachers for maintaining high academic standard. 4. To update the Principal regarding the regular updates given to parents by the teachers pertaining to classroom teaching. 5. Prepare action plans for academic activities and monitor student activities, staff preparedness, and portion completion. • Develop the Vidyalaya as a "School of Excellence". "Incorporate quarterly progress reviews using digital tools (e.g., Google Workspace) for real-time tracking of learning outcomes and parent feedback."
2	Admission	SHRI.K RENGANATHAN PGT PHYSICS Overall In-charge, ☐ OLA portal, ☐ Admission Lottery, ☐ Second Fee verification, ☐ Challan Generation, ☐ Final reporting to Principal Office. SMT.MANJUSRI PRT ☐ Second Scrutiny of documents, ☐ Forms handing over to SMT. MAHESWARI PRT ☐ Entry in Digital Admission Register	1. To ensure that the application forms are issued free of cost 2. To ensure that the particulars of the applicants are entered in the computers correctly without waiting for the last minute after careful scrutiny of the submitted forms. 3. To prepare Registration List, Master record and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the

		☐ Entry in Special Quota admission Sheet ☐ Verification OLA calling to parents and reporting. <u>SMT.MAHESWARI (PRT)</u> ☐ Collecting forms from SHRI.K RENGANATHAN PGT PHYSICS I/C ☐ Entry in Admission Register,(CLASS TEACHER) ☐ Keeping forms in the file, ☐ Calling to parents, ☐ Display of notices and lists. ☐ Verification OLA calling to parents. ☐ Documents receiving from Parents, ☐ First scrutiny of documents, ☐ Informing parents for any missing document, Entry of details in UBI, ☐ First Fee verification, ☐ Handing over the printed challans to security guard, ☐ Calling to parents ☐ Forms handing over to <u>SHRI.K RENGANATHAN PGT - Physics I/C</u> ☐ Issue of Admission Form, ☐ Receiving of Admission Form with all documents, ☐ Admission Form submission to Principal Office, ☐ Informing parents accordingly.	scheduled date for the display of the list. 4.To maintain confidentiality and integrity. 5. To regularly update the website regarding the admission 6. Reply mails and letters promptly. 7. To enter the names of the selected/ TC candidates in the admission register. 8. To Update the Principal about the Day to Day Admission Status. Complete Online Admission (OLA) process, UID creation, fee collection, section allotment, and data submission to RO/HQ. Admission to be done with PEN NUMBER & EMIS and to Collect Aadhar Card to Generate APAAR ID.
3	Audio-Visual	SHRI. SAGAY RAJ WET I/C	1.To maintain the stock of audio-visual equipment and add new equipment during the current year. 2. To maintain the register regarding the use of AV aids by teachers.
4	Awakened Citizenship Programme (ACP)	SHRI.AJEET SINGH TGT SST I/C	1. Respond to the mails regarding the ACP 2. To conduct the classes as per the instructions given by the RO and submit the report. 3. To send the Monthly Report before 5th of every Month.
5	Beautification & Gardening	1. SMT. .S.JAHIRABANU PGT BIO 2.COUNSELLOR 2.SPL EDUCATOR	1.To monitor the gardener 2.To allot ornamental, herbal garden and vegetable garden class wise. 3. To motivate the Children to bring Sapling on Birthday.

