

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
1(a)	<b>Admission</b>	Mrs.Joan Santhi, PGTChem I/c Mr.Prem Kumar Singh, PGT(CS)-Associate Mrs.R.Jayalakshmi, PRT Mr.Richard,PRT Mrs.Sumathy, PRT Mrs.Mini, TGT(Eng) Ms.Tamanna, TGT(Hin) Mrs.Neha, TGT(Lib) Miss.Ritu Singh, PRT Mr.Shaik MD Suhail, PRT Mr.Roshan Kumar Swain, PRT Mrs.R.Chitra, Comp Inst. Sec Comp Inst. Pri	<ul style="list-style-type: none"> <li>• To initiate and complete all admission related work as per KVS guidelines.</li> <li>• A member to complete entries in admission register.</li> <li>• Registration work –record to be maintained.</li> <li>• Preparation of list and checking of registration forms</li> <li>• To conduct lottery and intimation to parents</li> <li>• Website updating of admission details-TC/New admissions</li> <li>• All fresh admissions including XI STD admissions</li> <li>• To keep updating data regarding MP Quota / special dispensation / chairman quota and regular admission details category and class wise along with total number registered / admitted SC / ST / RTE details etc.</li> </ul>
1(b)	<b>Time Table</b>	Mr. T.Murali, PGT(Phy) – I/c Mrs.Shikha, TGT(ART)-Associate Ms.Karthika Unni, TGT(Eng) Mrs.R.Chitra, Comp Ins Sec  Mrs. Manu Jaglan, PRT I/c Ms.Ritu Singh, PRT	<ul style="list-style-type: none"> <li>• To prepare and distribute time table in the beginning of the academic session;</li> <li>• make changes whenever necessary;</li> <li>• make arrangements teachers who are on leave including marking attendance for the classes of absentee</li> <li>• To prepare time table for inspection</li> <li>• To prepare time table for special classes – IX to XII</li> <li>• To prepare CAL / TAL time table</li> </ul>
2	<b>Academic Advisory Committee and monitoring of implementation of NMM(National Mission for Mentoring) and NPST(National Professional Standards for Teachers), FLN &amp; NIPUN(Primary), implementation of NEP 2020, NCF(FS) for Primary, NCF(SE) for Secondary, Innovative Pedagogy, TLO, NISHTHA, DIKSHA Portal</b>	Mrs. R. Latha, Vice Principal - I/c Mrs. L R Asha, PGT Geo-Associate Mrs. R. Jayalakshmi, HM I/c All Subject Conveners Primary & Secondary	All kinds of Vidyalaya Academic Activities

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3	<b>Scrutiny of Income Tax forms.</b>	Mr.T.Murali, PGT(Phy)-I/C Mr.A.M.Vijayan, PGT(Maths)-Associate Mrs.Poonam Baghel, TGT Maths Mrs.Menka, TGT Maths Ms.Josephin Janurani, TGT Maths Ms.A Pavithra Devi, TGT Maths Mr.K.Richard Ferdinand, PRT Mrs.Manu Jaglan, PRT Miss.Ritu Singh, PRT Mr.Shaik MD Suhail, PRT Mr.Roshan Kumar Swain, PRT Mr.Akash Chaudhari, PRT	To Scrutinize all the IT documents and propose required deductions.
4 (a)	<b>Examination (internal)</b>	Mrs.N.Meenakshi, PGT(Bio) – I/c Mrs. Megha, TGT(Sci)-Associate Ms. Supriya Tonk, TGT(SKT) Mrs.Alka Bundel, TGT(Hin)  Mrs.T.Geetha, Sub staff Mr. Swaminathan, Sub staff  Mrs. Jacintha Felix, PRT – I/c Ms.Aruna Kaushik, PRT-Associate Ms.Shaik MD Suhail, PRT	<ul style="list-style-type: none"> <li>• To plan and conduct tests and exams as per KVS &amp; CBSE guidelines</li> <li>• To plan and convene P-T meets on open day</li> <li>• To finalize results and carry out all related work.</li> <li>• Result Analysis of class X &amp; XII be put up to the Principal every month</li> <li>• Preparation of progress reports</li> <li>• Submission of monthly reports to Principal</li> <li>• Regular checking of activities done by the teachers</li> <li>• Regular checking of anecdotal records.</li> <li>• To conduct retest whenever necessary</li> <li>• To conduct LAT &amp; Periodic Tests</li> <li>• Progress Cards to be issued after every term</li> <li>• To maintain Result analysis and maintenance of all records and registers related to examination department.</li> <li>• To give suitable instructions to class teachers for maintaining all the relevant records.</li> <li>• To ensure strict confidentiality in the matters of examination.</li> </ul>
4(b)	<b>PT Meetings</b>	Mr.A M Vijayan, PGT Maths-I/c Dr.Umapathi Jain, PGT(Hin)-Associate Mrs.L R Asha, PGT(Geo) Mrs.V.Mini, TGT(Eng) Ms.Tamanna, TGT(Hin) Mrs.R.Jayalakshmi, HM I/c Mr. K.Richard, PRT Mrs.Jacintha Felix, PRT Mrs.Shikha, ART-Photos	<ul style="list-style-type: none"> <li>• To plan and convene P-T meets on open day</li> <li>• Intimation to Parents accordingly</li> <li>• Maintenance of records</li> </ul>

