

KENDRIYA VIDYALAYA IIT CHENNAI

COMMITTEES & RESPONSIBILITIES 2023-24

SL NO	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 co-curricular activities etc.,	Mr. RK Mishra, Vice Principal - I/C Mrs. J Lakshmi Parvathi, PGT Mrs G Suganthi, PGT Mrs. Mythili, PGT Mrs S NirmalaDevi, PGT Mrs JAL Smith, PGT PGT Hindi Mr P Jagannath TGT WE Mrs R Padmavathi, HM Mrs V Jayanthi, TGT Mrs Reena Singh, PRT Mrs Rinky Sharma, PRT
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.,	Mr R K Mishra, VP - 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 Benita Pon, TGT Mr Natturam Saini, TGT Ms Shipra Dixit, TGT Mrs V Jayanthi, TGT

SL NO	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
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	Mr V Arjunan, PGT I/C
			Mrs T Kalyani, TGT
			Mr Natturam Saini, TGT
			Ms Shipra Dixit, TGT
			Mrs R Padmavathi, HM
			Mrs Reena Singh, PRT
			Mr. D Ramar, Substaff
			Comp Instructor(Sec/ 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 Saini - TGT
			Ms Shipra Dixit - TGT
			Mr D Ramar, Sub Staff
			DEO
			Comp Instructor(Pri)
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 G Ravi, PGT I/C
			Mr P Jagannath, TGT
			Mrs Nasreen Salma R, PGT
			Mrs N Kotteswari, TGT
			Comp Instructor(pri)
			Mrs Reena Singh, PRT
			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, PGT I/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
			House masters, Concerned Class Teachers & Sub staff.
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
			TGT Sanskrit 1
			Mrs N Kotteswari, TGT
			AET
			Mrs T Padmaja, PRT
			PRT
			PRT
			House Masters & Associates
			Mrs S Mythili, PGT
			Mr V Arjunan, PGT
			Mrs G Suganthi, PGT
PGT- Chemistry II			
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 Nirmala Devi, PGT & SST teachers
11	CCA(External)	Effective coordination of external Co-curricular activities with the approval of the undersigned	Mrs S Nirmala Devi, PGT I/C
			Mrs Alka, TGT
			Mrs P Amutha, TGT
			Concerned department
			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
			PGT Hindi
			Mr Natturam Saini, TGT
			Mrs Benita Pon, TGT
			Ms Shipra Dixit, TGT
			PRT
			PRT
			Mr Chandrasekhar, Substaff
			Mr Ramesh, Office Assistant
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 JAL Smith, PGT
			Mrs Nasreen Salma R, PGT
			Mrs Kalyani T, TGT
			Mr D Ramar, Substaff
			Mrs G Uma, Nurse
			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, TGT - I/C
			Mrs J Lakshmi Parvathi, PGT (Guides)
			Mrs T Padmaja, PRT
			PRT
			PRT
			PRT
			All trained teachers
15	ID card/Student Data & Bus Pass	Ask for quotation/negotiating/designing/supply of data/gettingphotographed/checking data/collection of money/supply of ID card Procure forms/filling and processing the same at the earliest	Mrs V Jayanthi, TGT - I/C
			Mrs Saranya, PRT
			Mrs Uma, Nurse
			Mr D Ramar, Sub Staff
			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, TGT
			Comp Instructor(PRI)
			Sports Coach
			(Secondary) Entrance & Lobby:
			Checking latecomers
			Mr V Arjunan, PGT
			TGT Sanskrit2
			Coach secondary Coach Primary

