

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: Students welfare, staff welfare, working system, academics and cocurricular activities etc.,	VicePrincipal
			Mrs. Lakshmi Parvathi,PGT
			Mrs Suganthi,PGT
			Mrs.Mythili,PGT
			Mrs S Nirmala Devi,PGT
			PGT Hindi
			Mr P Jagannath TGT WE
			Mrs.PadmavathyHM
			Mrs R Chitra
2	NEP 2020	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: Students welfare, staff welfare, working system, academics and cocurricular activities etc.,	Mrs G Suganthi, PGT (I/C), All convenors & HM
3	Covid /Pandemic Management Committee	To prepare the action plan, suggestions, implementation, execution on the basis of present situation andfollowingtheguidlinessofstate,central govt instructions timegettime	Mr.V Arjunan, PGT & All Convenors, HM
4	PISA-CORE Committee	To prepare students for FT MS2021 To conduct & coordinate all activities related to CCT To plan and execute activities as per directions of KVS To submit data as and when required by KVS etc	Mrs G Suganthi, PGT
			Mrs BenitaPon
			Mr Natturam
			Ms Shipra Dixit
			Ms Anjali Yadav

5	Admission	Complete OLA process as per directions of KVS, UID creation, fee collection and allotting section/sending required data to RO/HQas and when asked with the approval of the undersigned	Mrs.G. Suganthi, PGT, I/C
			Mr V Arjunan, PGT
			Mrs Benita Pon
			Mr Natturam
			HM
			Mr.Ramar, Substaff
			Comp Instructor(Pri)
			DEO
6	Local Transfers & KVTC's	Assisting parent with required information/ monitoring the processing of the local transfer applications	Mr V Arjunan, PGT
			Mr Natturam
			Mr.Ramar
			DEO
			Comp Instructor(Pri)
7	Time Table	Preparation of timetable/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,PGT Chem I/C
			Mrs.Mythili,PGT
			Ms.PoonamRani
			Mr.P.Jagannath
			Comp Instructor(pri)
			Ms Indhumathi
			Mrs.Padmaja
			Ms.Maheswari

SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
8	Conduct of Morning Assembly/ Announcements	Cleanliness of the area, PA system, musical instruments ,National Flag (on all occasions).Make necessary announcements in the morning assembly as per the direction of the undersigned.	Mrs D Sreelatha, PGT I/C
			Mrs Benita Pon
			TGT Sanskrit1
			Mr P Jagannath
			Mrs V Jayanthi
			Yogatr
			G. Maheswari
			Mr.Nagaraj,Sub-staff & Concerned Class Trs.
9	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.D. Sreelatha,PGT, I/C
			PGT Hindi
			Mrs Benita Pon
			TGT Sanskrit1
			Mrs. Kotteswari
			AET
			G. Maheswari
			Krithiga
			Pauline
			House Masters & Associates
			Mrs S Mythili, PGT
			Mr.V Arjuanan, PGT
			Mrs J A L Smith, PGT
			Mrs Vanishree, PGT
Associate members as in CCA circular			

10	EBSB	Compilation and sending the report of every month to Regional Office as per schedule given by KVS regarding EBSB	Mrs S Mirmala Devi, PGt & SST teachers
11	CCA(External)	Effective coordination of external Co curricular activities with the approval of the undersigned	Mrs.D. Sreelatha,PGT, I/C
			Ms.Anjali Yadav
			Mrs. Amutha
			Mrs R Chitra
12	Examination(Internal)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration	Mrs.J A L Smith,PGT I/C
			Mrs Laxmi Parvathi, PGT
			Mrs G Bhagyalakshmi
			Mr Natturam
			Mrs Benita Pon
			Ms Shipra Dixit
			Mrs T Padmaja
			Mrs R Chitra
			Mr.Chandrasekhar,substaff
			Mr.Nagaraj,substaff
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
13	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 G Suganthi, PGT(Regetc KV IIT)
			Mrs Nasreen Salma R, PGT
			Mrs Kalyani T
			Mr.Ramar, sub staff &
			Class Teacher of IX to XII

