COMMITTEES 2022-23

All the members of various dept / committee will be fully responsible for maintaining the assigned duties, activities

1. **ADMISSION COMMITTEE**

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| Duties | Members |
| 1. Notifications / Helpdesk / Selection List / Admission as per KVS guidelines.
2. Maintenance of records / replies to KVS.
3. Maintenance of record of students admitted under RTE.
4. Monitor entries in admission / withdrawal registers.
5. Entry in Admission Register
 | Mrs. P. Geetha, PGT (Maths)Mrs. K. Manimekalai, PGT (Bio.Mr. Alok Jaiswal, Librarian Mrs. R. Uma Maheswari, HM Ms. Kiran, PRTPGT CSClass I class teachers |

1. **EXAMINATION COMMITTEE**

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| Duties | Members |
|  **INTERNAL EXAM**1. Preparation of Exam Schedule
	1. Sending of Circulars
	2. Maintaining of Records prepared by teachers
	3. Maintenance of Exam Department
	4. Arranging PTA meeting records
	5. Attendance of Students 75%
2. Preparation of Annual Planning
3. Quality of Question paper- sample checking
4. Performance analysis / action taken
5. Maintenance of Children achievement conduct smooth exam / record.
6. Printing of Result register/ Progress Card.

**CBSE EXAM**1. Vigilant on Circular Notification Maintenance / related records / sending of Circulars / Instructions as per CBSE.
2. Registration – IX & XI, X & XII
3. Online LOC / Regulations / Internal Grades / Practical Award List.
4. Issue of CBSE Certificates.
5. Preparation of Result Analysis.
6. All Correspondence with CBSE.

PISA | Mrs. K. Manimekalai, PGT(Bio.) Mrs. V.S. Sujitha, TGT (Eng.)PGT HindiTGT MathsComputer InstructorMrs. M. Vishnu Devi, PGT (Chem.) Class Teachers of Class IX, X, XI and XII.DEOMrs. M.A. Rasheetha Begum, TGT(Maths) **MENTORS**Mr. S. Dhamodharan, PGT (Phy.)Mrs. K. Manimekalai, PGT (Bio.)Mrs. M. Vishnu Devi, PGT (Chem.)Mrs. R. Rajalakshmi, PGT (Eng.)Mrs. Esther Kamalam Durai, TGT (Eng.) Mrs. V.S. Sujitha, TGT (Eng.)TGT SCIENCETGT MATHS |

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| EXTERNAL EXAM | Mr. S. Dhamodharan, PGT (Phy.) I/c Mrs. M.A. Rasheetha Begum, TGT (Maths)TGT MATHSMrs. B.S. Prashanthi Murthy, SSA DEO |

1. **TIME TABLE**

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| --- | --- |
| Duties | Members |
| 1. Preparation of time table.
2. Implementation of Changes as per need.
 | Mrs. P. Geetha, PGT (Maths)Mr. S. Dhamodharan, PGT (Phy.)PGT CS |

1. **SUBSTITUTION ARRANGEMENT**

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| Duties | Members |
| 1. Substitution Arrangement
2. Display arrangement sheet in various places.
 | Mrs. P. Geetha, PGT (Maths)Mr. S. Dhamodharan, PGT (Phy.) |

1. **CCA AND MORNING ASSEMBLY**

|  |  |
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| Duties | Members |
| 1. To Chalk out Annual Programme to be included in School Diary.
2. Conduct of Various Programmes / Maintaining records

/ Result Register.1. Purchase and Distribution of Prizes and Certificates (Bilingual)
2. Announcements in Assembly.
3. To celebrate all important days - Photograph.
4. CCA- External – Maintaining Records.
5. Achievement Register.
6. Alloting Assembly duty and getting class teachers signature.
7. For Functioning of Assembly Programme / Time Management / Incharge – Des work.
8. Introduction of New Teachers in Assembly Farewell.
9. Student Council giving responsibilities – monitor their work.
 | Mrs. R. Rajalakshmi, PGT (Eng.) (I/c) Mrs. Esther Kamalam Durai, TGT(Eng.)Mr. G. P. Rao, TGT (Hindi)Mrs. Sharmila Ravindran, TGT (WE) Mrs. R. Uma, TGT (PH&E)TGT SANSKRITAchievement Register – Mrs. R. Uma, TGT (PH&E) |