6	CCA	1. SHRI.SUMAN -PGT ENG 2. SMT.GUNJA MALVIYA PRT MUSIC for Primary 3. SMT.PEVI TGT ENG 4. TGT SKT	1.To conduct morning assembly as instructed by KVS. Morning assembly must be creative. 2.To plan for activities as per the calendar of activities sent from KVS and display the same on the CCA board. 3.To motivate students to participate in all activities. 4.To monitor purchase of prizes and distribution of the same for winners and runner. 5.To observe important days fixed by KVS 6.To prepare for inter school competitions 7.To plan for Baldiwas, Grand parents' day. Etc. 8. TO prepare reports 9. To ensure participation of each and every child. 10. To announce the result and display on the CCA Board in time. 11. To constitute the Students Council and also organizes Investiture Ceremony
7	Cleanliness & Sanitation PURCHASE MONITORING	1.SMT.VIJAYALAKSHMI PRT 1.SMT.MANJUSRI PRT GROUND FLOOR 2. SMT.VIJAYALAKSHMI PRT GROUND FLOOR 3. SMT.PEVI (SEC) I FLOOR 3. SHRI. SAGAYARAJ TGT WET 1 FLOOR 4.SHRI.AJEET KUMAR SINGH TGT SST I FLOOR 5.SMT.MAHESWARI I FLOOR 6. COACH OVERALL MONITORING	1.To monitor cleanliness in the Vidyalaya 2.To monitor the purchase of required material for cleaning and maintaining the stock 3.To distribute the assignments equally to the House Keeping members and monitor their work. To see every day that the wash rooms are clean. 4.To prepare lunch duty for the members of the staff 5. To prepare the duty chart for the House keeping staff and display it on all the floors.
8	CMP Activities – CCA/FLN/NEP	1. SMT.MANJUSRI HM IC 2. SMT. G MEENAKSHI PRT Sports 1. (SPORTS COACH I/C)	1.To ensure CMP Activities are planned as per the schedule issued by KVS 2.To prepare calendar of activities before 01st April and follow the same 3.To plan and arrange competitions for Primary Section students 4.To monitor purchase and distribute prizes for the winners and runners in CMP Competitions.

9	Activity Room/ Teaching Aids/CMP/TLM	Primary. 1. SMT.MANJUSRI HM IC 2. SMT. G MEENAKSHI PRT Secondary. 1. SHRI. AJEET (TGT SST I/C.)	5. To prepare the students for cluster level CMP. 1.To ensure the stock of teaching aids is maintained 2.To ensure the issue of the teaching aids to the staff for teaching 3.To procure necessary and needful teaching aids and maintain records for Common Minimum Programme 4. To maintain a register regarding the use of the activity room of CMP and TLM. 5. To Decorate the Activity Room as per the Guidelines.
10.	Competitive Examinations – SOF and other related examinations / External Exam	1.SHRI.JAYARAMAN PGT MATHS I/C	1.To encourage students to participate in competitive exams. 2.To maintain the records and details of participants and winners to be uploaded in the website 3. To answer the related mails promptly.
11	Laboratory	1 SHRI.K RENGANATHAN PGT PHYSICS I/C 2SMT.JAHIRA BANU PGT BIOLOGY 3.MS.SHABTHIKA JOSHI PGT CHEMISTRY	1.To maintain the lab properly 2.To prepare timetable for classes using the lab 3.To maintain a record of classes using the lab
12	CS 54	SHRI.BANGLADESH KUMAR SSA I/C	1.To compile class wise details of fees collected every month. 2.To submit a report to the office concerned regarding the above. 3.To ensure the fees are collected at the correct rates and also to tally the same with the CS11 summary of daily cash collection 4.To submit a report on or before 07 th of each month.
13	Scouts/Guides/Cubs/ Bulbul	Scouts/Cubs --- Guides/Bulbul --- 1.SHRI.SAGAYRAJ TGT WET(I/C) SMT.C MENAKSHI PRT	1.To ensure the Programme of activities are planned for the whole year in advance 2.To ensure reports are sent periodically 3.To organize All Faith Prayer 4.To conduct meetings regularly (every sat class) 5.To plan for testing camps

