

KENDRIYAVIDYALAYAIITCHENNAI

COMMITTEES & RESPONSIBILITIES 2022-23

| SL NO | COMMITTEE | RESPONSIBILITIES | NAME OF THE I/C & MEMBERS |
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| 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 co-curricular activities etc., | Mr. RK Mishra, Vice Principal Mrs. J Lakshmi Parvathi, PGT Mrs G Suganthi, PGT Mrs. Mythili, PGT Mrs S NirmalaDevi, PGT Mrs JAL Smith, PGT Mr Ashish Kumar Pandey, PGT Mr P Jagannath TGT WE Mrs R Padmavathi HM Mrs R Chitra |
| 2 | NEP2020 | 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 co-curricular activities etc., | Mrs G Suganthi, PGT(I/C), All conveners & Mrs R Padmavathi, HM |
| 3 | Covid /Pandemic Management Committee | To prepare the action plan, suggestions, implementation, execution on the basis of present situation and following the guidelines of state, central govt instructions time get time | Mr V Arjunan, PGT Mrs U Komala, TGT & All Conveners, Mrs G Uma - Nurse Mrs R Padmavathi, HM |
| 4 | PISA/ CCT/ National level assessment CORE Committee | To prepare students for FTMS 2021 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 Benita Pon, TGT Mr Natturam Saini, TGT Ms Shipra Dixit, TGT Mrs Anjali Yadav, TGT |

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| 5 | Admission | Complete OLA process as per directions of KVS, UID creation, fee collection and allotting section/sending required data to RO/HQs and when asked with the approval of the undersigned | Mrs G Suganthi, PGT I/C |
| | | | Mr V Arjunan, PGT |
| | | | Mrs Benita Pon |
| | | | Mr Natturam Saini |
| | | | Ms Shipra Dixit |
| | | | Mrs R Padmavathi, HM |
| | | | Mr.Ramar, Substaff |
| | | | Comp Instructor(Pri) |
| | | | DEO |
| | | | Mr V Arjunan, PGT |
| 6 | Local Transfers & KVTC's | Assisting parent with required information/monitoring the processing of the local transfer applications | Mr Natturam Saini/ Ms Shipra Dixit |
| | | | Mr P Ramar |
| | | | DEO |
| | | | Comp Instructor(Pri) |
| | | | Mr G Ravi, PGT I/C |
| 7 | 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 Natturam Saini |
| | | | Mrs Nasreen Salma R |
| | | | Mr P Jagannath |
| | | | Comp Instructor(pri) |
| | | | Mrs Rinky Sharma |
| | | | Mrs R Chitra PRT |
| | | | Mrs Hari Priya Vijay, PRT |

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| 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, PGTI/C |
| | | | Mrs Benita Pon, TGT |
| | | | Mrs Rinky Sharma, PRT (3 days - Sec, 3 days - Pri) |
| | | | Mr P Jagannath, TGT |
| | | | Mrs V Jayanthi, TGT |
| | | | Yoga teacher |
| | | | Mrs T Padmaja, PRT |
| | | | 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 |
| | | | Mr Ashish Kumar Pandey |
| | | | Mrs Benita Pon |
| | | | Mr Ajay Kumar |
| | | | Mrs Kotteswari |
| | | | AET |
| | | | Mrs T Padmaja, PRT |
| | | | Ms Pauline, PRT |
| | | | Mrs Maheshwari, PRT |
| | | | House Masters & Associates |
| | | | Mrs S Mythili, PGT |
| | | | Mr V Arjuanan, PGT |
| | | | Mrs JAL Smith, PGT |
| | | | Mrs N E Vedha, PGT- Chemistry (Cont) |
| Associate members as in CCA circular | | | |

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| 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 |
| | | | Mrs Anjali Yadav, TGT |
| | | | Mrs P Amutha, TGT |
| | | | Ms Kasturi Gayatri, PRT |
| 12 | Examination(Internal) | Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration | Mrs JAL Smith, PGT I/C |
| | | | Mrs J Laxmi Parvathi, PGT |
| | | | Mr Ashish Kumar Pandey, PGT |
| | | | Mr Natturam Saini, TGT |
| | | | Mrs Benita Pon |
| | | | Ms Shipra Dixit |
| | | | Mrs R Shanthi |
| | | | Mrs Saranya Devi |
| | | | Mr Chandrasekhar, Substaff |
| | | | Mr Ramesh, Substaff |
| SL NO | 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 |
| | | | Mrs Nasreen Salma R, PGT |
| | | | Mrs Kalyani T |
| | | | Mr Ramar, Substaff |
| | | | Class Teacher of IX to XII |