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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	Primary: Mrs R Chitra, PRT
			Mrs T Padmaja, PRT
			Mr Manogaran, TGT Mrs Rinky Sharma, PRT
			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 ,TGT (IIT Security & Maintenance)
			Mrs R Padmavathi, HM
			Mrs U Komala, TGT
			Mrs Rinky Sharma, PRT
			PRT
			Mrs R Chitra, PRT (Hospital & Mock drills)
			Mrs V Jayanthi, TGT(Mock drills)
			Nurse(First Aid & Hospital)
			Coaches(Pri & sec)
18	CS54	Fee collection checking month wise and submitting the report. Announcements regarding fee collection and UBI verification	Ms K Latha, PGT - I/C
			Ms Shipra Dixit, TGT
			PRT
			PRT
			Office
19	Income Tax	Collectionofsavingsdata/calculationoftax/informingUDConorbefore20theverymonth/gettingform16	Mrs D Sreelatha PGT,I/C
			Mrs Poonam Rani, TGT
			Office
			Mrs R Chitra, PRT

SL NO	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
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
			PGT Hindi
			Mrs T Kalyani, TGT
			TGT Sanskrit1
			Mrs R Padmavathi, HM PRT, Comp Instructor(Pri)
			AET
21	NTSE/NCSC	Coaching children/online registration/giving hall ticket/announcement/etc.	Mr G Ravi, PGT I/C
			Mrs Anjali Yadav, TGT
22	JNNSE	Supporting children appearing for Jawaharlal Nehru National Science Exhibition	Mrs G Suganthi, PGT - I/C
			Mr V Arjunan, PGT
23	Olympiads	Notification/registration/procuring books/guiding children/conduct of Olympiad/ distribution of certificates	Mr G Ravi, PGT- Overall I/C
			Mrs Poonam Rani, TGT Maths
			Mr Natturam Saini, TGT
			Mrs R Chitra, PRT
			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
			Counsellor
25	CSIR/JIGYASA/INSPIRE	To plan, conduct & report programmes as per need	Mrs JAL Smith, PGT
			Mrs N Kotteswari, TGT
26	PEER GROUP LEARNING /MENTOR-MENTEE	To encourage students interaction for learning and development & between Educator & learner	PGT Hindi
			Mrs Poonam Rani, TGT Maths
			TGT Sanskrit
			Mrs R Padmavathi, HM

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27	Field trip/ Educational Tours	Finalizing place and date/Call for quotation/discussion with undersigned regarding money collection/safe conduct of education tour & Arrangement of transport	Mrs G Suganthi, PGT I/C
			Mrs V Jayanthi, TGT
			Mr P Jagannath, TGT
			Mrs T Padmaja, PRT
			Comp Instructor(Pri)
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. <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. Every day on routine a person should submit the report. <ul style="list-style-type: none"> Ensure enough quantity of cleaning and other required materials 	Mrs U Komala, TGT(Bills/ HR manager)
			Mrs R Padmvathi(New building)I/C
			Mrs R Chitra, PRT
			Mrs T Padmaja, PRT
			substaff
			Sec staff room & Wing
			Mrs S NirmalaDevi, PGT
			Mrs N 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:
			Mr Manogar, TGT
			Mrs P Amutha, TGT
Comp Instructor(Sec)			
Mr. Chandrasekhar, Substaff			

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			Second floor: TGT Sanskrit2 Mrs V S 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 PGT Chemistry II Comp Instructor (Sec & Pri)
30	School Website	Updating website on day to day basis	Mr Rajesh Kumar Mishra, VP Mrs Nasreen Salma R, PGT Mrs G Suganthi, PGT PGT Hindi Mrs D Sreelatha, PGT Mrs Benita Pon, TGT Mrs R Padmavathi, HM Comp Instructor(Sec) 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, TGT I/C
			Mr Natturam Saini, TGT
			Mrs T Padmaja, PRT
			Mrs Reena Singh, 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 V Arjunan, PGT
			AET
			MRS R Padmvathi, HM
			Mrs T Padmaja, PRT
			Mrs Rinky Sharma, PRT
33	Local Purchase committee	Follow the purchase procedure/procure quotations/collecting requirement data from staff/placing order/entry in stock register/supply and maintaining issue register	Mr G Ravi, PGT I/C
			Mrs S Nirmala Devi, PGT
			Mrs J Lakshmi Parvathi, PGT
			Mrs R Padmavathi, HM
			Mrs T Padmaja, PRT
			PRT
			PRT
			Mr D Ramar, Substaff
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, TGT - I/C
			Mrs R Padmavathi, HM
			Yoga tr, Nurse, Coach
36	Adventure Activities	Arranging Adventure Activities for Students as per KVS guidelines	Mrs V Jayanthi, TGT - 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, TGT 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	Mr V Arjunan, PGT
			Mrs Anjali Yadav, TGT
			Mrs N Kotteswari, TGT
			AET
			Mrs R Padmavathi, HM
			PRT
			Mrs Rinky Sharma, PRT
39	Teaching Aids & Resource Room	Prepare Requirement list/purchase/issue and maintaining records in the respective departments	Mrs J Lakshmi Parvathi, PGT I/C
			Mr Natturam Saini, TGT
			TGT Sanskrit 2
			Mr P Jagannath, TGT
			Mrs T Padmaja, PRT
			PRT1
			PRT2