14	Decoration committee and Reception committee	1.SMT.MAHESWARI PRT I/C 3. SMT.PEVI TGT ENG	1. To ensure proper decoration of all the class rooms 2. To ensure decoration during the time of functions.
14 B	Photography	SHRI. SAGAY RAJ WET I/C SHRI.AJEET SINGH TGT SST CI	1. To ensure that the Photography for each function / events is being taken and necessary photos to be send to the website mail.
15.	Discipline/ seating arrangements	1.SHRI.ANTO ISAAC TGT P&HE I/C 2.SPORTS COACH ALL CLASS TEACHERS	1.To ensure students come in proper uniform , maintain register and inform parents () 2.To minimize late coming of the students , maintain register for the same and inform the parents Incharge (SHRI. ANTO ISAAC TGT PET) 3.To monitor students come to assembly with class teachers/co class teachers and go back to classes. (SHRI. ANTO ISAAC TGT PET I/C) 4.To prepare Lunch duty to the staff (SHRI. ANTO ISAAC TGT PET I/C) 5.To see that the students go back home at 02.40 p.m. in proper lines (ANTO ISAAC TGT PET) 6.To call Students' Council meeting. (SHRI. ANTO ISAAC TGT PET I/c) 7. To ensure Students come out only with outpass SECUIRTY 8. To take the absentees list and circulate in class group (Sports coach).
16	Editorial Board (School Magazine) / Vidyalaya Patrika	1.SHRI.SUMAN PGT ENG I/C 2.SHRI.RAMESH PGT HINDE 3.SMT.PEVI TGT ENGLISH 4. TGT SANSKRIT 5.. SMT.VIJAYALAKSHMI PRT 6. SHRI.SAM DANIEL CI 7. LIB	1.To make students prepare class magazine 2.To ensure magazine is printed and released in time 3.To ensure Editorial Board is formed and functioning 4.To ensure e-magazine is published in the website
17	Examination (Secondary) Internal	1. SHRI.ANTO ISAAC TGT P&HE I/C 2.SHRI.AJEET KUMAR SINGH (TGT SST) 3.SMT.PEVI TGT ENGLISH	1.To prepare and expedite the work of examination calendar and circulate it from time to time and maintain all the records properly and also to

	(Primary)	4.MS.SHABTHIKA JOSHI PGT CHEM 1.SHRI.S MANJUSRI PRT I/C 2. SHRI.S G MEENAKSHI PRT 3. SMT.G.BUVANESHWARI PGT CS TECHNICAL HELP	answer the mails promptly. (MISS. SHUBHAM CHOUDHARY) 2.To arrange materials for the conduct of examinations/ tests and necessary things should be kept ready in advance SHRI.ANTO ISAAC TGT P&HE 3.To ensure all subject question papers are collected from the teachers well in advance and be ready for printing SHRI.ANTO ISAAC TGT P&HE 4.To ensure the photo copy machine is in good condition for making more number of copies of question papers SHRI.ANTO ISAAC TGT P&HE 5.To ensure that subject teachers submit question papers with Blue Print and Marking Scheme both in hard copy and soft copy SHRI.ANTO ISAAC TGT P&HE 6.To ensure examination invigilation duty is given equally to all teachers without any partiality SHRI.ANTO ISAAC TGT P&HE 7.To ensure teachers evaluate their answer scripts in time and return the mark sheets making two copies duly signed by the Principal, and to submit a copy in the Examination Dept. SHRI.ANTO ISAAC TGT P&HE 8.To do result analysis as per KVS guidelines(MISS. SHUBHAM CHOUDHARY) 9.To make arrangements for PTA meeting with all required documents SHRI.ANTO ISAAC TGT P&HE 10.To ensure that progress reports, result sheets are ready for submission during inspection. SHRI.ANTO ISAAC TGT P&HE 11. To maintain the secrecy and the integrity of the Exam dept.
18.	Examination (CBSE)	1.SHRI.JAYARAMAN PGT MATHS I/C 2.SHRI.G.KARTHIKEYAN TGT MATHS	1. To answer all the CBSE mails promptly. 2. To prepare CBSE result analysis and maintain the

			records. 3. To do the registration in time with the assistance of class IX to XII class teachers. 4. To upload internal marks and practical marks in the CBSE portal.
19.	First Aid / Students' Health Check up	1 SHRI.ANTO ISAAC TGTP&HE I/C 2. SPL EDUCATOR 3.SPORTS COACH	1.To ensure First Aid kit is ready for use and is in good condition 2.To see that First Aid kit is with current date 3. To coordinate with the nurse. 4. To ensure students' health checkup is conducted twice in a year (September and February) 5.To maintain proper records of the students
20	Flag hoisting for Assembly	1. SHRI. SAGAYARAJ TGT WET	To arrange the flag on all working days and important days by 8.20 AM
21	Furniture	1. SHRI.S VIJAYALAKSHMI PRT I/C 2.SHRI. SAGAYARAJ TGT WET	1.To take the charge of the furniture before the opening of the Vidyalaya in April 2.To ensure class wise inventory 3. To report for damaged furniture 4.To ensure that the requirement is presented in time and items procured 5.To ensure stock register is maintained properly 6.To identify the items for condemnation and purchase new furniture inviting tenders and quotations 7.To ensure repairing of broken furniture when complained
22	Guidance & Counselling	1. COUNSELLOR 2.SPECIAL EDUCATOR	1.To organise career & guidance speech each week in the morning assembly 2.To arrange an exhibition on career and guidance once a year 3.To see that a trained counsellor is invited for a speech to the students from IX as per KVS guidelines 4.To ensure students are benefitted by motivation talk by guest speakers on career and guidance 5.To see that material on career and guidance is displayed on the specified area for students
23	House System (House Masters) STAR (as per KVS)	<u>Shivaji:</u> <u>SMT.JAHIRA BANU PGT BIO</u> <u>Tagore :</u>	1.To coordinate with CCA In charge in conducting morning assembly in a befitting manner