14	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 P Jagannath,I/C
			Mrs Lakshmi Parvathi (Guides)
			Mrs T Padmaja
			Mrs R Chitra
			Maheswari
			Krithiga
			All trained teachers
15	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 Jayanthil/C
			D Preethi
			Nurse
			Mr.Ramar
			Secondary Coach
			PrimaryCoach
16	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,PETI/C
			Mr PJagannath
			Comp Instructor(PRI)
			(Secondary)Entrance & Lobby :
			Checking latecomers
			Mr.V Arjunan,PGT
			TGT Sanskrit2
			Coach(sec & Pri)
Primary:			

			Mrs R Chitra & Mrs Padmaja
			Priyanka Sweta
			Comp Instructor(Pri)(Late comers)
17	Standard Operating Procedure	Safety and security of children / informing hospitals, security /conducting mock drills / Tackling the emergency situation/educating children about reacting to untoward situations, emergency situations. Contact with the right Authorities for bringing situation Under control. Public information as per the direction of the undersigned	Mrs S Nirmala Devi,PGT,I/C
			Mr V Arjunan, PGT(Hospital)
			Mr P Jagannath , WET(IIT Security & Maintenance)
			HM
			Mrs. Komala, TGT
			Hema Malini Karturi Gayatri
			Mrs.Chitra 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
18	CS54	Fee collection checking month wise and submitting the report. Announcements regarding fee collection and UBI verification	Mrs.K.Latha,PGTI/C
			Ms Shipra Dixit
			Maheswari
			Ms Priyanka
			Mrs Anbukarasi
19	IncomeTax	Collection of savings data/calculation of tax/informingUDConorbefore20thevery month/ getting form 16	Mrs D Sreelatha,PGT,I/C
			Mrs Poonam rani
			Mrs.Anbukarasi
			Ms Priyanka

20	Vidyalaya Magazine	Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution	Mrs S Nirmaladevi , I/C
			PGT Hindi
			Mrs BenitaPon
			Mrs. Kamlesh Kumari
			HM, Jeevitha, Balachander
			AET
21	NTSE/NCSC	Coaching children/online registration/giving hall ticket/announcement/ etc.	Mr V Arjunan,I/C
22	KVPY	Supporting children appearing for KVPY	Mr V Arjunan,PGT I/C
			Mrs Kotteswari/& all PGTs
23	Olympiads	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mr G Ravi Overall I/C
			Mrs Kotteswari
			Mr Natturam
			Mrs R Chitra
			Dhana lakshmi
			Concerned Department In-charges
24	Partnership with other schools	To plan, conduct & report programmes as per need	Mrs S Nirmaladevi Mrs D Sreelatha Counselor
25	CSIR/JIGYASA/INSPIRE	To plan, conduct & report programmes as per need	Mrs J A L Smith, PGT Mrs Koteeswari
26	PEER GROUP LEARNING /MENTOR-MENTEE	To encourage students interaction for learning and development & between Educator & learner	PGT Hindi Mrs PoonamRani Mrs.Kamlesh Kumari HM

27	Fieldtrip/Educational Tours	Finalizing 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
			Mrs V Jayanthi
			Mr P Jagannath,WET
			Mrs Padmaja
			Bala chander
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
28	Cleanliness & Security/HouseKeeping	<ul style="list-style-type: none"> Complete cleanliness of the Vidyalaya and surroundings. Monitoring arrival, leaving of cleaning staff. Maintenance of records w.r.t same/instructions to security and housekeeping/maintenance of their Attendance and checking their work and giving instruction. <ul style="list-style-type: none"> Certification of bill for payment The In-charges can divide the duties on rotation. Cleanliness should be given top priority. <p>Every day on routine a person should submit the report. Ensure enough quantity of cleaning and other required materials</p>	Mrs Bhagyalakshmi(Bills/HR manager)
			HM(Newbuilding)I/C
			Mrs.ChitraPRT
			MrsPadmaja,PRT
			Mr.Nagaraj,substaff
			Sec staff room &Wing
			Mrs Nirmala Devi, PGT
			Mrs. Kotteswari
			Ground floor(Old)Biolab wing
			Mr v Arjuanan, PGT
			Ms Anjali Yadav
			MrGRavi
			First Floor & Chemistry lab area :
Mrs Vanishree PGT			
Mrs Amutha			
Comp Instructor(pri)			