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| Duties | Members |
| EBSB | TGT SOCIAL SCIENCEDEO |

**7. STATE GOVERNMENT ACTIVITIES CO-ORDINATION**

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| --- | --- |
| Duties | Members |
| State Government Activities Co-Ordination | Mrs. Esther Kamalam Durai, TGT (Eng.) Mrs. Sharmila Ravindran, TGT (WE) Mrs. R. Uma, TGT (PH&E)Mrs. R. Uma Maheswari, HM Computer InstructorDEO |

**8. MAINTENANCE AND REPAIR**

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| --- | --- |
| Duties | Members |
| 1. Handling of Infrastructure Correspondence.
2. Correspondence with CPWD – follow up.
3. Repair and maintenance of Vidyalaya.
4. Electrical Circuit, Plumbing, provision for ramp / wheel chair.
5. Maintenance of RO.
6. Inventories of classroom.
7. Fire Safety
 | Mrs. Sharmila Ravindran, TGT (WE) Mr. S. Dhamodharan, PGT (Phy.) Mr. Alok Jaiswal, LibrarianMrs. R. Uma, TGT (PH&E)Mrs. R. Uma Maheswari, HM Mrs. B.S. Prashanthi Murthy, SSA |

**9. GREEN VIDYALAYA AND SWACHH VIDYALAYA**

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| --- | --- |
| Duties | Members |
| Plantation of Trees/ Plants/ Maintenance of potted plants / Medicinal plantsSwachh Vidyalaya | Mrs. K. Manimekalai, PGT (Bio.), I/c Mr. Alok Jaiswal, LibrarianMrs. V.S. Sujitha, TGT (Eng.)Mrs. Sharmila Ravindran, TGT (WE) Mrs. R. Uma, TGT (PH&E)Mrs. R. Uma Maheswari, HMMrs. Neelam Rani, PRTMs. Kiran, PRT |

**10. BEAUTIFICATION**

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| --- | --- |
| Duties | Members |
| Beautification | Mrs. Sharmila Ravindran, TGT (WE) Mrs. R. Uma, TGT (PH&E)Mr. Alok Jaiswal, LibrarianMrs. R. Uma Maheswari, HM Mrs. Neelam Rani, PRTMs. Kiran, PRT |

**11. DISCIPLINE**

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| --- | --- |
| Duties | Members |
| 1. To maintain discipline in school on working days.
2. Bringing to notice of Principal cases of indiscipline and maintain record.
3. To check late comers and maintain record.
4. To monitor children movement.
5. Checking of proper School Uniform
6. Lunch break duty / floor duty.
7. Safe departure – last period.
8. Monitor discipline on days of celebration.
9. To go round and see all students have left.
 | Mrs. R. Uma, TGT (PH&E)Mr. S. Dhamodharan, PGT (Phy.)Mr. Alok Jaiswal, LibrarianMrs. K. Manimekalai, PGT (Bio.) Mrs. R. Uma Maheswari, HM Mrs. C. Naganandini, PRTClass TeachersSubject Teachers of Last period |

Special Duties - SOP

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| Duties | Members |
| SOPSOP MaterialsThermal Scanning and Reading | Mrs. R. Uma, TGT (PH&E) – I/c Mrs. Sharmila Ravindran, TGT (WE) Mr. Alok Jaiswal, Librarian Mrs. R. Uma Maheswari, HMMr. A. Hastings John Kennet, Sub-Staff |

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| Duties | Members |
| 1. Monitoring day to day House Activities
2. Inter House Competition – equal chance.
3. Develop Competitive spirit.
4. To select students and forward names to CCA with correct spelling.
5. To stay with students during practice and to ensure discipline.