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| 14 | Scouts/Guides/Cubs & Bulbuls | Prepare an action plan for the year 2022-23. 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 J LaksMrs R Padmavathii Parvathi(Guides) |
| | | | Mrs T Padmaja |
| | | | Ms Preetha |
| | | | Ms Pauline |
| | | | Ms Jeevitha |
| | | | 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 Jayanthi, I/C |
| | | | Mrs Saranya |
| | | | Nurse |
| | | | Mr P Ramar |
| | | | Secondary Coach |
| | | | Primary Coach |
| 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 V Jayanthi, Yoga, nurse, coaches | Mrs V Jayanthi, TGT I/C |
| | | | Mr P Jagannath |
| | | | Comp Instructor(PRI) |
| | | | Mr Rajan, Sports Coach |
| | | | (Secondary) Entrance & Lobby: |
| | | | Checking latecomers |
| | | | Mr V Arjunan, PGT |
| | | | TGTSanskrit2 |
| | | | Coach(sec & Pri) |
| | | | Primary: |

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| | | | Mrs R Chitra & Mrs T Padmaja |
| | | | Mr Manogaran Mrs Rinky Sharma |
| | | | Comp Instructor (Pri) (Latecomers) |
| 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 | Mr RK Mishra, VP Mrs S Nirmala Devi, PGT, I/C Mr V Arjunan, PGT(Hospital) |
| | | | Mr P Jagannath , WET (IIT Security & Maintenance) |
| | | | Mrs R Padmavathi, MRS R PADMAVATHI |
| | | | Mrs U Komala, TGT |
| | | | Mrs Rinky Sharma, PRT |
| | | | Mrs R Chitra, PRT (Hospital & Mock drills) |
| | | | Mrs V Jayanthi, PET(Mock drills) |
| | | | Nurse(First Aid & Hospital) |
| | | | Coaches(Pri&sec) |
| SL NO | 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, PGT I/C Ms Shipra Dixit Mrs Haripriya Vijay, PRT Ms Swetha, PRT Office |
| 19 | Income Tax | Collection of savings data/calculation of tax/informing UDC on or before 20th every month/getting form 16 | Mrs D Sreelatha PGT, I/C Mrs Poonam Rani Office Mrs R Chitra, PRT |

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| 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 Nirmala Devi, PGT, I/C |
| | | | Mr Ashish Kumar Pandey, PGT |
| | | | Mrs T Kalyani |
| | | | Mr Vijay shankar |
| | | | MRS R PADMAVATHI, PRT, Comp Instructor(Pri) |
| | | | AET |
| 21 | NTSE/NCSC | Coaching children/online registration/giving hall ticket/announcement/etc. | Mrs Anjali Yadav, I/C |
| 22 | KVPY | Supporting children appearing for KVPY | Mr V Arjunan, PGTI/C |
| | | | Mrs Kotteswari/ & all PGTs |
| 23 | Olympiads | Notification/registration/procuringbooks/guidingchildren/conductofOlympiad/distributionofcertificates | Mr G Ravi, PGT Overall I/C |
| | | | Mrs Anjali Yadav, TGT |
| | | | Mr Natturam Saini, TGT |
| | | | Mrs R Chitra, PRT |
| | | | Ms Swetha, PRT |
| | | | Concerned Department In-charges |
| 24 | Partnership with other schools | To plan, conduct & report programmes as per need | Mrs S Nirmala Devi, PGT Mrs D Sreelatha, PGT Counselor |
| 25 | CSIR/JIGYASA/INSPIRE | To plan, conduct & report programmes as per need | Mrs JAL Smith, PGT |
| | | | Mrs Koteeswari, TGT |
| 26 | PEER GROUP LEARNING /MENTOR-MENTEE | To encourage students interaction for learning and development & between Educator & learner | Mr Ashish Kumar Pandey, PGT Mrs Poonam Rani, TGT TGT Sanskrit Mrs R Padmavathi, HM |