			Mr.Chandrasekhar
			Secondfloor:
			TGT Sanskrit 2
			Ms Alka
			GermanTeacher/Tamiltr
			Supervision & reporting
			Mrs V Jayanthi
			Nurse
			Yogatr
			Coaches
29	Computer literacy for Teacher development programmes.	Encouraging staff and students to take part in ICT & other projects/ training staff in maximum utilization of smart classroom	Mrs Nasreen Salma R I/C
			Mrs. Vanishree
			Comp Instructor-(Pri)
30	School Website	Updating website on day to day basis	Mrs Nasreen Salma R I/C
			Mrs G Suganthi
			PGT-HINDI
			Mrs D Sreelatha, PGT
			Mrs. Benita Pon,TGT
			HM
			Mr Bala Chander
			Ms Saranya
			Comp instructor(Pri)

SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
31	Furniture	Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase procedure	MrPJagannathi/I/C
			Mr Natturam
			Mrs T Padmaja
			G Maheswari
32	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
			PGT Hindi
			AET
			HM
			Mrs T Padmaja
			G Maheswari
33	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.G Suganthi,PGT I/C
			Mr G Ravi, PGT
			Mrs S Nirmala Devi, PGT
			Mrs Lakshmi Parvathi, PGT
			HM
			Mrs T Padmaja
			Priyanka Rahumathnissa
			Mr.Ramar
34	Reception for VIP's guests	To Take action as and when required as per directions	Mrs D Sreelatha, PGT
			Mrs T Kalyani
			Mrs G Uma (Nurse)
			Mrs R Chitra

35	First Aid / Medical Check up	To procure first aid for students/conducting medical checkup twice in a year and settling the account along with the report	Mrs.V Jayanthi,I/C
			HM
			Yoga tr, Nurse, Coach
36	Adventure Activities	Arranging Adventure Activities For Students As per KVS guidelines	Mrs Jayanthi PET,I/C
			Coach
37	NCC&RSP	Conduct of NCC /Reception on special occasion/Record Maintenance And Report For higher officials as when asked	Mr Natturam I/C
			Mrs V Jayanthi -RSP
38	Gardening & Beautification/ BALA	Beautification of Vidyalaya and its surroundings/ decoration on special occasions. Purchase of potted plants and ensuring maintenance of the plants	Ms Anjali Yadav
			Mrs. Kotteswari
			AET
			HM
			Ms Pauline
			Krithiga
			Mrs. Rinky Sharma
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
39	Teaching Aids & Resource Room	Prepare Requirement list/purchase/issue and maintaining records in the respective departments	Mrs.Lakshmi Parvathi,I/C
			Mr Natturam
			TGT HINDI 1
			Mrs.Kamlesh Kumari
			Mrs T Padmaja
			G. Maheswari
			Kasturi Gayatri

40	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. D. Sreelatha,PGT
			Mrs.T.Kalyani
			Mr.G Ravi,PGT
			PGT-HINDI
			Mrs Kamlesh Kumari
			Ms Anjali Yadav
			Mrs Poonam Rani
			Jeevitha
			Saranya
41	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: Mrs. G. Suganthi, PGT
			Mr.V. Arjunan, PGT
			Mr G Ravi, PGT
			Mrs.Lakshmi Parvathi PGT
			Mrs R Chitra
42	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.D. Sreelatha,PGTI/C
			PGT-HINDI
			Mrs J A L Smith, PGT
			HM
43	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 updating on the same day	Mrs Nasreen Salma R PGT - Comp. Science
			Mr Natturam
			Mrs V Jayanthi
			AET
			Mr Bala Chander

44	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr P Jagannath, WET I/C
			Saranya
			Kasturi Gayatri
			Swetha
			Ms Rinky Sharma
			Mr Ramar, Substaff
			Mr. Nagaraj
45	Drinking water supply	Maintenance and supply of drinking water supply	Mr P Jagannath, WET I/C
			Ms Nisha
			Mr Natturam
			Mr. Chandrasekhar, Substaff
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
46	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
			Mrs U komala
			HM
47	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, PGT
			Mrs. Mythili, PGT
			HM
48	Staff Club	Conducting staff welfare programmes	Mrs. Bhagyalakshmi, I/C
			Mr Natturam
			Indhumathi
			Mrs G Uma, Nurse