**KRISHNA** (Yellow)**VAIGAI** (Red)**GANGA** (Green)**NARMADA** (Blue) | Mrs. K. Manimekalai, PGT (Bio.) I/c Mrs. Rasheetha Begum, TGT (Maths) Mr. Alok Jaiswal, LibrarianTGT SSTMrs. Sharmila Ravindran, TGT (WE) I/cMrs. V.S. Sujitha, TGT (Eng.) Mr. G.P. Rao, TGT (Hindi)PGT CSMr. S. Dhamodharan, PGT (Phy.) I/c TGT SANSKRITTGT SCIENCEComputer InstructorMrs. M. Vishnu Devi, PGT (Chem.) I/c TGT MATHSPGT HINDITGT SST |

13. E - SCHOOL MAGAZINE

|  |  |
| --- | --- |
| Duties | Members |
| 1. To collect material for printing and make final selection.
2. To edit the material editing with help of Subject Experts.
3. Arranging in Proper sequence.
4. Putting all necessary information achievements / photograph.
5. Attractive Cover Page.
6. Printing / Proof Reading / Distribution.
 | Mrs. R. Rajalakshmi, PGT (Eng.)I/cMrs. Esther Kamalam Durai, TGT (Eng.)Mr. G.P. Rao, TGT (Hindi)Mrs. R. Uma Maheswari, HM Computer Instructor |

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| Duties | Members |
| 1. Invitation of all Members.
2. Prepare action taken report / agenda for meeting – Record minutes.
3. Prepare PPT for meeting – Competition / projects – proper cluster.
4. Refreshment.
5. Seating Arrangement.
6. Proper files / Name / filing necessary records.
 | Mr. Alok Jaiswal, Librarian I/cMrs. R. Uma, TGT (PH&E)Mrs. Sharmila Ravindran, TGT (WE) Mrs. B.S. Prashanthi Murthy, SSAPGT CS |

1. **REMEDIAL WORK**

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| Duties | Members |
| 1. Preparation of Remedial time table for Class IX, X, XI & XII – Timing -2:50 to 3:50
2. Maintaining Register of Daily Attendance of students, Sub-teachers and Performance.
 | Mrs. K. Manimekalai, PGT (Bio.), I/cMrs. M.A. Rasheetha Begum, TGT (Maths)Computer Instructor |

1. **PRINTING OF SCHOOL DIARY**

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| --- | --- |
| Duties | Members |
| Printing of School Diary | Mrs. K. Manimekalai, PGT (Bio.), I/c Mrs. R. Uma Maheswari, HM |

1. **PURCHASE / CONDEMNATION COMMITTEE**

|  |  |
| --- | --- |
| Duties | Members |
| 1. To plan for purchase.
2. To settle accounts as per purchase procedure.
3. To maintain and control utilization of material purchased.
4. Condemnation of Article by proper procedure.
 | Mr. S. Dhamodharan, PGT (Phy.)Mr. Alok Jaiswal, LibrarianMrs. Sharmila Ravindran, TGT(WE)Mrs. R. Uma Maheswari, HMDepartment InchargesMrs. B.S. Prashanthi Murthy, SSA |

1. **OFFICE MAINTENANCE**

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| --- | --- |
| Duties | Members |
| Office Maintenance | Mrs. B.S. Prashanthi Murthy, SSA DEO |

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| Duties | Members |
| 1. To receive and entertain guests on various occasions.
2. To organise working lunch tea – refreshments on occasions of workshop courses, VIP visits.
3. Extend invitations / letters of gratitude.
4. Staff club.
 | Mrs. R. Uma, TGT (PH&E)Mrs. Sharmila Ravindran, TGT(WE) Mr. Alok Jaiswal, LibrarianComputer InstructorStaff Club – Mrs. Sharmila Ravindran |

