

KENDRIYA VIDYALAYA IIT CHENNAI

COMMITTEES & RESPONSIBILITIES 2021-22

SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
1	Academic Advisory Committee	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: a) Students welfare, staff welfare, working system, academics and co curricular activities etc.,	Vice Principal Mrs.Lakshmi Parvathy,PGT Mrs.Vedapathi,PGT Mrs.Mythili,PGT Mrs S Nirmala Devi Mr,Mahaveer Prasad PGT Mr P Jaganath TGT WE Mrs. Padmavathy HM Mrs R Chitra
2	Covid /Pandemic Management Committee	To prepare the action plan, suggestions, implementation, execution on the basis of present situation and following the guidliness of state,central govt instructions time to time	Mrs.Vedapathy & All Convenors, HM
3	PISA -CORE Committee	To prepare students for FT & MS 2021 To conduct & coordinate all activitie related to CCT To plan and execute activities as per directions of KVS To submit data as and when required by KVS etc	Mrs C K Vedapathi Mrs Benita Pon Mrs Rajni Kumari Mrs U Komala Ms Poonam Kumari Ms Sandipta Paul
4	Admission	Complete OLA process as per directions of KVS,UID creation, fee collection and allotting section/ sending required data to RO/ HQ as and when asked with the approval of the undersigned	Mrs.C.K.Vedapathi, I/C Mr K Ramasundaram Mrs Rajni Kumari HM Mr Jadhav Namdev Mr Tanaji Mr.Ramar, substaff Comp instructor (Pri) DEO
5	Local Transfers & KV TC's	Assisting parent with required information / monitoring the processing of the local transfer applications	Mr K Ramasundaram Mrs Rajni Kumari

			Mr.Ramar
			DEO
			Comp Instructor (Pri)
6	Time Table	Preparation of time table/Daily substitution arrangement for absentees / informing the department for arrangement of PTC teachers in the absence of teachers on long leave / on duty / preparing compact time table during revision time /Annual day/ Sports day and as and when required	Mr.G Ravi,PGTChem I/C
			Mrs.Mythili
			Ms.Poonam Rani
			Mr.P.Jagannath
			Comp instructor(sec)
			Mr Jadhav Namdev
			Mrs.Padmaja
			Ms Darshan
			Ms. Maheswari
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
7	Conduct of Morning Assembly/ Announcements	Cleanliness of the area, PA system, musical instruments ,National Flag (on all occasions).Make necessary announcement in the morning assembly as per the direction of the undersigned.	Mr Mahaveer Prasad PGT Hindi I/C
			Mrs Benita Pon
			Mr Sunil kumar Sharma
			Mr P Jagannath
			Mrs V Jayanthi
			Yoga tr
			Mr.Shankar & Mrs Subha Rastogi
			Mr. Nagaraj ,Sub-staff & Concerned Class Trs.
8	CCA(Internal)	Prepare a calendar of activities for CCA/ conduct of CCA / prize and certificate distribution / Celebration of important days/ planning and conduct of effective morning assembly, Investiture ceremony	Mrs. Sreelatha, I/C
			Mr. Mahaveer Prasad PGT Hindi,
			Mrs Benita Pon
			Mr Sunil Kumar Sharma
			Mrs.Poonam kumari
			Ms Alka
			AET
			Mr.Krishna Kant

			Mrs. Bhagavathy
			Mr.Shankar & Mr. Tanaji
			House Masters& Associates
			Mrs S Mythili
			Mr. Ramasundaram
			Mrs JALSmith
			Mrs R Nandhini
			Associate members as in CCA circular
9	CCA (External)	Effective coordination of external Co curricular activities with the approval of the undersigned	Mrs .Sreelatha I/C
			Ms. Sandipta
			Ms Rita
			Ms Alka
			Ms.Darshan & Mrs.Rinky
10	Examination (Internal)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes &result declaration	Mrs. Smith,PGT I/C
			Mrs Laxmi Parvathy
			Mrs G Bhagyalakshmi
			Mr Natturam
			Ms. Benita
			Ms Shipra Dixit
			Mr. Lalit Kumar
			Mrr Chitra
			Ms. Shubha Rastogi
			Mr. Chandrasekhar,sub staff
			Mr. Nagaraj,substaff
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
11	Examination (CBSE)	Effective coordination with CBSE board in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	Mrs R Nandhini,PGT (Reg etc KV IIT)
			Mr Kalyan Bharadwaj
			Ms Poonam Rani
			Comp Instructor (sec)
			Mr. Ramar,substaff &