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5	CBSE	Mrs. Vasanthi, PGT(His) – I/c only Board Exams Mrs.L.R.Asha, PGT(Geo)-Associate Mrs.R.Chitra, Comp Inst Sec	<ul style="list-style-type: none"> <li>To complete the registration on time</li> <li>To complete the verification error free</li> <li>Uploading of marks</li> <li>To inform the teaching faculty all the changes introduced in CBSE</li> </ul>
6	CCA & Assembly	<p>Mrs. K.Kanchana, PGT Eng – I/c Mrs.V.Mini, TGT(Eng)-Associate Ms.Karthika Unni, TGT(Eng) Ms.Tamanna, TGT(Hin) Mrs.Manita Yadav, TGT(SST) Ms.Supriya Tonk, TGT(SKT) Mrs.Shikha, TGT(ART) Mrs.Pushpa, TGT(SST) Mrs.Sasikala, TGT(Mat)</p> <p>Mrs. Sindhu, PRT – I/c Ms.Muskan Khan, PRT Ms.Rashmi Kumari, PRT Ms.Shiva Pandey, PRT(Music)</p>	<ul style="list-style-type: none"> <li>Plan and execute the year's CCA program;</li> <li>ensure proper morning assembly program and full cooperation of all house- teachers</li> <li>Updation of house boards and CCA boards</li> <li>Circulation of Assembly duties</li> <li>To check late comers</li> <li>To give standing instructions to all class teachers &amp; students about assembly duties</li> <li>To keep programme within 20 Mts &amp; to screen the items of the programme</li> </ul>
7	Other KVS CCA Activities (Hindi Pakwada, Swachta Pakwada, EBSB, Constitution day etc)	<p>Dr.B.Umapathi Jain, PGT(Hin) – I/C Ms.Tamanna, TGT(Hin)-Associate Mrs.Alka Bundel, TGT(Hin) Ms.Supriya Tonk, TGT (SKT) Mrs.Sudesh Kumari, TGT(SKT) Mrs.Manita Yadav, TGT(SST) Mrs.Pushpa, TGT(SST)</p>	To ensure proper conduct of activities
8	Library Committee	<p>Mrs.Neha, Lib – Incharge Ms.Karthika Unni, TGT Eng-Associate Ms.Tamanna, TGT Hin Ms.Supriya Tonk, TGT SKT Mrs.Shikha, TGT ART Mrs.Sumathy Christy, PRT Mrs.Atisha Sharma, PRT Mrs.T.Geetha, Substaff</p>	<ul style="list-style-type: none"> <li>To suggest books to be purchased for Library</li> <li>To suggest ways to improve Library services</li> <li>To ensure proper class-library services in primary classes.</li> </ul>
9	BIS (Bureau of Indian Standards)	<p>Mrs.Megha, TGT Sci-I/c Mrs.Manita Yadav, TGT SST-Associate</p>	<ul style="list-style-type: none"> <li>To create awareness on students</li> <li>To conduct competition</li> </ul>
10	Office Maintenance Committee	<p>Mr.A.M.Vijayan, PGT Maths-I/c Mr.K.Richard Ferdinand, PRT-Associate</p>	

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
11	<p><b>Scouts</b></p> <p><b>Guides</b></p> <p><b>Cubs</b></p> <p><b>Bulbuls</b></p>	<p>Mr.Prem Kumar Singh,PGT(Comp) – I/c Mr. T.Murali,PGT(Phy)-Associate</p> <p>Mrs.Shikha, TGT(AE) – I/c Ms.Supriya TGT(SKT)-Associate Mrs.Manita Yadav, TGT(SST) Mrs.Manu Jaglan, PRT</p> <p>Mr.Akash, PRT Mr.Shaik MD Suhail, PRT-Associate Mr.Roshan Kumar Swain, PRT</p> <p>Mrs.Sindhu , PRT – I/C Ms.Muskan Khan, PRT-Associate Mrs. Manu Jaglan, PRT Ms.Rashmi Kumari, PRT Mrs.Atisha Sharma, PRT Ms.Neha Yadav, PRT</p>	<ul style="list-style-type: none"> <li>• Enroll students</li> <li>• To carry out activities once every week</li> <li>• To make students participate in testing camps</li> <li>• To conduct camps in school and ensure a vibrant scout movement at school level, undergo higher training.</li> <li>• To train for DSTC/TSTC/RP/Rastr apathi award etc</li> <li>• To maintain record for the activities conducted</li> <li>• To maintain list of Cub/Bul Bul/Scouts and Guides – Name/class/sec/DOB/ Father’s name / Mother’s name / level (Pravesh ,Pratham , Divithiyam,Trithiya etc) / whether attended any camp / achievement / contact number</li> <li>• Also to keep two teams ever ready for colour party welcome</li> <li>• Everybody to involve in scout &amp; guide activities sincerely and prepare the students</li> </ul>