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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, TGT I/C
			Mrs D Sreelatha, PGT
			Mrs T Kalyani, TGT
			Mr G Ravi, PGT
			PGT Hindi
			Mrs Alka, TGT
			Mrs Anjali Yadav, TGT
			Mrs Poonam Rani, TGT
			PRT
			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
			Mrs JAL Smith, PGT
			Mrs R Padmavathi, HM
			Mr D Ramar, Substaff
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
			Mr Natturam Saini, TGT
			Mrs V Jayanthi, TGT
			AET
			Comp Instructor (Sec)

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44	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr P Jagannath, WET I/C
			PRT1
			PRT2
			PRT3
			Mrs Rinky Sharma, PRT
			Mr Ramesh, OA
45	Drinking watersupply	Maintenance and supply of drinking water supply	Mr P Jagannath, TGT I/C
			Mrs P Amutha, TGT
			Mr Natturam Saini, TGT
			Mr. Chandrasekhar, Substaff
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 J 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, PGT - I/C
			Mrs Benita Pon, TGT
			Ms Shipra Dixit, TGT
			Mrs G Uma, Nurse 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, TGT - I/C
			Mrs U Komala, TGT
			Mrs R Chitra, PRT
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
51	Artificial Intelligence	To conduct the classes as per the schedule and training for others	German Teacher
			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, HM
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
54	Rajya Bhasha	Sending bilingual circulars/maintaining the records in bilingual and uploading the monthly report/conduct of Hindi Maah	German tr./Tamil tr.
			Mr Rajesh Kumar Mishra, VP
			PGT Hindi
			Mr Natturam Saini, TGT
			TGT Sanskrit1
			Mrs T Padmaja, PRT
			Office

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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
			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, TGT - I/C
		b)High school display boards	PGT Chemistry / AET/ Housemasters
		c)Office room display board updating	Mr D Ramar, Sub staff
		d)Primary display boards	Mrs R Padmavathi HM / Housemasters
		e)Display boards near the auditorium	PRT
		f) Staff Room	PGT Hindi
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 D Ramar, Substaff
			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 D 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 D 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, TGT
			Mr Natturam Saini, TGT
			Mrs R Chitra, PRT
			Mrs Rinky Sharma, PRT
			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
			PGT Hindi
			Mrs R Padmavathi, PRT
64	Newspaper In Education	Subscription for school students & distribution.Forwarding articles of students for publishing	Mrs U komala, TGT
			Mrs V S Nisha, TGT
			PRT
			Mr Chandrasekhar, PRT

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65	Subject Conveners	<p>1. Developing departmental Plan 2023-24.</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 Rajesh Kumar Mishra, VP
			Mrs T Padmaja, PRT
			Math
			Mrs Mythili, PGT
			PRT
			Science
			Mrs G Suganthi, PGT
			EVS Mrs R Padmavathi, HM
			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
			Eco, Nature & Standards Club: Mrs Anjali Yadav, TGT - I/C Mrs N Kotteswari, TGT
			Math: Ms Shipra Dixit, TGT/ Mrs Poonam Rani, TGT
			ICT: Mrs Nasreen Salma R, PGT Comp Instructor(Pri)
			PH & hygiene: Mrs V Jayanthi, TGT Yoga tr
			Integrity: Mr Natturam Saini, TGT