			Class Teacher of IX to XII
12	Scouts/Guides/Cubs & Bulbuls	Prepare an action plan for the year 2019-20 Organize Scouts and Guides activities as per KVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya.	Mr.Jagannath, I/C
			Mrs Poonam kumari (Guides)
			Mr Jadhav Namdev
			Mr Shankar
			Mrs.Padmaja,PRT
			Mrs R Chitra
			All trained teachers
13	ID card / Student data & Bus Pass	Ask for quotation/negotiating/designing/supply of data /getting photographed/ checking data /collection of money/supply of ID card Procure forms / filling and processing the same at the earliest	Mrs V Jeyanthi I/C
			Mr Lalit kumar
			Nurse
			Mr.Ramar
			Sec Coach
14	Discipline	Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers. LUNCH TIME -Monitoring students in the eating area. Mrs Jayanthi ,Yoga ,nurse, coaches	Mrs. Jayanthi, PET I/C
			Mr P Jagannath
			Comp instructor (SEC)
			Comp instructor (PRI)
			(Secondary)Entrance & Lobby :
			Checking late comers
			Mr.Ramasundaram,PGT
			Mr Sunil kumar Sharma
			Coach (sec & Pri)
			Primary:
			Mrs. R.Chitra & Mrs. Padmaja
			Ms. Pooja & Ms.Shubha
Comp instructor (Pri) (Late comers)			
15	Standard Operating Procedure	Safety and security of children / informing hospital, security /conducting mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation. Contact with the right Authorities for bringing situation	Mrs.C.K.Vedapathi, PGT, I/C
			Mr.Ramasundaram, PGT (Hospital)
			Mr.Jagannath ,WET(IIT Security & Maintenance)

		under control. Public information as per the direction of the undersigned	HM Mrs.Komala,TGT Mr Darshan ,PRT Mrs.Chitra & Mrs.Manju Meena ,PRT(Hospital & Mock drills) Mrs.Jayanthi ,PET (Mock drills) Nurse(First Aid & Hospital) Coaches (Pri & sec)
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
16	CS 54	Fee collection checking monthwise and submitting the report. Announcements regarding fee collection and UBI verification	Mrs.K.Latha ,PGT I/C Ms Shipra Dixit Mr Sunil Kumar Rai,PRT Mrs. Shakuntala Mrs Anbukarasi
17	Income Tax	Collection of savings data/calculation of tax/informing UDC on or before 20th every month/ getting form 16	Mr.Ramasundaram, PGT,I/C Mrs Rajni kumari Mrs.Anbukarasi Mr.Lalit Kumar
18	Vidyalaya Magazine	Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution	Mrs Nirmala, I/C Mrs.Mahavir Prasad,PGT Mrs Benita Pon Mr.Sunil Kumar Sharma(SKT) HM , Tanaji & Darshan AET
19	NTSE/NCSC	Coaching children/online registration/giving hall ticket/announcement/ etc.	Mrs.R.Nandhini, I/C
20	KVPY	Supporting children appearing for KVPY	Mr Ramasundaram,PGT I/C Mrs R Nandhini / & all PGTs
21	Olympiads-	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mrs Ramasundaram Overall I/C Mrs Kotteswari Mrs Rajni Kumari

			Mr Sunil Kumar Rai
			Mr. Bhagavathy
			Concerned Department In-charges
22	Partnership with other schools	To plan, conduct & report programmes as per need	Mrs CK Vedapathi Mrs D Sreelatha Counsellor
23	CSIR/JIGYASA/INSPIRE	To plan, conduct & report programmes as per need	Mrs JALSmith Mrs. Kotteswari
24	PEER GROUP LEARNING /MENTOR-MEMTEE	To encourage students interaction for learning and development & between Educator& learner	Mr Mahaveer Ms Poonam Rani Mrs. Senthamil Mrs. Kamlesh Kumari HM Mr Tanaji Mr Namdev
25	Field trip / Educational Tours	Finalising place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour & <ul style="list-style-type: none"> Arrangement of transport 	Mr.G Ravi,PGT I/C Mr.Sunil Kumar sharma Mr.Jagannath,WET Mrs. Bhagawathy & Mrs.Shakuntala PRT Mr Sunil Kumar Rai & Shikha
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
26	Cleanliness & Security/House Keeping	<ul style="list-style-type: none"> Complete cleanliness of the Vidyalaya and surroundings. Monitoring arrival, leaving of cleaning staff. <ul style="list-style-type: none"> Maintenance of records w.r.t same/instructions to security and housekeeping/maintenance of their attendance and checking their work and giving instruction. Certification of bill for payment The In-charges can divide the duties on rotation. Cleanliness should be given top priority. Every day on routine a person should submit the report. Ensure enough quantity of cleaning and other required materials 	Mrs Bhagyalakshmi (Bills /HR manager) HM (New building) I/C Mrs.Chitra PRT Mrs Padmaja,PRT Ms Subha Rastogi Ms Pooja Mr. Nagaraj,substaff Sec staff room & Wing Mrs Nirmala, PGT Mrs. Kotteswari Ground floor (Old)Bio lab wing Mrs.C K Vedapathi ,PGT Ms Sandipta paul Mr G Ravi