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12	<b>NAEP &amp; Manodarpan</b>	Mrs.Meenakshi, PGT(Bio) – I/c Mrs.Kanchana, PGT Eng-Associate Mrs.Megha, TGT Sci Mrs Jacintha, PRT Ms.Karthika Unni, TGT Eng Ms.Tamanna, TGT Hin Mrs.Atisha Sharma, PRT	Carry out NAEP programs as per KVS instructions
13	<b>Career Guidance &amp; Counseling</b>	Mr.A M Vijayan, PGT Maths– I/c Mrs.Kanchana, PGT Eng-Associate Mrs.L.R.Asha, PGT Geo Mrs.V.Mini, TGT Eng Mrs.Alka Bundel, TGT Hin Mrs. Jacintha Felix, PRT Mrs.Rajalakshmi, Counsellor Mrs.Yuvarani, Special Educator	<ul style="list-style-type: none"> <li>• To give necessary Career Guidance and counseling to students of class X, XI and XII</li> <li>• To arrange lectures by experts</li> <li>• To take up case studies for counseling of problematic students</li> </ul>
	<b>ACP (Awakened Citizen Programme)</b>	Mrs. V.Mini, TGT Eng, TGT Eng-I/c Mrs.N.Meenakshi, PGT Bio-Associate Mrs.Poonam Baghel, TGT Mat Ms.Tamanna, TGT Hin Mrs.Alka Bundel, TGT Hin	To arrange workshop for ACP programmes, emphasize good behaviour in Children
14	<b>1. RSBVP (Rashtriya Sashtriya Bal Vaigyanik Pradharshini)</b>	Mrs.Joan Santhi, PGT Che I/C Mr.Murali, PGT Phy-Associate Mrs.Meenakshi , PGT Bio Mr.Prem Kumar Singh, PGT CS Mrs.Pavithra, TGT Mat Mrs.Megha, TGT Sci Ms.Ragin Benny, TGT Sci	To plan and conduct school level exhibitions and select the best for regional / national KVS exhibition
	<b>2. NCSC</b>	Mr.T.Murali, PGT Phy – I/c Mr.A M Vijayan, PGT Maths-Associate Mr.Prem Kumar Singh, PGT CS Mrs.Megha, TGT Sci	To train students and guide them
	<b>3. INSPIRE AWARD</b>	Mr.A M Vijayan, PGT Maths– I/c Mrs.Megha, TGT Sci-Associate Mrs.Pavithra, TGT Mat Ms.Ragin Benny, TGT Sci	Preparing students for National level competitions

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	<b>4.Rashtriya Ekta Parv &amp; KVS Kala Utsav</b>	Mrs.L.R.Asha , PGT (Geo)-I/c Mrs.Vasanthi , PGT Hist-Associate Mrs.Manita Yadav, TGT(SST) Mrs.Pushpa Gautam, TGT(SST)	Preparing students for Vidyalaya level, Cluster level, Regional level & National level competitions
	<b>5. EBSB &amp; AKAM</b>	Mrs.Manita Yadav, TGT(SST)– I/c Mrs.V.Mini, TGT(Eng)-Associate Ms.Karthika Unni, TGT(Eng) Mrs.Alka Bundel, TGT (Hin) Ms.Tamanna, TGT(Hin) Ms.Supriya Tonk, TGT(SKT) Mrs.Sudesh Kumari, TGT(SKT) Mrs.Pushpa Gautam, TGT(SST) Mrs.B.Vijayalakshmi, TGT(Eng)	To conduct programmes as per Annual calendar
<b>15</b>	<b>Olympiad &amp;  NTSE</b>	Mrs Mini TGT Eng – I/c Mrs. Megha, TGT Sci-Associate Mrs.Poonam, TGT Mat Ms.Mrs.Pavithra, TGT Maths Mrs.R.Chitra, Comp Inst Sec  Mr.Richard Ferdinand, PRT – I/c Miss. Ritu Singh, PRT-Associate  Mr. A M Vijayan, PGT Mat – I/c Mrs.Pavithra, TGT Mat-Associate Ms.Josephin Janurani, TGT Mat Mrs.Sangeetha, Comp Inst(Primary)	<ul style="list-style-type: none"> <li>Disseminate information to students in time, ensure maximum participation in these, provide required training and learning material with the aim to have at least 5% of participants getting selection/ creditable ranks</li> </ul>
<b>16</b>	<b>Suggestion Box Maintenance &amp; Gratitude Box Maintenance</b>	Mrs.L.R.Asha, PGT Geo-I/c Mr.K.Richard Ferdinand, PRT-Associate Ms.Kanika, TGT P&HE Mrs.V.Mini, TGT(Eng) Mr. Shaik MD Suhail, PRT Mr.Akash, PRT	<ul style="list-style-type: none"> <li>To install suggestion box &amp; o open it every 4th tues/Wednesday in the presence of the Principal</li> <li>To discuss with Principal &amp; take steps to redress complaints.&amp; maintain record of the same</li> </ul>