	norms)	<u>MS.SHABTHIKA JOSHI PGT CHEM</u> <u>Ashoka:</u> <u>SHRI.K.RENGANATHAN PGT PHYSICS</u> <u>Raman:</u> <u>SHRI.JAYARAMAN PGT MATHS PRIMARY</u> <u>Shivaji:</u> <u>SMT.MAHESWARI (PRT)</u> <u>Tagore :</u> <u>SMT.C MEENAKSHI PRT</u> <u>Ashoka:</u> <u>SHRI.S VIJAYALAKSH MI</u> <u>Raman:</u> <u>SHRI.S G MEENAKSHI</u> (Associate can be Chosen through lot system)	2.To motivate students to take part in competitions 3.To ensure House display boards are decorated and furnished with relevant matter as per the given topic periodically
24	Maintenance & repairs of school building & furniture, fire extinguisher, safety and sanitary certificate Safety and Security of Children / SOP	1.SHRI.SAGAYARAJ TGT WET	1.To invite quotations in April for the maintenance 2.To ensure carpentry works are taken up on need basis by maintaining a register 3.To ensure proper materials required for cleaning school plant periodically. 4. To renew the certificate of the fire extinguisher and get it filled when the expiry occurs. 5. To maintain a register regarding the electrical maintenance
25	NAEP	1. COUNSELLOR 2. SPECIAL EDUCATOR	1.To conduct NAEP programme and send timely report as per KVS guidelines 2. Relevant activities should be organised by November 2020 and necessary updation given to the website I/C
26	PA System	1.SHRI.SAGAYARAJ TGT WET I/C	1.To ensure the PA system is intact during morning assembly BY 8.20 AM 2.To arrange PA system during all functions and meetings 3.To see that during power cut, UPS is used as alternative 4.Students should not be allowed to handle the PA system in the absence of the Incharge.
27	PTA / CPR	1..SHRI.RENGANATHAN PGT PHYSICS I/C 2.SHRI.LANTO ISAAC TGT P&HE I/C 3.SMT.MANJUSRI HM I/C PRT	1.To prepare a schedule for conducting PTA periodically 2.To arrange and coordinate PTA meetings 3.To maintain records related to PTM 4. To form CPRs and form WhatsApp group and update

28	Purchase (ALL) (GEM)	1. SHRI.BANGLADESH KUMAR SSA I/C 2. SHRI.RENGANATHAN PGT PHYSICS 3. SHRI.ANTO ISAAC TGT P&HE 4. SHRI.SAGAYARAJ TGT WET 5. SMT.C MEENAKSHI PRT	them regularly. 1.To ensure required things are purchased in time for various activities as scheduled and requisitions are given. 2.To monitor the purchase made 3. To ensure records of the purchase made
29	Time Table	1. SHRI.S MANJUSRI PRT (Primary) 2.SHRI.JAYARAMAN PGT MATHS I/C SECONDARY	1.To ensure Time table tasks are completed in time before 25th of March and submit hard copies and soft copies of the same taking into consideration of the staff sanction for the academic year and also classes sanctioned for the next following year 2.To ensure that the time table is unbiased and ensure proper work is equally distributed to all 3.To see that copies of timetable and substitution lists are displayed in the Principal's room, Office and staff room 4.To see that no clash has taken place while framing time table 5. To prepare one hour Timetable for classes X and XII .
30.	Daily Substitution Arrangement	1. SHRI.JAYARAMAN PGT MATHS SEC I/C 2.SMT.MANJUSRI PRT PRIMARY I/C	1. To see that the committee is responsible for the arrangement of work on day to day basis and the same shall be carried out by the Substitution In charge. In the absence of the Substitution I/C same shall be carried out by the members. 2. To ensure no class is left free without teacher concerned 3.To see that teachers assigned substitution do not permit students to go outdoors without teachers concerned 4. To see that a copy of the arrangement list is submitted to the Principal 5. To see that the daily arrangement list is circulated among the members of the staff in the very beginning of the first period 6. To ensure necessary arrangements are made in the absence of teachers 7. To ensure class attendance is marked by the class teachers/co class teachers in time.