			First Floor & Chemistry lab area : Mrs Nandhini TGT Ms Rita Comp Instructor (sec) Mr. Chandrasekhar Second floor: Mr Sunil kumar Sharma Ms Alka German Teacher/Tamil tr Supervision & reporting Mrs V jayanthi Nurse Yoga tr Coaches
27	Computer literacy for Teacher development programmes.	Encouraging staff and students to take part in ICT & other projects/ training staff in maximum utilisation of smart classroom	Mr Kalyan Bharadwaj Mrs.Nandhini Mr Shakuntala Mr Tanaji Mr. Shankar Ms.Darshan Comp Instructor-(Sec) Comp Instructor-(Pri)
28	School Website	Updating website on day to day basis	Mr Kalyan Bharadwaj I /C Mrs C K Vedapathi Mr Mahaveer Prasad Mrs R Nandhini Mrs. Benita Pon, TGT HM Mr. Sunil Kumar Rai, PRT Mrs. Shakuntala Comp instructor (Sec)

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			Comp instructor (Pri)
29	Furniture	Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase procedure	Mr P Jagannath I/C Mr.Natturam Mr Sunil kumar Rai PRT Mr Lalit Kumar
30	Maintenance and Repair	Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers	Mr.Jagannath, WET Mr.Ravi, PGT Mr Mahaveer Prasad AET HM Mr Sunil kumar Rai Mr .Krishna kant Yadav
31	Purchase committee	Follow the purchase procedure/procure quotations / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register	Mrs. CK Vedapathi,PGT I/C Mr Ramasundaram Mr.G Ravi Mrs.LakshmiParvathy, HM Mr Jadhav Namdev Mr Tanaji Mr.Ramar
32	Reception for VIP's guests	To Take action t as and when required as per directions	Mrs D Sreelatha Mrs Poonam Kumari Ms.Alka Mrs R Chitra
33	First Aid /Medical Check up	To procure first aid for students / conducting medical check up twice in a year and settling the account along with the report	Mrs.V Jayanthi, I/C HM Yoga tr, Nurse, Coach
34	Adventure Activities	Arranging adventure activities for students as per KVS guidelines	Mrs Jayanthi PET,I/C Coach

35	NCC & RSP	Conduct of NCC / Reception on special occasion /Record maintenance and report for higher officials as when asked	Mr Sunil kumar Sharma/Ms Alka - NCC I/C
			Mr Natturam /Ms Poonam Rani -RSP
36	Gardening & Beautification/ BALA	Beautification of Vidyalaya and its surroundings/ decoration on special occasions. Purchase of potted plants and ensuring maintance of the plants	Ms Sandipta Paul
			Mrs.Kotteswari
			AET
			HM
			Mr.Lalit
			Mrs.Shika
			Mrs.Rinky Sharma
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
37	Teaching Aids & Resource Room	Prepare Requirement list /purchase / issue and maintaining records in the respective departments	Mrs.Poonam kumari, I/C
			Ms Rita
			Mrs Alka
			Mrs.Kamlesh Kumari
			Mr Jadav Namdev
			Mr Tanaji
38	Library	stock checking /purchase /issue and sending data for higher authorities as when asked/conducting book exhibition/making students read book review in assembly	Mrs. G.Bhagyalakshmi, Lib,I/C
			Mrs. Sreelatha ,PGT
			Mrs.Senthamil Selvi
			Mr. G Ravi,PGT
			Mr.Mahavir Prasad,PGT
			Mr Sunil kumar Sharma
			Ms Sandipta Paul
			Ms Poonam Rani
			Mr Shankar
			Ms.Dharsan
39	Grievance-staff/student s(Girls)	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	Girls & Gen: C K Vedapathi PGT
			Mr.Ramasundaram
			Mr G Ravi
			Mrs.LakshmiParvathy PGT