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
17	<p><b>Cleanliness &amp; Sanitation</b></p> <p><b>Swachh Vidyalaya &amp; Plastic free Vidyalaya</b></p>	<p>Ms.Kanika, TGT P&amp;HE-I/c  Mr.Prem Kumar Singh, PGT CS-Associate  Mrs.Megha, TGT Sci  Ms.Supriya, TGT(SKT)  Ms.Tamanna, TGT (Hin)  Mrs.Manita Yadav, TGT SST  Mrs.Pushpa Gautam, TGT SST  Mrs.Neha, Lib  Ms.Muskan Khan, PRT  Ms.Jothilakshmi, Nurse</p> <p>Mrs.N.Meenakshi, PGT Bio-I/c  Mr.T.Murali, PGT Phy-Associate  Dr.Umapathi Jain, PGT Hin  Mr.Prem Kumar Singh, PGT CS  Mrs.Megha, TGT Sci  Ms.Supriya, TGT(SKT)  Ms.Neha Yadav, PRT</p>	<p>1. To ensure and maintain all basic facilities for students.  2. To monitor &amp; maintain cleanliness with the help of the agency concerned.</p>
18	<p><b>Gardening &amp; Beautification</b></p>	<p>Mrs.Megha, TGT Sci I/c  Mrs.L.R.Asha, PGT(Geo)-Associate  Ms.Ragin Benny, TGT Sci  Mrs.Manita Yadav, TGT (SST)  Mrs.Shikha, TGT(ART)  Mrs.R.Jayalakshmi, PRT - I/c  Mrs. Sindhu, PRT  Mrs.Sumathy, PRT  Mrs. Manu Jaglan, PRT  Ms.Aakanksha Awasthi, PRT  Ms.Aruna Kaushik, PRT  Ms.Rashmi Kumari, PRT</p>	<p>• To ensure the maintenance of the whole campus as eco friendly, green &amp; clean.</p>

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19	Maintenance & Repair	Mr.A M Vijayan, PGT(Mat)-I/c Mr.Richard , PRT-Associate Ms.Kanika,TGT P&HE Mrs.Shikha, TGT AE Mrs.R.Jayalakshmi, PRT Mrs. Sumathy, PRT Mrs.Manu Jaglan, PRT Miss. Ritu Singh, PRT Mr.Akash, PRT Mr.Shaik MD Suhail, PRT Mr.Roshan Kumar Swain, PRT	<ul style="list-style-type: none"> <li>To carry out repair, Maintenance &amp; development work of the building including toilets, surroundings and play ground.</li> <li>To get AMC approval &amp; do the follow up</li> </ul>
20	ID Card Committee	Mr.K.Richard Ferdinand, PRT-I/c Mrs.L.R.Asha, PGT(Geo)-Associate Ms.Tamanna, TGT(Hin) Ms.Supriya Tonk, TGT (SKT) Mrs.Manimegalai, YOGA	<ul style="list-style-type: none"> <li>To receive information and submit to photographer</li> <li>To see that ID card is made and distributed to children</li> </ul>
21	Times NIE Committee	Ms.Karthika Unni, TGT Eng-I/c Mrs.Neha, Lib-Associate Mrs.V.Mini, TGT ENG Ms.Muskan Khan, PRT	<ul style="list-style-type: none"> <li>To make announcement regarding membership and enhance reading habit in children</li> </ul>
22	Sports & Games &  Discipline	Ms.Kanika, TGT P&HE – I/c Mr.Sanjai Gandhi, Coach Sec-Associate Mr.Saravanan, PET Coach Mrs.Manimegalai, Yoga Mrs.R.Chitra, Comp Ins Sec  Ms.Kanika, TGT(P&HE) – I/c Mr.A M Vijayan, PGT Maths-Associate Mr.T.Murali, PGT Phy Dr.Umapathi Jain, PGT Hin Mr.Prem Kumar Singh, PGT CS Mrs. S.Vasanthi, PGT(His) Mrs.Alka Bundel, TGT(Hin) Mr. K.Richard Ferdinand, PRT Mrs. M R Sindhu, PRT	<ul style="list-style-type: none"> <li>To identify the talented students to participate in KVS games.</li> <li>To give special training through coaches and maintain records.</li> <li>To draw up class wise / house wise activities to be undertaken as per syllabus.</li> </ul>



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23	<b>Excursion &amp; Adventure</b>	<p>Mrs.L.R.Asha, PGT(Geo) I/c  Mrs.S.Vasanthi, PGT His-Associate  Dr. Umapathi Jain, PGT Hin  Mrs.V.Mini, TGT Eng  Ms.Karhika Unni, TGT Eng  Mrs.Alka Bundel, TGT Hin  Mrs.Manita Yadav, TGT SST</p> <p>PRIMARY</p> <p>Mr.Richard , PRT – I/c  Mrs.R.Jayalakshmi, PRT-Associate  Mrs.Sumathy,PRT  Mrs.Jacintha, PRT</p>	<ul style="list-style-type: none"> <li>• To identify places of visit as per suggestions received from KVS, plan trips, schedule &amp; mode of transport for all classes.</li> </ul>
24	<b>Safety Advisory Committee</b>	<p>Ms.Kanika, TGT(P&amp;HE)  Ms.Aakanksha Awasthi, PRT-Associate  All subject convenerns of Primary &amp; Secondary</p>	<ul style="list-style-type: none"> <li>• To advice regarding safety and security of the vidyalaya</li> </ul>
25	<b>PM YUVA Mentorship Scheme 2.0</b>	<p>Mr.T.Murali, PGT Phy-I/c  Mrs.Megha, TGT Sci-Associate  Mrs.Manita Yadav, TGT SST  Ms.Supriya, TGT(SKT)</p>	
26	<b>Celebrations &amp; National and International Days</b>	<p>Mrs. K.Kanchana, PGT Eng – I/c  Dr. Umapathi Jain, PGT Hin-Associate  Mrs.Mini, TGT Eng  Mrs.Alka Bundel, TGT Hin  Ms.Tamanna, TGT Hin  Ms.Supriya Tonk, TGT SKT</p> <p>Mrs. Sindhu M R, PRT – I/c  Ms.Aakanksha Awasthi, PRT-Associate  Ms.Rashmi Kumari, PRT</p>	<ul style="list-style-type: none"> <li>• To prepare list of celebrations for the academic year 2024-25.</li> <li>• To plan for the activities of various celebration</li> <li>• To apply for advance settling of the account.</li> <li>• Invitations to be planned and distributed.</li> </ul>