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| 27 | Fieldtrip/ Educational Tours | Finalizing place and date/Call for quotation/discussion with undersigned regarding money collection/safe conduct of education tour& Arrangement of transport | Mr G Ravi, PGT I/C |
| | | | Mrs V Jayanthi, TGT |
| | | | Mr P Jagannath, TGT |
| | | | Mrs T Padmaja, PRT |
| | | | Comp Instructor(Pri) |
| SL NO | COMMITTEE | RESPONSIBILITIES | NAME OF THE I/C & MEMBERS |
| 28 | Cleanliness & Security/House Keeping | <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. • 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 U Komala, TGT (Bills/HR manager) |
| | | | MRS R PADMAVATHI(New building)I/C |
| | | | Mrs R Chitra, PRT |
| | | | Mrs T Padmaja, PRT |
| | | | substaff |
| | | | Sec staff room & Wing |
| | | | Mrs S NirmalaDevi, PGT |
| | | | Mrs Kotteswari, TGT |
| | | | Ground floor(Old)Bio lab wing |
| | | | Mr V Arjuanan, PGT |
| | | | Mrs Anjali Yadav, TGT |
| | | | Mr G Ravi, PGT |
| | | | First Floor & Chemistry lab area: |
| | | | Mrs N E Vedha, PGT |
| Mrs P Amutha, TGT | | | |
| Comp Instructor(pri) | | | |

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| | | | Mr. Chandrasekhar, Substaff |
| | | | Second floor: |
| | | | TGT Sanskrit2 |
| | | | Mrs V Nisha, TGT |
| | | | German Teacher/Tamil tr |
| | | | Supervision & reporting |
| | | | Mrs V Jayanthi, TGT |
| | | | Nurse |
| | | | Yoga tr |
| | | | 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 N E Vedha, PGT |
| | | | Comp Instructor-(Pri) |
| 30 | SchoolWebsite | Updating website on day to day basis | Mrs Nasreen Salma R I/C |
| | | | Mrs G Suganthi |
| | | | Mr Ashish Kumar Pandey, PGT |
| | | | Mrs D Sreelatha, PGT |
| | | | Mrs Benita Pon, TGT |
| | | | Mrs R Padmavathi, MRS R PADMAVATHI |
| | | | Comp Instructor(Sec) |
| | | | Ms Saranya, PRT |
| | | | Comp Instructor(Pri) |

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| 31 | 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 Saini |
| | | | Mrs T Padmaja |
| | | | Mrs Dhanalakshmi, PRT |
| 32 | Maintenance and Repair | Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers | Mr P Jagannath, TGT |
| | | | Mr G Ravi, PGT |
| | | | Mr Ashish Kumar Pandey, PGT |
| | | | AET |
| | | | MRS R PADMAVATHI |
| | | | Mrs T Padmaja |
| | | | Mrs Dhanalakshmi, PRT |
| 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 J Lakshmi Parvathi, PGT |
| | | | Mrs R Padmavathi, HM |
| | | | Mrs T Padmaja, PRT |
| | | | Mrs Jeevitha, PRT Ms Pauline, PRT |
| | | | Mr P Ramar |
| 34 | Reception for VIP guests | To Take action as and when required as per directions | Mrs D Sreelatha, PGT |
| | | | Mrs T Kalyani, TGT |
| | | | Mrs G Uma(Nurse) |
| | | | Mrs R Chitra, PRT |

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| 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 |
| | | | Mrs R Padmavathi, HM |
| | | | Yogatr, Nurse, Coach |
| 36 | Adventure Activities | Arranging Adventure Activities for Students as per KVS guidelines | Mrs V Jayanthi PET,I/C |
| | | | Coach |
| 37 | NCC&RSP | Conduct of NCC /Reception on special occasion/Record Maintenance And Report for higher officials as and when asked | Mr Natturam Saini I/C |
| | | | Mrs V Jayanthi-RSP |
| 38 | Gardening & Beautification/ BALA | BeautificationofVidyalayaanditssurroundings/decorationonspecialoccasions. Purchase of potted plants and ensuring maintenance of the plants | Mrs Anjali Yadav, TGT |
| | | | Mrs Kotteswari, TGT |
| | | | AET |
| | | | Mrs R Padmavathi, HM |
| | | | Ms Swetha, PRT |
| | | | Mrs Dhanalakshmi, PRT |
| | | | Mrs Rinky Sharma, PRT |
| SL NO | COMMITTEE | RESPONSIBILITIES | NAMEOFTHEI/C&MEMBERS |
| 39 | Teaching Aids & Resource Room | PrepareRequirementlist/purchase/issueandmaintainingrecordsintherespectivedepartments | Mrs J Lakshmi Parvathi,I/C |
| | | | Mr Natturam Saini |
| | | | Mrs Swathi Gupta |
| | | | Mr Ajay Kumar |
| | | | Mrs T Padmaja |
| | | | Mrs V Jayanthi, PRT |
| | | | Mrs Shanthi, PRT |