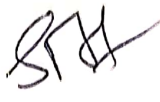
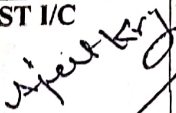
Kendriya Vidyalaya Golden Rock Trichy
Other Responsibilities as KVS Teachers 2026-2027

Note:

1. Each Teacher is responsible for the smooth functioning of the Vidyalaya and the progress of the students.
2. No responsibility will be transferred to the office by any teacher.
3. Mails should be sent only after getting consent from the undersigned.
4. The below mentioned duties are part of the POST held by the employee and it is not an extra duty.
5. If the duty is not carried out properly it will be treated as dereliction of duty as per the Conduct rules for KVS employees.
6. The Incharge Teacher is Primarily responsible for the Department given to them followed by the Committee Members.
7. The duties include both offline and online

PRINCIPAL

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	SUBJECT COMMITTEE CONVENORS 1 STEM COMMITTEE CONVENER SHRI. K RENGANATHAN PGT PHYSICS 2. HUMANITIES CONVENER SHRI. AJEET KUMAR SINGH I/C 3. LANGUAGE COMMITTEE CONVENER SHRI. SUMAN PGT ENGLISH 3. SKILL SUBJECT COMMITTEE CONVENER SHRI. ANTO ISAAC TGT P&HE	Members. As per the subjects taught by teachers. Note: Teacher diary and log book submission on 5th and 17th of every month. The Conveners will collect the teacher Diary of their Committee members on 5th and 17th of each month and submitted to the Principal. B to B to be implemented by the subject committee conveners.	1. To monitor subject committee meetings scheduled every month and submit the minutes of meetings to the undersigned every month on the last working day itself 2. To plan and implement academic activities. 3. To ensure proper directions as given to teachers for maintaining high academic standard. 4. To update the Principal regarding the regular updates given to parents by the teachers pertaining to classroom teaching. 5. Schedule to be prepared for correction of the note books/ home work. 6. Subject committee conveners to monitor the correction of the note books by the members. 7. To monitor the question papers set by the members and to vet the question papers. 8. To ensure the PISA related questions are a part of the question papers.
2	COMMUNICATIVE SKILLS	SHRI. SUMAN PGT ENG I/C	1. To see that the students develop the spoken English language 2. To conduct spoken English classes for primary teachers as per the time table and submit the report monthly to RO and Vidyalaya. 3. To ensure the use of Communicative