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27	CS-54	Mr.A M Vijayan, PGT Mat – I/c Ms.Supriya, TGT SKT-Associate Mrs.R.Chitra, Comp Inst Sec  Mr K.Richard PRT – I/c Miss. Ritu Singh, PRT-Associate	To maintain CS-54 register and tally entries with daily fee collection register every month.
28	Furniture	Mr.Richard , PRT – I/c Mrs. Megha, TGT Sci-Associate Ms.Tamanna, TGT Hin Ms.Kanika, TGT P&HE Mr.Shaik MD Suhail, PRT	1. To ensure proper & adequate furniture in all class rooms 2. To main class & dept. wise inventory 3. To ensure proper upkeep of furniture 4. To prepare demands for purchase & submit to purchase committee
29	Staff Room Incharge (Secondary)	Mrs.L.R.Asha, PGT(Geo) Mrs.K.Kanchana, PGT(Eng)-Associate	• To maintain the staff room
30	Staff Room Incharge (Primary)	Mrs.Alka Bundel, TGT(Hin) Mrs.Jacintha Felix, PRT-Associate	• To remove unwanted things accumulated in staff room
31	Medical Room	Ms.Kanika, TGT P&HE-I/c Mrs.R.Jayalakshmi, PRT-Associate Ms.Jothi Lakshmi, Nurse	• To help the sick children
32	Vidyalaya Magazine	Mrs.Kanchana , PGT Eng – I/c Dr.Umapathi Jain , PGT Hin-Associate Mrs.Mini, TGT Eng Ms.Karthika Unni, TGT Eng Mrs.Alka Bundel, TGT(Hin) Ms.Tamanna, TGT(Hin) TGT(SKT) Ms.Supriya Tonk, TGT (Skt)  PRIMARY  Mr.Richard Ferdinand , PRT-I/c Mrs.Sumathy Christy, PRT-Associate Mrs. Jacintha, PRT Mrs. Manu Jaglan, PRT	• To collect articles and plan soft-copy of the Vidyalaya patrika / CMP magazines & release in time. • To give publicity to functions, to send reports with photos to KVS publications.

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33	<p><b>Photography</b></p> <p><b>Bus Pass</b></p>	<p>Ms.Shikha, TGT(ART) – I/c Mrs.Manita Yadav, TGT(SST) Mr.Richard , PRT-Associate Ms.Ritu Singh, PRT Ms.Shiva Pandey, PRT (Music)</p> <p>Ms.Ritu Singh, PRT – I/c Ms.Shikha, TGT(ART)-Associate Mrs.Sangeetha, Pri Comp.Ins</p>	<ul style="list-style-type: none"> <li>• To arrange for photography whenever required</li> <li>• To see that Children take bus pass</li> </ul>
34	<b>Official Language implementation</b>	<p>Dr.B.U.Jain , PGT Hin – I/c Mrs.Alka Bundel, TGT Hin-Associate Mrs.R.Jayalakshmi, PRT Ms.Tamanna, TGT(Hin) Mrs.Manu Jaglan, PRT Ms.Aakanksha Awasthi, PRT Ms.Neha Yadav, PRT</p>	<ul style="list-style-type: none"> <li>• To see that official language is used in all communications</li> </ul>
35	<b>CVC (Central Vigilance Commission)</b>	<p>Mrs.K.Kanchana, PGT(Eng)-I/c Dr.Umapathi Jain, PGT(Hin)-Associate Mrs.Alka Bundel, TGT(Hin) Mrs.Atisha Sharma, PRT Ms.Muskan Khan, PRT Ms.Rashmi Kumari, PRT</p>	<ul style="list-style-type: none"> <li>• To conduct all activities in school in a fair manner</li> <li>• To administer oath whenever needed</li> </ul>
36	<p><b>Vidyalaya website, Vidyalaya Twitter, Vidyalaya Facebook, E-Classroom Maintenance &amp; PIMS Updation</b></p> <p><b>UBI Fee Portal</b></p>	<p>Mr.Prem Kumar Singh , PGT CS – I/c Mrs.Shikha, TGT ART-Associate Mr.Shaik MD Suhail, PRT Mr.Roshan Kumar Swain, PRT Mrs.R.Chitra, Comp Ins Sec Mrs.Sangeetha, Comp Ins Pri</p> <p>Mr.K.Richard Ferdinand, PRT – I/c Ms.Supriya Tonk, TGT SKT-Associate Mrs.R.Chitra, Comp Ins Sec Mrs.Sangeetha, Comp Ins Pri</p>	<ul style="list-style-type: none"> <li>• To update the website periodically.</li> </ul>