			Mrs Bhagavathy
40	Public Relation & RTI	Maintaining cordial relation with the public/ the public sources for the effective and smooth functioning of the day to day activities of the Vidyalaya	Mrs.C.K.Vedapathi, PGT I/C
			Mr Mahaveer Prasad
			Mrs. JAL Smith.
			HM
41	Photography	Recording all special and worth recording events/fulfillment of the data to computer/sending the required data to the in charge of website committee for updation on the same day	Mr Kalyan Bharadwaj (Sec.)
			Ms Poonam Rani
			Mrs V Jayanthi
			AET
			Mr Jadav Namdev (Pri)
42	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr.Jagannath, WET I/C
			Mr Sunil Kumar Sharma
			Mr Tanaji
			Ms. Pooja
			Mrs. Rinky Sharma
			Mr.Ramar , Sub staff
			Mr. Nagaraj
43	Drinking water supply	Maintenance and supply of potable drinking water	Mr. Jagannath, WET I/C
			Ms Rita
			Mr Natturam
			Mrs. Shikha
			Mrs. Manju Meena
			Mr. Chandrasekhar, Sub staff
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44	Inspection Tool/Follow up	Preparing inspection tool with the approval of the undersigned/submission for inspection/sending follow up action to RO	Mrs D Sreelatha, PGT, I/C
			Mrs. Lakshmi Parvathi PGT
			Mr.Mahavir Prasad PGT
			Mrs U komala
			HM
45	Induction of new PTC teachers	collection of agreement/issue of appointment and termination order/orientation of new staff/maintaining their leave records	Mr G Ravi
			Mrs. Mythili

			HM
46	Staff Club	Conducting staff welfare programmes	Mrs.Bhagyalakshmi, I/C
			Ms Poonam Kumari
			Mr.Tanaji ; Shankar
			Tamil Teacher
			Nurse
47	Audio Visual Aids/APPLE I PAD	Maintenance and supply along with the optimum usage of resources/maintaining records	Mr Kalyan Bharadhwaj I/C
			Mrs.Komala
			Ms Shipra Dixit
			Mrs .R Chitra
			Mr Lalit kumar
48	AEP	Orientation programme for students/ arranging classes on AEP /inviting special guests for lectures /conducting fulfillment activities	Mrs.Komala,TGT, I/C
			Mrs Benita,TGT
			Counsellor
			German Teacher
49	Artificial Intelligence	To conduct the classes as per the schedule and training for others	Mrs.Rajni Kumari & Ms. Sandipta
50	Anti Bullying	Orientation programme for students/ preparedness to face bullying / control of bullying / maintaining record of cases /guidance and / sending data to HQ/RO as and when required with the approval of the undersigned	Mrs.Vedapathi,PGT, I/C
			Mr. G Ravi,PGT
			Mrs.Sreelatha ,PGT
			Mrs Jayanthi PET
			HM
			Counsellor
			Mrs. Bhagavathy
51	Guidance & Counselling	Conducting career guidance programmme for students of class IX & X/arranging special guests to address students in career related fields/conducting interest inventory and giving feedback to students/ for parents and students	Counsellor I/C
			Mrs C K Vedapathi
			Mrs.Komala, TGT
			Mrs.T.Padmaja
			Nurse
			German tr./Tamil tr.
52	Rajya Bhasha	Sending bi lingual circulars/maintaining the records in bilingual and uploading the monthly report /conduct of Hindi Maah	Mr.Mahavir Prasad, PGT I/C
			Mr.Sunil Kumar Sharma,TGT