49	Audio Visual Aids/ APPLE I PAD	Maintenance and supply along with the optimum usage of resources/maintaining records	Mrs Poonam Rani I/C
			Mrs.Komala
			Mrs.R Chitra
50	AEP	Orientation programme for students/ arranging classes on AEP /inviting special guests for lectures/conducting fulfillment activities	Mrs.Komala,TGT,I/C
			MrsBenita,TGT
			Counselor
			German Teacher
51	Artificial Intelligence	To conduct the classes as per the schedule and training for others	Ms Anjali Yadav (I/C) All trained teachers
52	AntiBullying	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.G Suganthi,PGT,I/C
			Mr.G Ravi,PGT
			Mrs.Sreelatha,PGT
			Mrs V Jayanthi PET
			HM
			Counselor
53	Guidance & Counseling	Conducting career guidance program 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	Counselor I/C
			Mrs S Nirmala Devi, PGT
			Mrs.Komala,TGT
			Mrs.T.Padmaja
			Nurse
			German tr./Tamil tr.
54	Rajya Bhasha	Sending bilingual circulars/maintaining the records in bilingual and uploading the monthly report /conduct of Hindi Maah	PGT HINDI
			Mrs. Kamlesh Kumari,TGT
			TGT HINDI1
			Mrs.T.Padmaja,PRT
			Mrs.Anbukkarasi

SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
55	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,PETI/C
			Mrs Indhumathi,(Primary)I/C
			Ms Priyanka
			Coaches
56	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
57	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 U Komala
58	Display Boards	a)Maintenance of the display boards in the Principal's room	Ms Anjali Yadav I/C
		b)High school display boards	Mrs.Vanishree/AET/House masters
		c)Office room display board updation	Mr Ramar
		d)Primary display boards	HM/Housemasters
		e)Display boards near the auditorium	Krithiga
		f)Staff Room	PGT - Hindi
			Mrs.Chitra/Mrs.Padmaja
59	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

60	Preparation of TC / Bonafide certificate.	Preparation of TC and bonafide certificate in the format with the consent of the undersigned	LDCI/C
			Mr Ramar,substaff
			DEO
61	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
62	External-examinations	To record the schedule/ sending consent letter/ /dispersal of remuneration/ maintaining record and sending the data to arranging invigilators as and when required. To initiate steps for starting of NIOS and frame a proper timetable after approval. Allotment of duty to staff	Mrs Benita Pon,TGT
			Mrs Nasreen Salma R, PGT
			Mrs T Kalyani
			Mr Natturam
			Mrs R Chitra
			G Maheswari
			Mr Chandrasekhar
63	Publicity/Newspapers 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
64	Newspaper In Education	Subscription for school students & distribution. Forwarding articles of students for publishing	Mrs U komala
			Mrs G Bhagyalakshmi
			Jeevitha
			MrChandrasekhar
65	Subject Conveners	1. Developing departmentalPlan2019-20. 2. Listing the agenda points 3 days before the conduct of the meeting/getting the	English

		<p>approval of the undersigned.</p> <p>3. Recording The Minutes/ follow up of the decisions taken.</p> <p>Presenting the minutes before the Academic Advisory committee for information</p>	<p>Mrs S Nirmaladevi, PGT,</p> <p>Mrs.R Chitra,PRT</p> <p>Hindi & Sanskrit</p> <p>PGT Hindi</p> <p>Mrs T Padmaja,PRT</p> <p>Math</p> <p>Mrs Mythili, PGT</p> <p>Indhumathi</p> <p>Science</p> <p>Mrs.G Suganthi,PGT</p> <p>EVS - HM</p> <p>Social.Studies</p> <p>Mrs LakshmiParvathi,PGT</p>
66	Alumni	To coordinate with the Alumni Association and the Vidyalaya for planning and executing activities on behalf of the vidyalaya.	<p>Mr G Ravi, PGT</p> <p>Mr.PJagannath</p> <p>Mrs R Chitra</p>
67	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.	<p>Literary(including philately) :Mrs Benita Pon</p> <p>Nature & Eco:Ms Anjali Yadav /Mrs U Koteeswari</p> <p>Math: Ms Shipra Dixit/ Mrs Poonam Rani</p> <p>ICT: Nasreen Salma R,PGT Comp Instructor(Pri)</p> <p>PH & hygiene: Mrs V Jayanthi /Yoga tr</p> <p>Standards Club: Ms Anjali Yadav</p> <p>Integrity: Mr Natturam Saini</p>