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37	<b>UDISE Plus Portal updation</b>	Mrs.S.Vasanthi, PGT His-I/c Ms.Supriya Tonk, TGT SKT-Associate Mrs.Shikha, TGT AE Mrs.Akhila Raj, TGT Mat Ms.Karthika Unni, TGT Eng Mrs.Aakanksha Awasthi, PRT Ms.Neha Yadav, PRT	<ul style="list-style-type: none"> <li>• To enroll and update UDISE portal</li> </ul>
38	<b>E- Student Diary &amp; Press and Publications</b>	Mrs.Kanchana,PGT(Eng) -I/C Dr.Umapathi Jain,PGT(Hin)-Associate Mr.Prem Kumar Singh, PGT CS Mrs.Mini, TGT (Eng) Ms.Tamanna, TGT(Hin) Mr.Richard Ferdinand, PRT Mrs.Atisha Sharma, PRT Ms.Muskan Khan, PRT Mrs.R.Chitra, Comp Ins Sec	To give publicity to functions, to send reports with photos to KVS publications.
39	<b>Assitant Public Information Officer</b>	Mrs.R.Latha, Vice Principal Mrs.S.Vasanthi, PGT His-Associate Mr.A M Vijayan, PGT Maths	
40	<b>External Exams</b>	Mrs.L R Asha, PGT Geo- I/c Mrs.S.Vasanthi, PGT(His)-Associate Mrs.V.Mini, TGT(Eng) Mrs.Alka Bundel, TGT(Hin) Mr.Richard, PRT Mrs.Manimegalai, Yoga	<ul style="list-style-type: none"> <li>• To conduct external exams</li> <li>• To maintain file</li> <li>• To settle the account</li> <li>• to see that all related works are timely conducted</li> <li>• Letter to police station- and EB Dept, Acceptance letter</li> </ul>

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
41	HOUSE I/C	Mr.T.Murali, PGT Phy I/c Mrs.L R Asha, PGT(Geo)-Associate Mrs.Poonam, TGT(Mat) Mrs.Pavithra, TGT(Mat) Ms.Jyothi Lakshmi, Nurse Ms.Rashmi Kumari, PRT I/c Ms.Sumathy Christy, PRT-Associate Mrs.Priya Magesh, PRT Mrs.Sangeetha, Pri Ins	<ul style="list-style-type: none"> <li>• To maintain the house boards</li> <li>• To train the students for the house activities</li> <li>• To select the students for competitions</li> <li>• To maintain the record of CCA activities</li> <li>• To encourage the students for participation in various activities</li> </ul>
	Shivaji	Dr.Umapathi Jain, PGT Hin I/c Mrs.C.Padma, PGT(Eco)-Associate Ms.N.Meenakshi, PGT(Bio) Ms.Josephine, TGT(Mat) Ms.Kanika, TGT(P&HE) Ms.Muskan Khan, PRT I/c Mrs.Manu Jaglan, PRT-Associate Mr.Roshan Kumar Swain, PRT Mr.Akash Chaudhari, PRT	
	Tagore	Mr.Prem Kumar Singh, PGT CS I/c Ms.S.Vasanthi, PGT(His)-Associate Ms.Megha, TGT(Sci) Ms.Neha, Librarian Mr.Sanjai Gandhi, Coach Ms.Aakanksha Awasthi, PRT I/c Mr.Richard Ferdinand, PRT-Associate Ms.Ritu Singh, PRT Ms.Atisha Sharma, PRT Mrs.R.Chitra, Comp Ins	
	Ashoka	Mr.A M Vijayan, PGT Mat-I/c Ms.Joan Santhi Joseph, PGT(Che)-Associate Mrs.Alka Bundel, TGT Hin Ms.Tamanna, TGT(Hin) Mrs.Sasikala, TGT Mat Ms.Manimegalai, YOGA Ms.Neha Yadav, PRT I/c Mrs.Jacintha Felix, PRT-Associate Ms.Aruna Kaushik, PRT Mr.Shaik MD Suhail, PRT	
	Raman		

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
42	<b>Sexual Harassment of women employees (Internal Complaint Committee)</b>	Mrs.Mini Mullath, AC, RO Dr.V.Kadambari, NGO Member Dr.M.Manickasamy, Principal, KV CRPF Mrs.Chitra Mukunthan, Principal, KV No.2 TBM Mrs.N.Valarmathi, Principal Mrs.L.R.Asha, PGT (Geo) Mrs.S.Vasanthi PGT Hist	<ul style="list-style-type: none"> <li>• To see that no atrocities take place against women</li> </ul>
43	<b>Local Purchase Committee &amp; Handling GEM Portal</b>	Mrs.R.Latha, Vice Principal-I/c Mrs.S.Vasanthi, PGT(His)-Associate Mr.A.M.Vijayan, PGT Maths Mr.Prem Kumar Singh, PGT CS Mrs.V.Mini, TGT(Eng) Mrs.Poonam Baghel, TGT Mat Mrs.R.Jayalakshmi, PRT Mr.K.Richard Ferdinand, PRT Mrs.R.Chitra, Comp Ins Sec	<ul style="list-style-type: none"> <li>• To plan for the items to be purchased for school &amp; processing the purchase through GeM portal</li> </ul>
44	<b>Disaster Management Committee</b>	Ms.Kanika, TGT(P&HE) - I/c Mrs.Megha, TGT Sci-Associate Mrs.Manita Yadav, TGT(SST) Mrs.Neha, TGT Lib Mrs.Shikha, TGT Art Ms.Aruna Kaushik, PRT Ms.Muskan Khan, PRT Ms.Neha Yadav, PRT	<ul style="list-style-type: none"> <li>• To conduct mock drill to take care in case of any emergency situation</li> </ul>
45	<b>PM Shri Programmes &amp; Activities planning and implementation, PM Shri Portal, Community Participation &amp; Energy Literacy</b>	Mr.A.M.Vijayan, PGT Maths-I/c Mrs.L.R.Asha, PGT Geo-Associate Mrs.Joan Santhi Joseph, PGT Chem Mrs.N.Meenakshi, PGT Bio Mrs.K.Kanchana, PGT Eng Mrs.Shikha, TGT ART Mrs.Manita Yadav, TGT SST Mr.Roshan Kumar Swain, PRT Mr.Akash, PRT Mrs.R.Jayalakshmi, PRT Mr.K.Richard Ferdinand, PRT Mrs.Manu Jaglan, PRT Ms.Ritu Singh, PRT Ms.Karthika Unni, TGT(Eng)	<ul style="list-style-type: none"> <li>• To update PM SHRI portal</li> <li>• To keep proper record of expenditure</li> </ul>