			Mrs Shivangi
			Ms Alka
			Mrs. T. Padmaja, PRT
			Mrs. Manju Meena
			Mrs. Anbukkarasi
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53	Sports & Games / SBSB	Conduct of Inter house sports events/coaching children for different games and sports/conduct of cluster and regional sports events/giving proper guidance for the children those who are taking part at different level sports events/arranging for certificates and medals for the winners by following financial rules/Sports Day celebration	Mrs. Jayanthi ,PET I/C
			Ms. Pooja, (Primary) I/C
			Ms. Darshan
			Coaches
54	PTA /CPR/open sessions	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	Mrs .Mythili PGT I/C
			Mr. Natturam
			Mrs. R. Chitra-PRT
			Mr. Shankar
55	VMC	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	Mrs R Nandhini
56	Display Boards	a) Maintenance of the display boards in the Principal's room	Ms Sandipta Paul I/C
		b) High school display boards	Mrs. R Nandhini/AET /House masters
		c) Office room display board updation	Mr Ramar
		d) Primary display boards	HM/House masters
		e) Display boards near the auditorium	Mr Shankar
		f) Staff Room	Mr Mahaveer Prasad/Mrs U Komala
			Mrs. Chitra / Mrs. Padmaja
			Class Teacher & House Master
57	Condemnation	Preparing condemnation list as per the KVS norms and submitting to the undersigned / arranging for auction if needed as per the KVS guidelines and settling the finance in the office	All Dept. Stock Holders
			Mrs Anbukarasi
			Mr Ramar
			VMC Members

58	Preparation of TC / Bonafide certificate.	Preparation of TC and bonafide certificate in the format with the consent of the undersigned	LDC I/C
			Mr Ramar,substaff
			DEO
59	Emails, postal correspondences circulation and distribution	Check mails online/offline, signature of Principal and reply as per directions of competent authority	LDC I/C
			Mr. Ramar,substaff
			DEO
			All sub staff
60	External- examinations including CBSE Examinations	<p>To record the schedule/ sending consent letter/ /dispersal of remuneration/ maintaining record and sending the data to arranging invigilators as and when required.</p> <p>To initiate steps for starting of NIOS and frame a proper time table after approval. Allotment of duty to staff</p>	Mr K Ramasundaram ,PGT I/C
			Mr.P.Jagannath
			Mrs Rajni Kumari
			Mr Tanaji
			Mr Lalit Kumar
			Mr Chandrasekhar
61	Publicity/News papers other media	Event update in the mass media with the approval of the undersigned	Mrs Benita Pon,TGT I/C
			HM
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
62	Newspaper In Education	Subscription for school students & distribution . Forwarding articles of students for publishing	Mrs U komala
			Ms Alka
			Mrs Bhagyalakshmi
			Mr Shankar
			Mr Chandrasekhar
63	Subject Conveners	<p>1.Developing departmental Plan 2019-20. 2. Listing the agenda points 3 days before the conduct of meeting /getting the approval of the undersigned. 3. Recording the minutes/ follow up of the decisions taken. 4.Presenting the minutes before the Academic Advisory committee for information</p>	English
			Mrs S Nirmala devi,PGT,
			Mrs .R Chitra, PRT
			Hindi & Sanskrit
			Mr.Mahavir, PGT,
			Mrs T Padmaja,PRT
			Maths
			Mrs Mythili,PGT,
			Mr Tanaji
			Science
Mrs. CK Vedapathi,PGT			

			EVS-Bhagavathi
			S. Studies
			Mrs Lakshmi Parvathi,PGT
			EVS -
64	Alumni	To coordinate with the Alumni Association and the vidyalaya for planning and executing activities on behalf of the vidyalaya.	Mr G Ravi
			Mr. P Jagannath
			Mrs R Chitra
65	Club Activities (Secondary)	To plan for club activities. To Register members for the club. To conduct activities during the time allotted on alternate Wednesdays. To record and monitor the activities to ensure fulfillment of objectives.	Literary (including philately) :Mrs Benita
			Nature& Eco:Ms Sandipta Paul /Mrs.Kotteswari
			Maths: Ms Shipra Dixit/Ms Poonam Rani
			ICT : PGT C Sc /,Comp Instructor
			PH & hygiene -Mrs V Jayanthi / Yoga tr
			Integrity :Mr Natturam / Ms Rita
66	Club Activities(primary)	To plan for club activities. To Register members for the club. To conduct activities during the time allotted on alternate Wednesdays. To record and monitor the activities to ensure fulfillment of objectives.	Literary-Mrs.Shakunthala
			Nature-Ms.Darshan
			Hygiene & Nutrition-Mr.Sunil kumar Rai
67	Collection & compilation of photos/events and MONTHLY reports	Compile all photos of events/send monthly reports, maintain calendar of activities every month/present and display the same appropriately	Mrs Benita Pon I/C
			Ms Poonam Rani
			Comp Instructor-(Sec)
			AET
			HM
			Mr. Sunil Kumar Rai / Ms. Shubha Rastogi
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
68	Online fee payment, verification, updation, UID creation/UOLO	Updation,verification of data from time to time. Notification about payment of fees and reminder to class teachers. Send messages as per directions of competent authority	Mr Kalyan Bharadhwaj - XI to XII
			Comp Instructor VI to X