1. **ICT COMMITTEE**

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| --- | --- |
| Duties | Members |
| 1. Computer Maintenance / Net connectivity.
2. Connectivity of Broad band / website updation.
3. E Classroom.
4. Utilisation of Interactive board maintenance of ICT classes / Ipads
5. Sending messages to parents contact on behalf of school.
6. Record of ICT classes
 | Mr. S. Dhamodharan, PGT (Phy.) I/cMrs. M. Vishnu Devi, PGT (Chem.)PGT CSMr. Alok Jaiswal, Librarian Computer InstructorDEO |

1. **HOUSE KEEPING AND SECURITY**

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| --- | --- |
| Duties | Members |
| 1. Keeping record of Attendance.
2. Purchasing and Issuing materials to workers.
3. Monitory of work and reporting to Principal.
4. Repair in washrooms.
5. Making arrangements for clean and hygiene facilities / safe and secure fearless ambience.
6. Any other socially useful work aligned.
7. Monitor cleaning of different areas
 | Mrs. Sharmila Ravindran, TGT(WE)– Housekeeping I/cGround Floor – Mrs. R. Uma, TGT (PH&E)1. Floor – Mrs. R. Uma Maheswari, HM

II Floor – Mrs. Sharmila Ravindran, TGT(WE)III Floor – Mrs. K. Manimekalai, PGT (Bio.)Mr. Alok Jaiswal, Librarian – Security I/cMrs. B.S. Prashanthi Murthy, SSA |

1. **SAFE DRINKING WATER & WATER SUPPLY**

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| --- | --- |
| Duties | Members |
| 1. To ensure safe drinking water, maintenance of purifier and cooler.
2. Cleanliness of Drinking water.
3. Quick action for uninterrupted water supply/leakage.
 | Mrs. Sharmila Ravindran, TGT(WE) Mr. Alok Jaiswal, Librarian |

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| Duties | Members |
| 1. Implementation of Rajbhasha recommendation meeting maintaining record.
2. Use of Rajbasha in office work
3. Online
 | Mr. G.P. Rao, TGT (Hindi) I/cMrs. Usha Rao, PRTPGT (Hindi)Mrs. B.S. Prashanthi Murthy, SSA |

1. **WEBSITE UPDATION**

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| Duties | Members |
| 1. To see website has been updated regularly.
	1. Day to day activities.
	2. Information required.
	3. Update Celebration / events / achievements
	4. Scout Guide / VMC/ Monthly enrollment/ TC-Teachers/ Vacancy Position / Admission/ Announcements.
 | PGT CSMrs. B.S. Prashanthi Murthy, SSA Computer InstructorDEO |

1. **UBI**

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| Duties | Members |
| 1. Resolving issues in online fee submission.
2. Paying of fee.
3. Fees Verification Register
4. Collection of Required data – Attendance.
5. Progress Report.
 | Mrs. Rasheetha Begum, TGT (Maths) Mrs. C. Naganandini, PRTComputer InstructorDEOClass Teachers |

1. **SUBJECT COMMITTEE CONVENERS**

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| --- | --- |
| Duties | Members |
| 1. Subject Enrichment Activities, MDP, other assessments
2. To discuss various problems faced by teachers of the faculty.
3. Split up syllabus.
4. Use of teaching aids / ICT
5. Discuss subject enrollment activities.
6. Remedial Classes.
 | Mrs. P. Geetha, PGT (Maths) Mr. S. Dhamodharan, PGT (Phy.)Mrs. R. Rajalakshmi, PGT (Eng.) PGT HINDI |

1. **ACP PROGRAM**

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| --- | --- |
| Duties | Members |
| ACP Program | Mrs. Esther Kamalam Durai, TGT (Eng.) Mrs. V.S. Sujitha, TGT (Eng.)Mrs. Rasheetha Begum, TGT (Maths) Mrs. Sharmila Ravindran, TGT (WE) Mr. Alok Jaiswal, Librarian |

1. **AEP PROGRAMME**

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| --- | --- |
| Duties | Members |
| AEP Programme | Mrs. V.S. Sujitha, TGT (Eng.) Mr. Alok Jaiswal, Librarian Mrs. K. Manimekalai, PGT (Bio.) |