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
46	<b>Flag Hoisting Committee</b>	Ms.Kanika, TGT(P&HE)-I/c Ms.Tamanna, TGT(Hin)-Associate Ms.Supriya TGT(SKT) Mr.Akash Chaudhari, PRT Mr.Shaik MD Suhail, PRT Mr.Roshan Kumar Swain, PRT	<ul style="list-style-type: none"> <li>To tie in the morning everyday</li> <li>To see that the flag is folded and kept safely</li> </ul>
47	<b>Green School Project</b>	Mrs.Joan Santhi Joseph, PGT Che-I/c Mrs.N.Meenakshi, PGT Bio-Associate Mrs.Manita Yadav, TGT SST Mrs.Megha, TGT Sci	<ul style="list-style-type: none"> <li>To help in maintaining a green school</li> </ul>
48	<b>AV Room</b>	Secondary Mrs.L.R.Asha, PGT(Geo)-I/c Mrs.Supriya Tonk, TGT SKT-Associate  Primary Mrs.R.Jayalakshmi, PRT-I/c Mrs.Manu Jaglan, PRT-Associate	<ul style="list-style-type: none"> <li>To maintain the safety and proper use of AV Room</li> </ul>
49	<b>Club Activities</b>	Mrs.N.Meenakshi, PGT(Bio) - I/c Mr.T.Murali, PGT(Phy) - Associate Mr.Prem Kumar Singh, PGT CS Mrs.Megha, TGT Sci Ms.Ragin Benny, TGT Sci	Teachers are requested to make a note of the name of the club they are attached with and prepare a list of activities for the academic year 2024-25.
	<b>1. Eco/ Science Club:</b>		
	<b>2. Maths Club</b>	Mr.A.M.Vijayan, PGT Maths-I/c Mrs.Pavithra, TGT(Mat)-Associate Ms.Menka, TGT (Mat) Ms.Josephin Janurani, TGT(Mat)	
	<b>3.Art/Hobby/ Music/ Integrity Club</b>	Mrs.Manita Yadav, TGT SST- I/c Mrs.Shikha, TGT AE-Associate Ms.Shiva Pandey, PRT (Music) Mrs. L.R.Asha, PGT Geo Mrs.S.Vasanthi, PGT Mrs.Pushpa, TGT SST	
	<b>4. Literary Club-English / Hindi (Reading, Writing, creative writing)</b>	Dr Umapathi Jain, PGT – I/C Mrs.Neha, TGT Lib-Associate Mrs.V.Mini, TGT Eng Ms.Karthika Unni, TGT Eng Mrs.Alka Bundel, TGT Hin Ms.Tamanna, TGT Hin Ms.Supriya Tonk, TGT SKT	

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	<b>5. Health &amp; Wellness club</b>	Ms.Kanika, TGT P&HE-I/c Mrs.R.Jayalakshmi, PRT-Associate Mrs.Megha, TGT Sci Ms. Kanika, TGT(P&HE) Mrs.Jacintha Felix, PRT Mrs.Yuvarani, Special Educator Mr.Sanjai Gandhi, Sec Coach Mr.Saravanan, Prim Coach Mrs.Jothi Lakshmi, Nurse	Note: Clubs will be conducted once in a month (Wednesday –Zero period).
	<b>6. Scouts / Guides</b>	Mr. Prem Kumar Singh, PGT CS I/c Scouts Mr. T. Murali PGT Phy-Associate Mrs.Shikha, TGT AE– I/c Guides Ms. Supriya Tonk, TGT-Associate Mrs.Manita Yadav, TGT SST Mrs.Sindhu, PRT Mrs.Manu Jaglan, PRT Miss.Ritu Singh, PRT	
	<b>7. Yuva Tourism Club</b>	Mrs. L.R.Asha, PGT Geo – I/c Mrs.S.Vasanthi, PGT His-Associate Mrs.Manita Yadav, TGT SST Mrs.Pushpa, TGT SST	
50	<b>JIGYASA</b>	Mr. Murali, PGT(Phy) – I/c Mr.Prem Kumar Singh, PGT CS-Associate Mr.A.M.Vijayan, PGT Maths Mrs. Joan Santhi, PGT(Chem) Mrs. Megha Jakhar, TGT(Sci)	• To prepare students for the competitions
	<b>TARUNOTSAVA</b>	Mr. Murali, PGT(Phy) – I/c Mrs. K.Kanchana, PGT(English)-Associate Dr. Umapathi Jain, PGT Hin Mrs. S.Vasanthi, PGT His Ms.Karthika Unni, TGT Eng	• To prepare students of Class-X for choosing a correct stream
	<b>TECHNOTHLON</b>	Mrs.Megha, TGT Sci– I/c Miss.Ritu Singh, PRT-Associate Mrs.R.Chitra, Comp Inst Sec	
	<b>TOY LIBRARY &amp; TEACHING AIDS</b>	Mrs.L.R.Asha, PGT(Geo)-I/c Mrs.S.Vasanthi, PGT(His)-Associate Mrs.Manita Yadav, TGT (SST) Mrs.Pushpa, TGT SST All Subject Conveners of Primary Section	• To buy and implement the usage of toy library & teaching aids



