

KENDRIYA VIDYALAYA CHENNEERKARA

COMMITTEES FOR 2024-2025

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-2025. As such all the staff members are hereby informed to note the nature of duties assigned 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 Coordinator/in – charge or in absence of Coordinator / In – charge, any member of the committee. In absence of the Coordinator/ in – charge, the next senior member of the committee will automatically will be the /Coordinator/ in – charge and so on but all the members will be equally responsible. Coordinator/ In-charge will write the names of the members in the Committee register and will allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately, if applicable. In the absence of the Coordinator/ in – charge, the member in the committee will complete the handing and taking over procedure.

Sl. No	Department /activities	Members	Duties of In-charge and Committee Members
1	Time – Table & Arrangement- Sec. and Sr. Sec.  For Primary Class	Mrs. Roshni Samuel, PGT- Chemistry. Mrs. Ragendhu. S. P, PGT- CS. Mr. Mochan Singh. Mr. Augustine. K. I. Mrs. Keerthy Prasannan, Computer Instructor.  Primary I/C. Mr. Harendra Gangwar., PRT. Ms. KM Pratiksha., PRT.	a). To prepare the class time table and teachers time table as per KVS norms. b). To prepare the special time table for ‘after school hour classes’, Autumn break, Winter break, summer vacation etc. 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 ( for challenging students of all classes). d). To give arrangement work to the teachers. e). To display copy of arrangement work on notice board. f). To maintain the arrangement register.