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| 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 U Komala,I/C |
| | | | Mrs D Sreelatha, PGT |
| | | | Mrs T Kalyani, TGT |
| | | | Mr G Ravi, PGT |
| | | | Mr Ashish Kumar Pandey, PGT |
| | | | Mr Ajay Kumar, TGT |
| | | | Mrs Anjali Yadav, TGT |
| | | | Mrs Poonam Rani, TGT |
| | | | Mrs Priyanka, PRT |
| | | | Mrs Preethi, PRT |
| 41 | Grievance staff/ students(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 J Lakshmi Parvathi, PGT |
| | | | Mrs R Chitra, PRT |
| 42 | Public Relation & RTI | Maintaining cordial relation with the public/the public sources for the effective and smooth functioning of the day today activities of the Vidyalaya | Mrs D Sreelatha, PGT I/C |
| | | | Mr Ashish Kumar Pandey, PGT |
| | | | Mrs JAL Smith,PGT |
| | | | Mrs R Padmavathi, HM |
| 43 | Photography | Recording all special and worth recording events/fulfillment of the data tocomputer/sendingtherequireddatatothein-chargeofwebsitecommitteeforupdatingonthesameday | Mrs Nasreen Salma R, PGT |
| | | | Mr Natturam Saini, TGT |
| | | | Mrs V Jayanthi, TGT |
| | | | AET |
| | | | Comp Instructor-(Pri) |

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| 44 | PA System | Repair/MaintenanceandarrangementofPASystemonalloccasionsandondailybasis | Mr P Jagannath, WET I/C |
| | | | Mr Manogaran, PRT |
| | | | Mr Balachandar, PRT |
| | | | Mrs Maheshwari, PRT |
| | | | Mrs Rinky Sharma |
| | | | Mr Ramesh, Substaff |
| 45 | Drinking water supply | Maintenance and supply of drinking water supply | Mr P Jagannath, WET I/C |
| | | | Mrs P Amutha |
| | | | Mr Natturam Saini |
| | | | Mr. Chandrasekhar, Substaff |
| SL NO | 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, TGT |
| | | | Mrs R Padmavathi, 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 Nasreen Salma R, PGT |
| | | | Mrs R Padmavathi, HM |
| 48 | Staff Club | Conducting staff welfare programmes | Mr G Ravi, I/C |
| | | | Mrs Benita Pon |
| | | | Ms Shipra Dixit |
| | | | Mrs G Uma, Nurse Ms Pauline, PRT |

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| 49 | Audio Visual Aids/ APPLEIPAD | Maintenance and supply along with the optimum usage of resources/maintaining records | Mrs Poonam Rani, I/C |
| | | | Mrs U Komala |
| | | | Mrs R Chitra |
| 50 | AEP | Orientation programme for students/ arranging classes on AEP /inviting special guests for lectures/conducting fulfillment activities | Mrs U Komala, TGT,I/C |
| | | | Mrs Benita Pon, TGT |
| | | | Counselor |
| | | | German Teacher |
| 51 | Artificial Intelligence | To conduct the classes as per the schedule and training for others | Mrs Nasreen Salma R(I/C) All trained teachers |
| 52 | 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 G Suganthi, PGT,I/C |
| | | | Mr G Ravi, PGT |
| | | | Mrs D Sreelatha, PGT |
| | | | Mrs V Jayanthi, PET |
| | | | Mrs R Padmavathi |
| | | | 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 | Counsellor I/C |
| | | | Mrs S Nirmala Devi, PGT |
| | | | Mrs U Komala, TGT |
| | | | Mrs T Padmaja, PRT |
| | | | Nurse |
| | | | Germantr./Tamiltr. |
| 54 | Rajya Bhasha | Sending bilingual circulars/maintaining the records in bilingual and uploading the monthly report/conduct of Hindi Maah | Mr Ashish Kumar Pandey, PGT |
| | | | Mr Ajay Kumar, TGT |
| | | | Mrs Swathi Gupta, TGT Mrs Rajiya Sulthana, TGT |
| | | | Mrs T Padmaja, PRT |
| | | | Office |