S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
	<b>SPOT EXAM</b>	Mrs.Megha, TGT(Sci) -l/c Ms.Ragin Benny, TGT(Sci)-Associate	
	<b>IAPT Senior</b>	Mr.A.M.Vijayan, PGT Maths-l/c Mr.T.Murali, PGT(Phy)-Associate Mrs.Megha, TGT(Sci)	
	<b>IAPT Junior</b>	Mrs.Megha, TGT(Sci) -l/c Ms.Ragin Benny, TGT(Sci)-Associate Ms.Josephin Janurani, TGT Maths Ms.Pavithra Devi, TGT Maths Mrs.Menka, TGT Maths	
51	<b>Alumni association of Vidyalaya and Vidyanjali portal updation</b>	Mr.T.Murali, PGT(Phy)-l/c Mrs.S.Vasanthi, PGT(His)-Associate Mrs.K.Kanchana, PGT(Eng) Dr.Umapathi Jain, PGT(Hin) Mrs.R.Jayalakshmi, PRT Mr.K.Richard Ferdinand, PRT Mrs.Sumathy Christy, PRT Mrs.Jacintha Felix, PRT Mrs.Manita Yadav, TGT(SST) Mrs.Megha Jaxhar, TGT(Sci) Mrs.Shikha, TGT(AE)	Planning, Executing & Monitoring of all the activities of Alumni Association and Vidyanjali Portal
52	<b>Continuous Progressive Development (CPD)</b>	Mr.A.M.Vijayan, PGT(Mat)-l/c Mrs.S.Vasanthi, PGT(His)-Associate Mrs.Manita Yadav, TGT(SST) Ms.Tamanna, TGT(Hin) Ms.Supriya Tonk, TGT(SKT) Mrs.Shikha, TGT(AE) Ms.Muskan Khan, PRT Ms.Rashmi Kumari, PRT	Monitoring and tracking the CPD Programme undertaken by every individual teacher
53	<b>Construction of Vocational Lab Monitoring committee</b>	Mr.A.M.Vijayan, PGT Mat-l/c Mr.Prem Kumar Singh, PGT(CS)-Associate Mr.T.Murali, PGT(Phy), Mrs.L.R.Asha, PGT(Geo) Dr.Umapathi Jain, PGT(Hin) Mrs.Alka Bundel, TGT(Hin) Mrs.Shikha, TGT(AE) Mrs.R.Jayalakshmi, HM In-charge Mr.K.Richard Ferdinand, PRT Mr.Akash Chaudhari, PRT	To monitor and generate monthly report on the progress of construction of Vocational Lab

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
54	Youth Parliament Committee	Mrs.L R Asha, PGT Geo- I/c Mrs.S.Vasanthi, PGT(His)-Associate Mrs.K.Kanchana, PGT(Eng) Dr.B.Umapathi Jain, PGT(Hin) Mrs.V.Mini, TGT(Eng) Mrs.Alka Bundel, TGT(Hin) Mrs.Manita Yadav, TGT(SST) Ms.Tamanna, TGT(Hin) Ms.Karthika Unni, TGT(Eng) Mrs.Pushpa Gautam, TGT(SST) Mrs.B.Vijayalakshmi, TGT(Eng)	
55	Systematic Voters Education and Electoral participation club	Mrs.Manita Yadav, TGT(SST)-I/c Mrs.L.R.Asha, PGT(Geo)-Associate Mrs.S.Vasanthi, PGT(His) Mrs.K.Kanchana, PGT(Eng) Mrs.V.Mini, TGT(Eng) Mrs.Alka Bundel, TGT(Hin) Ms.Karthika Unni, TGT(Eng) Ms.Supriya Tonk, TGT(SKT) Ms.Tamanna, TGT(Hin) Mrs.Pushpa, TGT(SST)	
56	Tamil Virtual Academy	Mrs.L.R Asha, PGT(Geo)-I/c Ms.Karthika Unni, TGT(Eng)-Associate	
57	German Language Academy	Mrs.Pushpa, TGT(SST)-I/c Ms.Ragin Benny, TGT(Sci)-Associate	
58	PA System	Ms.Supriya Tonk, TGT(SKT) Ms.Pavithra, TGT(Mat) Ms.Shiva Pandey, PRT(Music) Mr.Akash Chaudhari, PRT	