			cards by the students. 4. To prepare Register, Time slot for Language Lab and maintain the register.
3	COMPUTER 1. <u>Web site updation</u> - To update the web site on all important events, Daily and fortnightly after coordinating with PGT Eng and PGT Hindi. 2. <u>UBI Portal</u> To download and take the print out of fee defaulters and inform the office about the same. To second verify all the classes in the presence of Principal after the first verification of the teachers. 3. <u>Samagam</u> 1.To monitor that teachers are marking the attendance 2.To monitor the staff attendance marking on the portal 4. <u>EMIS and Udise.-</u> <u>SHRI.JAYARAMAN</u> <u>PGT MATHS I/C</u> To update the same periodically	1.SMT.G.BUVANESHWARI PGT CS 2. SHRI.SAM DANIEL CI 	1.To ensure the stock is maintained properly 2.To maintain a record of the use of computers by the staff and the student 3.To monitor the use of computers and internet by students 4.To keep the laboratory neat and clean 5.To ensure unwanted sites are blocked 6.To ensure computers are functioning properly and if any repair is required, it should be done. 7.To see that ICT facilities are arranged. 8.To ensure reports in respect of computers are sent to RO in time. 9.To maintain and update the website on day to day basis. 10.To ensure old and unnecessary pages are meticulously modified 11.To maintain records related to computer and updating of the Vidyalaya activities once in a period of 15 days (05 th and 20 th of each month) 12.Updating students' data. 13. Checking fee details.
4	Literary Club	1.SHRI SUMAN PGT ENG 2.SMT,PEVI TGT ENGLISH 3. TGT SANSKRIT 4 SHRI RAMESH - PGT HINDI	1. To inculcate the habit of speaking and reading English . 2. To encourage the children to speak only English during school hours. 3. To encourage the children to participate in Elocution, book review, Debate, Essay writing , Calligraphy competition and implement the usage of the language.
5	Integrity Club / Ek Bharath Shresth Bharath.	SHRI.AJEET TGT SST I/C 	1. To invoke the feeling of Nationalism, Brotherhood in the students. 2. To spread the spirit of patriotism among the people and salute our national Flag. 3. To uphold the integrity and sovereignty. 4. To conduct activity as per EBSB Guidelines and send report accordingly.
6	Maths Club	SHRI.JAYARAMAN PGT MATHS I/C SHRI.G.KARTHIKEYAN TGT-MATHS 	1. To encompass the application of maths in real life situations. 2. To encourage the children to participate in Maths Olympiad Exams. 3. To make mathematical garden.

7	Eco club	SHRI RENGANATHAN PGT PHY SMT. JAHIRA BANU PGT BIO MISS SHABTHIKA JOSHI PGT CHEM	4. To make learning of maths joyful. 1. To encourage the children to get hands on experience. 2. To promote the scientific temper. 3. To create the awareness about environment and resources.
8.	ICT Club	SMT. G. BUVANESHWARI PGT CS I/C CI - MR. SAM DANIEL	1. To give hands on learning with computer. 2. To encourage the students to prepare PPTs. 3. To make the students tech savvy.
9.	Raj Basha	1. SHRI. AJEET TGT SST I/C	1. To complete the records in time and submit the same timely on. 2. To promote the use of Hindi language. 3. To attend TOLIC meeting
10	AAROHAN	1. SHRI SAM DANIEL CI (SECONDARY) 2. SMT. VIJAYALAKSHMI (PRIMARY)	
12	Salary uploading	1. SHRI. BANGLADESH KUMAR SSA I/C	1. To prepare the paybills accordingly by 15 th of every month for regular staffs
13.	Income Tax and Professional tax	1. SHRI. BANGLADESH KUMAR SSA I/C 2. SHRI. JAYARAMAN PGT MATHS	1. To deduct the amount accordingly for each employee and prepare income tax return and also file TDS (Deposit same in the Bank).
14.	Income Tax Challan / Internet Renewal	1. SHRI. BANGLADESH KUMAR SSA I/C	1. To collect the Income Tax Challan from SBI and Submit to the Auditor. 2. To remind the office about the renewal of internet subscription.
15	Monthly Returns (GPF, NPS, PIS, Computer Infrastructure, Enrollment)	SHRI. SAM DANIEL CI I/C	1. To prepare the same by 25 th of every month and submit the same to the Principal.
16	1. Bus Pass / Transport 2. Pay Bills Pasting and Distribution of Pay Slips 3. Distribution of work load format for Contractual staffs month wise	1. SHRI. BANGLADESH KUMAR SSA I/C	1. To procure the Bus Pass / Transport as per the need of the students 2. To collect the paybill and paste it in the Register. 3. To distribute the Pay Slips to regular staff on 1 st of every month and get their Ack. 4. To Distribute work load format for Contractual staff month wise by 5 th of every month.
17	DO Reports	SMT. PEVI TGT English I/C	1. To prepare the monthly report and submit to the undersigned by 28 th of every month.
18	Suggestion Box	SMT. PEVI TGT English I/C	1. To open the suggestion box and submit the suggestion given by the students on 16 th of every month.
19	1. Minutes of Meeting (CPR/Staff meeting/Inspection meeting minutes)	SMT. MANJUSRI HM I/C PGT ENG	1. To note down minutes of all the meeting and submit the same to the Principal and get the signature from the staff