| SL NO | COMMITTEE | RESPONSIBILITIES | NAME OF THE I/C & MEMBERS |
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| 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. V. Jayanthi, PET I/C |
| | | | PRT, (Primary)I/C |
| | | | Mrs Kasthuri Gayathri, PRT |
| | | | 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 Saini, TGT |
| | | | Mrs R Chitra, PRT |
| 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, TGT Mrs T Kalyani, TGT |
| 58 | Display Boards | a)Maintenance of the display boards in the Principal's room | Mrs Anjali Yadav I/C |
| | | b)High school display boards | Mrs N E Vedha / AET/ Housemasters |
| | | c)Office room display board updating | Mr P Ramar |
| | | d)Primary display boards | MRS R PADMAVATHI/Housemasters |
| | | e)Display boards near the auditorium | Mrs R Dhanalakhmi |
| | | f) Staff Room | Mr Ashish Kumar Pandey Mrs R Chitra/Mrs T Padmaja Class Teacher & House Master |
| 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 |
| | | | Office |
| | | | Mr P Ramar |
| | | | VMC Members |

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| 60 | Preparation of TC / Bonafide certificate. | Preparation of TC and bonafide certificate in the format with the consent of the undersigned | LDC I/C |
| | | | Mr P 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 |
| | | | All Substaff |
| 62 | External-examinations | <p>To record the schedule/ sending consent letter/ /dispersal of remuneration/maintainingrecordandsendingthedataoarranginginvigilatorsasandwhen required.</p> <p>To initiate steps for starting of NIOS and frame a proper timetable after approval. Allotment of duty to staff</p> | Mrs Benita Pon, TGT |
| | | | Mrs Nasreen Salma R,PGT |
| | | | Mrs T Kalyani, TGT |
| | | | Mr Natturam Saini, TGT |
| | | | Mrs R Chitra, PRT |
| | | | Mrs R Rinky Sharma |
| | | | Mr Chandrasekhar, Substaff |
| 63 | Publicity/Newspapers other media | Event update in them as media with the approval of the undersigned | Mrs Benita Pon, TGT I/C |
| | | | Mrs T Kalyani, TGT |
| | | | Mrs R Padmavathi, PRT |
| 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, TGT |
| | | | Mrs V Nisha, TGT |
| | | | Mrs Kasthuri Gayathri, PRT |
| | | | Mr Chandrasekhar, PRT |

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| 65 | Subject Conveners | <p>1. Developing departmental Plan 2022-23.</p> <p>2. Listing the agenda points 3 days before the conduct of the meeting /getting the 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> | English |
| | | | Mrs S Nirmala Devi,PGT |
| | | | Mrs R Chitra, PRT |
| | | | Hindi & Sanskrit |
| | | | Mr Ashish Kumar Pandey |
| | | | Mrs T Padmaja, PRT |
| | | | Math |
| | | | Mrs Mythili, PGT |
| | | | Mrs HArpriya Vijay, PRT |
| | | | Science |
| | | | Mrs G Suganthi, PGT |
| | | | EVS- Mrs R Padmavathi, HM Mrs Shanthi, PRT |
| | | | Social Studies |
| | | | Mrs J Lakshmi Parvathi, PGT |
| 66 | Alumni | To coordinate with the Alumni Association and the Vidyalaya for planning and executing activities on behalf of the vidyalaya. | Mr G Ravi, PGT |
| | | | Mr P Jagannath, TGT |
| | | | Mrs R Chitra, PRT |
| 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. | Literary(including philately) :Mrs Benita Pon, TGT |
| | | | Nature: Mrs Anjali Yadav /Mrs U Koteeswari |
| | | | Math: Ms Shipra Dixit/ Mrs Poonam Rani |
| | | | ICT: Mrs Nasreen Salma R, PGT Comp Instructor(Pri) |
| | | | PH & hygiene: Mrs V Jayanthi /Yoga tr |
| | | | Eco & Standards Club: Mrs Anjali Yadav |
| | | | Integrity: Mr Natturam Saini |