68	ClubActivities(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 R Chitra
			Nature: Ms Pauline
			Hygiene & Nutrition: Krithiga
69	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 and send to regional office Updation must be on the last working day of the preceding month.	Mrs Benita Pon, I/C (Monthly report)
			Mrs Poonam Rani (Monthly activities)
			Comp Instructor-(Pri)
			AET
			HM
			Ms Swetha Ms Kasturi Gayatri
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
70	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	Mrs. Nasreen Salma. R, PGT Comp Science
			Comp Instructor(Pri)
			DEO
			All class teachers
71	EMIS	Updation & reporting as and when required by the competent authority. Train & support teachers to handle SES and do their Shaala Darpan requirements as per directions of KVS.	Mrs.Benita Pon, I/C
			Mrs.Poonam Rani
			Comp Instructor(Pri)
			Mrs R Chitra
			All class teachers

72	Tarunotsava	To implement the same as per the directions of KVS HQrs letter	Mrs Vanishree
			Class trs XA,B,C
			Class trs XIA,B,C
			Counselor
73	Pustakupkar	To implement the same as per the directions of KVS HQrs letter	Mrs G Bhagyalakshmi & AllClass Teachers
74	Design,Order & Distribution	To order & supply log books, teachers diaries, registers, student diaries any other as per directions of competent authority	Mrs LakshmiParvathi, PGT I/C
			Mrs S Nirmala Devi, PGT
			Mrs J A L Smith, PGT
			Mrs Padmaja
			HM
75	CMP	To take up activities as per the requirement from time to time and maintain records of the activities	Mrs Padmavathi HM
			Mrs Padmaja
			Mrs.Chitra
			Indhumathi
76	EQIUP/CCT(VI-VIII)	To take up activities as per the requirements from time to time and maintain records of the activities	VP Mrs. Vanishree, PGT Ms. Shipra Dixit Ms Anjali Yadav
77	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 teachers
78	Emails/SMS to parents/staff/ students	As per the directions from Principal	Mrs. Nasreen Salma. R, PGT Comp Science
			Comp Instructor(Pri)
			DEO
79	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

80	Swachh Vidyalaya	To take up activities as per the requirements from time to time and maintain records of the activities	Mr. V. Arjunan, PGT
			Mrs U Komala
			AET
			Mrs G Bhagyalakshmi
			Mrs Uma
			Yogatr
			HM
			Integrity club incharges
SL	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
81	Harit Vidyalaya & GSP	To take up activities as per the requirements from time to time and maintain records of the activities	Mr. V. Arjunan, PGT
			Ms Anjali Yadav
			Mrs Kotteswari
			Indhumathi
82	Youth Parliament	To Prepare students for the Competitions and send data related to the same	Mrs D Sreelatha
			MrNatturam
83	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 programs for class1 & XI. To arrange awareness program for parents on assessment rules/norms of CBSE for class IX-X	Mr. V. Arjunan, PGT Mrs LakshmiParvathi, PGT Mrs J A L Smith, PGT HM R Chitra T Padmaja
84	Music Room/VIRSA	To maintain & conduct and report activities as per directions of competent authority.	Ms Rinky Sharma Mrs R Chitra
85	AWARDS FOR TRS/SCHOOL-STATE & CENTRAL	To coordinate as per need	VP Mrs G Suganathi, PGT DEO

86	BLOG Maintenance	To upload and maintain blogs	Secondary: Mrs Nasreen Salma R Primary Blog: Comp Instructor(Pri)
87	Nishta	The course to be monitored, updations as and required. Guiding and supporting the teachers	Mr Natturam Ms Shipra Dixit
88	FLN	Training the teachers for Foundation, Literacy and Numericals. Preparing assessment schedule and criteria for students	Mrs R Chitra Mrs T Padmaja Ms Kasturi Gayatri Ms Saranya
89	SAFAL	Preparing and conducting competency based assessment in Class III and Class V as per CBSE guidelines	HM(I/C) Mrs T Padmaja Ms Jeevitha Ms Saranya

NOTE: All duties and responsibilities to be taken up in letter and spirit.
The duties are subject to change on need basis.

Dr M MANICKASAMY
PRINCIPAL

To,
All Concerned Teachers.