	2.CPD MONTHLY UPDATION	SHRI.AJEET KUMAR SINGH TGT SOC SC	
20	ATL /Science club/INSPIRE	SHRI K RENGANATHAN PGT PHYSICS	1.To maintain the lab as per the guidelines 2.To procure the material through GEM 3.To organize classes for the students as per a schedule and maintain the register and schedule 4.To organize competitions for the students
21	E-Class room	SHRI K RENGANATHAN PGT PHYSICS SMT.G.BUVANESHWARI PGT CS SHRI.SAM DANIEL COMPUTER INSTRUCTOR	1. To ensure the necessary infrastructure is available 2.To maintain weekly register for the same 3.To submit the monthly report to the Principal
22	Video conferencing	SHRI SAM DANIEL COMPUTER INSTRUCTOR I/C	1.To ensure proper infrastructure for the same 2.To prepare necessary back up 3.To give proper advertisement on the website and necessary channel
23	Invitation cards Printing and distribution	1.SHRI SUMAN PGT ENGLISH 2.SHRI.LANTO ISAAC TGT P&HE I/C 3.SHRI.RAMESH PGT HINDI 4.SMT.PEVI TGT ENG 5.SHRI.BANGLADESH KUMAR SSA	1.To prepare the proof, edit and get the same printed on different occasion (as per the directions given)
24	Swach Vidyalaya/Harit Vidyalaya	1. SHRI SUMAN PGT ENGLISH 2.SMT.JAHIRA BANU PGT BIO 2. SMT.PEVI TGT ENG 3. SHRI.SAM DANIEL CI	1.To keep the campus clean and green 2.To give necessary directions to the conservancy staff and supervise them daily 3.To prepare necessary PPT for the same 4. To maintain the Log Book regarding Cleanliness
25	Tarunotsava /Bridge courses	SMT.PEVI TGT ENG I/C	To conduct the programme as per the schedule and send timely reports
26	Anger Free zone	SMT.C MEENAKSHI PRT I/C	To create anger free zone and also to give guidelines to the students regarding the need to vent out their piled up emotions in a constructive manner

28.	Library Committee	SMT.C MEENAKSHI PRT I/C All Subject Committee conveners Representation from Primary - HM IC	1. To Convene the meeting regularly. 2. To ensure the availability of the Newspapers. 3. To procure Books for the Library 4. To create Anger Free Zone, Guidance and Counselling zone in the Library.
29	WhatsApp Updation	Secondary and Higher Secondary 1.SMTPEVI TGT ENGLISH 1 SMT.MANJUSRI PRT Primary I/C	1. To Monitor every Subject Teacher has updated the subject taught every day in their respective class group and update the report to the undersigned every day at 9.30 Pm
30	Display Board /BALA	1.SHRI SUMAN PGT ENGLISH I/C 2.SMT.PEVI TGT ENG 3.SMT. MAHESWARI (PRT) I/C All House Masters	1. To Monitor the up keep of display boards in proper manner. 2. To maintain the building as the Learning Aid.
31.	Display Board Principal Chamber	SMT.PEVI TGT ENG	1. To update the programme schedule Monthly (on the Last working day)
32.	Outside Work	1. Post Office – 2. Chairman Office – 3. Bank Updation – 4. Distribution of Invitation to VMC Members— AS PER THE DIRECTION FROM SHRI.BANGLADESH KUMAR SSA	1.To Carry out the Assignment in time. 2. No delay should be displayed especially in serious matters like Posting / Reach of information to the concerned authorities. 3. In case of any absence of the Incharge Staff, the other person should complete the assignment in time.
33	UDISE/EMIS/ALUMINI	SHRIJAYARAMAN PGT MATHS I/C SHRI.SAM DANIEL CI	1. TO UPDATE THE SAME AS PER KVS GUIDELINES AND DIRECTIONS
34	Internal Complaints Committee	1.NGO MEMBER 2. SHRI K RENGANATHAN PGT PHYSICS 3.SHRI SUMAN BAGCHI PGT ENG 3. SHRI.ANTO ISAAC TGT P&HE. 4. SMT.MANJU SRI PRT	For complaints of sexual harassments in working place.

Principal

Principal
KENDRIYA VIDYALAYA
गोल्डन रॉक / GOLDEN ROCK
तिरुचिरापल्ली - 620 004.
TIRUCHIRAPALLI - 620 004.