1. **COUNSELLING AND GUIDANCE COMMITTEE CUM STUDENTS & PARENTS GRIEVANCE CELL AND POSCO**

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| --- | --- |
| Duties | Members |
| 1. To monitor children behavior and related issues and to inform Principal.
2. To co-ordinate with class teachers & parents.
3. Action Taken Report.
4. Counselling of parent / children / career corner.
 | Mrs. K. Manimekalai, PGT (Bio.) I/cMrs. Esther Kamalam Durai, TGT (Eng.)Mrs. R. Uma, TGT (PH&E)Mrs. R. Uma Maheswari, HM Counsellor |

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| Duties | Members |
| 1. Note children grievance.
2. ATR
3. Suggestion box
4. Suggestion box opinion
5. Action plan.
 | Mrs. R. Rajalakshmi, PGT (Eng.) Mrs. K. Manimekalai, PGT (Bio.) Mrs. R. Uma, TGT (PH&E)Mrs. R. Uma Maheswari, HM |

Child Safety Monitoring Committee

1. Mrs. R. Uma, TGT (PH&E)
2. Mrs. P. Geetha, PGT (Maths)
3. Mrs. K. Manimekalai, PGT (Bio.)
4. Mrs. R. Rajalakshmi, PGT (Eng.)
5. Mrs. V.S. Sujitha, TGT (Eng.)
6. Mr. Alok Jaiswal, Librarian
7. Mrs. R. Uma Maheswari, HM
8. Mrs. C. Naganandini, PRT
9. Counsellor

10. Parent Member / Student Member

1. **FURNITURE**

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| Duties | Members |
| 1. To maintain stock of Vidyalaya furniture.
2. To get the furniture numbered serially.
3. To plan for annual purchase and repairs of furniture.
4. To get class wise inventovice prepared.
 | Mr. Alok Jaiswal, Librarian, I/c Mr. G. P. Rao, TGT (Hindi)Mrs. R. Uma Maheswari, HM |

1. **SCOUTING AND GUIDING**

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| --- | --- |
| Duties | Members |
| 1. To plan for scouting and guiding activities month wise.
2. Participation in camps.
3. Co-ordinate activities related to guides / cubs / bulbuls.
4. To prepare children for Rajya Basha & Rashtrapati.
5. Swatch Bharath activities
 | Mr. Alok Jaiswal, Librarian I/c - Scouts Mr. G. P. Rao, TGT (Hindi)Mrs. Esther Kamalam Durai I/c - GuidesMrs. V.S. Sujitha, TGT (Eng.) Mrs. Rasheetha Begum, TGT (Maths) Mrs. R. Uma Maheswari, HMMrs. Umakanti, PRTMrs. Neelam Rani, PRT |

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| Duties | Members |
| 1. To keep register and operate through issue register.
2. To plan for annual purchase.
3. To encourage staff to use aids for teaching.
 | Mrs. Rasheetha Begum, TGT (Maths) Mrs. R. Uma Maheswari, HM |

**34. PA SYSTEM**

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| Duties | Members |
| 1. To look after PA equipment and its day to day maintenance.
2. To coordinate with CCA
 | Mrs. Sharmila Ravindran, TGT (WE) Mr. A. Hastings John Kennet, Sub-Staff |

1. **ALUMNI ASSOCIATION**

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| Duties | Members |
| 1. To plan the activities and date of meeting.
2. Details of ex students
 | Mr. Alok Jaiswal, LibrarianMrs. C. Naganandini, PRT |

1. **IDENTITY CARDS, OUTPASS & BUSPASS**

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| --- | --- |
| Duties | Members |
| Identity Cards, Outpass & BuspassTime bound completion of work | Mrs. Sharmila Ravindran, TGT (WE) Mr. Alok Jaiswal, LibrarianClass Teachers Computer Instructor |

1. **PHOTOGRAPHY**

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| --- | --- |
| Duties | Members |
| Photography | Mr. Alok Jaiswal, LibrarianMrs. R. Uma, TGT (P&HE)Mrs. Sharmila Ravindran, TGT (WE)Ms. Kiran, PRT |