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| 68 | 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 R Chitra, PRT |
| | | | Nature: Mrs Swetha, PRT |
| | | | Hygiene & Nutrition: Mrs Preethi, PRT |
| 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 |
| | | | MRS R PADMAVATHI |
| | | | Ms Pauline, PRT Mrs Jeevitha, PRT |
| 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 other Shaala Darpan requirements as per directions of KVS. | Mrs Benita Pon,I/C |
| | | | Mrs Poonam Rani, TGT |
| | | | Comp Instructor(Pri) |
| | | | Mrs R Chitra, PTR |
| | | | All class teachers |

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| 72 | Tarunotsava | To implement the same as per the directions of KVS HQrs letter | Mrs N E Vedha, PGT Mrs T Kalyani, TGT |
| | | | Classtrs X A,B,C |
| | | | Classtrs XI A,B,C |
| | | | Counselor |
| 73 | Pustakupkar | To implement the same as per the directions of KVS HQrs letter | Mrs U Komala & All Class Teachers |
| 74 | Design, Order & Distribution | To order & supply log books, teachers diaries, registers, student diaries any other as per directions of competent authority | Mrs J Lakshmi Parvathi, PGT I/C |
| | | | Mrs S Nirmala Devi, PGT |
| | | | Mrs JAL Smith, PGT |
| | | | Mrs R Padmavathi, HM |
| | | | Mrs T Padmaja, PRT |
| 75 | CMP/ FLN | To take up activities as per the requirement from time to time and maintain records of the activities | Mrs R Padmavathi, HM |
| | | | Mrs T Padmaja, PRT |
| | | | Mrs R Chitra, PRT |
| | | | Mrs Maheshwari, PRT |
| 76 | EQUIP/CCT(VI-VIII) | To take up activities as per the requirements from time to time and maintain records of the activities | Mr RK Mishra, VP Mrs N E Vedha, PGT Ms. Shipra Dixit, TGT Mrs Anjali Yadav, TGT |
| 77 | Academic loss Compensation programme | To take up activities as per the requirements from time to time and maintain records of the activities | Mrs U Komala, TGT Mrs V Jayanthi, TGT 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 |

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| 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, TGT AET Mrs Rajiya Sulthana, TGT Mrs Uma, Nurse Yogatr Mrs R Padmavathi 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 Mrs Anjali Yadav, TGT Mrs Kotteswari, TGT Mrs Swetha, PRT |
| 82 | Youth Parliament | To Prepare students for the Competitions and send data related to the same | Mrs D Sreelatha, PGT Mr Natturam Saini, TGT |
| 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 class I & XI. To arrange awareness program for parents on assessment rules/norms of CBSE for class IX-X | Mrs G Suganthi, PGT Mrs J Lakshmi Parvathi, PGT Mrs JAL Smith, PGT Mrs R Padmavathi, HM Mrs R Chitra, PRT Mrs T Padmaja, PRT |
| 84 | Music Room/VIRSA | To maintain & conduct and report activities as per directions of competent authority. | Mrs Rinky Sharma Mrs R Chitra |

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| 85 | AWARDS FOR TRS/SCHOOL-STATE & CENTRAL | To coordinate as per need | Mr RK Mishra, VP Mrs G Suganthi, PGT DEO |
| 86 | BLOG Maintenance | To upload and maintain blogs | Secondary: Mrs Nasreen Salma R Comp Instructor(Sec) Primary Blog: Comp Instructor(Pri) |
| 87 | Nishta | The course to be monitored, updations as and required. Guiding and supporting the teachers | Mr Natturam Saini, TGT Ms Shipra Dixit, TGT |
| 88 | FLN | Training the teachers for Foundation, Literacy and Numerical. Preparing assessment schedule and criteria for students. | Mrs R Chitra, PRT Mrs T Padmaja, PRT Mrs Haripriya, PRT Mrs Shanthi, PRT |
| 89 | SAFAL | Preparing and conducting competency based assessment in Class III and Class V as per CBSE guidelines | Mrs R Padmavathi, HM (I/C) Mrs T Padmaja, PRT Mrs Preetha, PRT Mrs Saranya, PRT |
| 90 | ISO | Updations of Manual, Procedure, Risk analysis, Renewal, Communications with BIS, Auditing, Monthly activities, Regular Monitoring and Checkup. | Mrs JAL Smith, PGT Mrs R Padmavathi, HM (I/C) Mrs V Jayanthi, TGT Mr Natthuram Saini, TGT Mrs Anjali Yadav, TGT Mrs U Kotteswari, TGT |

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