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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: PRT
			Yuva : Mrs S Nirmala Devi, PGT
			Hygiene & Nutrition: PRT
69	Monthly e-magazine	To prepare e-magazine every month by collecting information about all events & activities held in the month and publish on the last working day	Secondary -Mrs T Kalyani - TGT I/C Primary - Mrs Reena Singh - PRT I/C & all other incharges
70	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, TGT, I/C (Monthly report)
			Mrs Poonam Rani, TGT (Monthly activities)
			Comp Instructor-(Pri)
			AET
			Mrs R Padmavathi, HM
			PRT1 PRT3
71	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
72	EMIS/ OES	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, TGT I/C
			Mrs Poonam Rani, TGT
			Comp Instructor(Pri)
			Mrs R Chitra, PRT
			All class teachers

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73	Tarunotsava	To implement the same as per the directions of KVS HQrs letter	Mrs S Nirmala Devi, PGT
			PGT Hindi
			TGT Hindi
			TGT Sanskrit2
			Mrs T Kalyani, TGT
			Class trs X A,B,C
			Class trs XI A,B,C
			PGT & TGT Maths
			Counselor
74	Pustakupkar	To implement the same as per the directions of KVS HQrs letter	Mrs U Komala & All Class Teachers
75	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
76	CMP/ FLN/ NIPUN	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
			PRT3
77	EQUP/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 Kotteswari, TGT
			Ms. Shipra Dixit, TGT
			All Subject Conveners
78	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
79	Emails/ SMS to parents/ staff/ students	As per the directions from Principal	Mrs. Nasreen Salma. R, PGT
			Comp Instructor(Pri) & DEO

SL NO	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
80	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
81	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 Alka, TGT
			Mrs Uma, Nurse
			Yoga tr
			Mrs R Padmavathi, HM
			Integrity club Incharges
82	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 - I/C
			Mrs T Kalyani, TGT
			Mrs N Kotteswari, TGT
			Mrs Reena Singh, PRT
83	Youth Parliament	To Prepare students for the Competitions and send data related to the same	Mrs D Sreelatha, PGT - I/C
			Mrs Benita Pon, TGT
			Mr Natturam Saini, TGT
84	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	Mr RK Mishra, VP- I/C
			Mrs G Suganthi, PGT - Coordinator
			Mrs J Lakshmi Parvathi, PGT
			Mrs JAL Smith, PGT
			Mrs R Padmavathi, HM
			Mrs R Chitra, PRT
Mrs T Padmaja, PRT			

SL NO	COMMITTEE	RESPONSIBILITIES	NAME OF THE I/C & MEMBERS
85	Music Room/VIRSA/ Band/ SPICMACAY	To maintain & conduct and report activities as per directions of competent authority.	Mrs R Padmavathi, HM
			Mrs Rinky Sharma, PRT Music
			Mrs R Chitra, PRT
86	Awards for the Teachers/School- State & Central	To coordinate as per need	Mr RK Mishra, VP
			Mrs G Suganthi, PGT
			DEO
87	BLOG Maintenance	To upload and maintain blogs	Secondary Blog: Mrs Nasreen Salma R Comp Instructor(Sec)
			Primary Blog: Comp Instructor(Pri)
88	NISHTHA	The Course to be monitored, updations as and required. Guiding and supporting the teachers	Mr Natturam Saini, TGT
			Ms Shipra Dixit, TGT
89	IS/ ISO 9001:2015	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 N Kotteswari, TGT
90	GEM Purchase	As per KVS rules, all purchases to be done through GEM. If the product is not available in GEM, then Non availability certificate to be obtained and the purchase process to be completed with the approval of the Principal	Mrs JAL Smith, PGT - I/C
			Mrs D Sreelatha, PGT
			Office

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 Teacher