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| Duties | Members |
| 1. Literary Club:1. Inculcate among students a fondness for language and enhance their literary skills.
2. Provide platform for debating students to become orators.
3. Appreciate poetry recitation.
4. Display their intellectual and independent thinking.
5. PISA club:
	1. To enhance critical and creative thinking skills.
 | Mrs. V.S. Sujitha, TGT (Eng.) I/C Mr. G.P. Rao, TGT (Hindi)PGT HindiTGT SANSKRITMrs. M.A. Rasheetha Begum, TGT (Maths) **MENTORS**Mr. S. Dhamodharan, PGT (Phy.)Mrs. K. Manimekalai, PGT (Bio.)Mrs. M. Vishnu Devi, PGT (Chem.)Mrs. R. Rajalakshmi, PGT (Eng.)Mrs. Esther Kamalam Durai, TGT (Eng.) Mrs. V.S. Sujitha, TGT (Eng.)TGT SCIENCE TGT MATHS |

39. TARUNOTSAV

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| --- | --- |
| Duties | Members |
| Tarunotsav | Mrs. K. Manimekalai, PGT (Bio.) I/c Mrs. R. Rajalakshmi, PGT (Eng.) Mr. P. Geetha, PGT (Maths)PGT CSMrs. R. Uma, TGT (PH&E)Mrs. Sharmila Ravindran, TGT (WE) Counsellor |

40. ALCP

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| Duties | Members |
| ALCP | Mrs. R. Rajalakshmi, PGT (Eng.) I/cMrs. R. Uma, TGT (PH&E) |

1. **Skill Hub**

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| --- | --- |
| Duties | Members |
| Skill Hub | Mr. Alok Jaiswal, LibrarianMrs. Sharmila Ravindran, TGT (WE)DEOMrs. B.S. Prashanthi Murthy, SSAPGT CS |

1. **PTA**

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| Duties | Members |
| PTA | Mrs. K. Manimekalai, PGT (Bio.) Mrs. R. Uma Maheswari, HM |

1. **Monthly Round Up of Activities**

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| --- | --- |
| Duties | Members |
| Monthly Round Up Activities | Mrs. M.A. Rasheetha Begum, TGT (MAths)Mrs. R. Uma Maheswari, HM |

1. **Innovative Practices**

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| --- | --- |
| Duties | Members |
| Innovative Practices | Mr. S. Dhamodharn, PGT (Phy.)Mrs. M.A. Rasheetha Begum, TGT (Maths)Mr. Alok Jaiswal, LibrarianMrs. R. Uma Maheswari, HMMs. Kiran, PRT |

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| Duties | Members |
| 1. Inspire Award / IAPT | Mr. S. Dhamodharan, PGT (Phy.)  |
| 2. JIGYASA | Mr. S. Dhamodharan, PGT (Phy.) |
| 3. NCSC | Mr. S. Dhamodharan, PGT (Phy.) |
| 4. Science Exhibition  | Mr. S. Dhamodharan, PGT (Phy.)Mrs. K. Manimekalai, PGT (Bio.)Mrs. M. Vishnu Devi, PGT (Chem.)TGT SCIENCE |
|  5. NTSE | Mrs. P. Geetha, PGT (Maths)Mrs. M.A. Rasheetha Begum, TGT (Maths) |
| 6. SOF |  Mrs. M. Vishnu Devi, PGT (Chem.) |
| 7. Green Olympiad | Mrs. K. Manimekalai, PGT (Bio.) |
| 8. Tamilnadu Science and Technology 9. Social Science Exhibition 10. Vigyan Pratibha 11. KVS IOQM | Mrs. M.A. Rasheetha Begum, TGT (Maths)TGT SST 1TGT SST 2Mrs. P. Geetha, PGT (Maths)Mrs. Rasheetha Begum, TGT (Maths)Mrs. P. Geetha, PGT (Maths)Mrs. Rasheetha Begum, TGT (Maths) |