			Comp Instructor I to V
			DEO
			All class teachers
69	EMIS	Updation & reporting as and when required by the competent authority. Train & support teachers to handle SES and other shaala darpan requirements as per directions of KVS.	Mrs. Benita, TGT I/C EMIS
			Ms. Poonam Rani
			Comp. Inst. (Sec.)
			Comp Instructor (Pri)
			Mr Lalit Kumar
			All class teachers
70	Tarunotsava	To implement the same as per the directions of KVS HQrs letter	Mrs R Nandhini
			Class trs X A,B,C
			Class trs XI A,B,C
			Counsellor
71	Pustakupkar	To implement the same as per the directions of KVS HQrs letter	Mrs. Bhagyalakshmi & All Class Teachers
72	Design ,Order & distribution	To order & supply log books, teachers diaries, registers, student diaries any other as per directions of competent authority	Mrs Lakshmi Parvathi I/C
			Mrs C K Vedapathi
			Mrs D Sreelatha
			Mr Mahaveer Prasad
			HM
73	CMP	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Padmavathy HM
			Mrs Bhagawathi
			Mrs. Padmaja
			Mrs. Chitra
74	EQUIP/CCT (VI-VIII)	To take up activities as per the requirements from time to time and maintain records of the activities	VP Mrs. Nandhini Mrs Rajni Kumari Ms Sandipta Paul Mr. Tanaji / Mr. Namdev/ Mr. Lalit Kumar
75	Academic loss Compensation programme	To take up activities as per the requirements from time to time and maintain records of the activities	Mrs G Bhagyalakshmi Mrs V Jayanthi All subject trs
76	Emails/ SMS to parents/ staff / students	As per the directions from Principal	Mr Kalyan Bharadhwaj, PGT Comp Sc Comp Instructor (Sec.)

			Comp Instructor(Pri)
			DEO
77	Celebration of occasions/days	To take up activities as per the requirements from time to time and maintain records of the activities	CCA I/C (Sec & Pri) Class teachers
78	Swachh Vidyalaya	To take up activities as per the requirements from time to time and maintain records of the activities	Mrs.Vedapathi
			Mrs Komala
			AET
			Mrs.Bhagyalakshmi
			Mrs Uma
			Yoga tr
			Mrs Sunil Kumar Rai
			HM
			Integrity club Incharges
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79	Harit Vidyalaya & GSP	To take up activities as per the requirements from time to time and maintain records of the activities	Mrs.R.Nandhini
			Ms Sandipta Paul
			Mrs.Kotteswari
			Mr. Jadhav Namdev
80	Youth Parliament	To Prepare students for the Competitions and send data related to the same	Mrs D Sreelatha
			Mr Natturam
			Ms Rita
81	In-house Workshops /training/orientation sessions for staff Students /parents	To plan and organize workshop for staff as per need To conduct orientation for contractual teachers, recruited for the session To organize orientation programme for class 1 & XI. To arrange awareness program for parents on assessment rules /norms of CBSE for class IX-X	Mrs CK Vedapathi Mrs Lakshmi Parvathy Mrs JAL Smith Mrs R Nandhini HM Mr Sunil Kumar Rai
82	Music Room/VIRSA	To maintain & conduct and report activities as per directions of competent authority.	Ms Rinky Sharma Mrs R Chitra
83	AWARDS FOR TRS/SCHOOL -STATE & CENTRAL	To coordinate as per need	VP Mrs Vedapathi C K Mr Mahaveer Prasad Ms Sandipta Paul, DEO
84	BLOG Maintenance	To upload and maintain blogs	Secondary: Mr. Kalyan Bharadwaj Primary Blog:

			Mr. Sunil Kumar Rai, Mrs.Shakuntala Ms.Shubha Rastogi
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NOTE: All duties and responsibilities to be taken up in letter and spirit.
The duties are subject to change on need based.

Dr M MANICKASAMY
PRINCIPAL

To,

All Concerned Teachers.