

**COMMITTEES FOR THE ACADEMIC YEAR 2019-20 wef 01.04.2019**

Shift 1		Shift 2		Duties and responsibilities
<b>1. ACADEMICS AND SUBJECT COMMITTEE</b>				
English	Sri Vijayakumar T	English	Sri Asokhan	<p>Conducting subject committee meetings regularly and to maintain subject committee reports up to date. To plan and implement the whole academic Programme or the year so as to achieve” Zero” failure in all classes, to prepare and implement a special programme for the academically slow learners and gifted children. Ensure that the spilt up syllabus is strictly followed, and correction work is done regularly. Conduct subject committee meetings at regular intervals. Encourage implementation of new methodologies. Hold academic discussion and guide teachers in making teaching –learning a joyful experience. To develop and implement academic planning for improving PI of individual Teachers in the faculties concerned. Monitoring of the remedial classes and reporting short falls if any to the Principal in time.</p>
Hindi/Skt	Sri Arjun Seervi	Hindi/Skt	PGT Hindi	
Maths	Smt Anayarkanni	Maths	Smt Nageswari	
Science	Sri Murugavel	Science	Sri Karunakaran	
So Science	Sri Loganathan	So.Science	TGT So.Science	
Primary	Sri Elangovan	Primary	Smt Suman Jangra	
<b>2.EXAMINATION &amp; MODERATION (INTERNAL INCLUDING PT, HY and SEE and Board Classes)</b>				
<p><b>Secondary &amp; Sr Secondary</b>                      Dr Selvaraj (I/c)                      Miss Lekha                      Sri Sriram                      Sri. Gunasekaram                      Ms.Shikha Basniwal</p>		<p><b>Secondary &amp; Sr Secondary</b>                      Sri Karunakaran(I/c)                      Ms. NEELAM                      Sri Sureshbabu                      Sri Harish Kumar Varma</p>		<p>To plan the tests-examination schedule well in advance, intimate student about the dates of tests-exams. To ensure effective implementation of B2B. Set question paper well in time and after moderation, announce results. Arrange and supply necessary stationery for smooth conduct of the exam. To send completed nominal list of students of class X and XII to the CBSE. Collect and remit exam fee in time. Deal with correspondence related to exam and academic matters. Timely updating and uploading of data in the CBSE web portal. To ensure the availability of all types anecdotal records both scholastic and co-scholastic areas. To ensure</p>
<b>Primary</b>				

Smt Letha Smt Vinodiny Sri Waqar Ali	<b>Primary</b> Miss KM Neha Smt Suman Jangra Sri Mulani Rashid Hamid	maintenance of related records with class/subject Teachers concerned. Arrangement of open house of parents after major examinations. Tender & Purchase of quality stationery in time as per KVS Guidelines. Supply of study material, collection of money involved and deposit with accounts concerned. Dissemination of information on change of pattern or syllabus to all staff members well in time. <b>The committee will be working as a single team in different shifts under in charges concerned.</b>
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### EXTERNAL EXAMINATIONS

Sri Vijayakumar T (I/c)  Sri PL Ganesan Sri Nitesh Sisodiya	To organize External examinations in a systematic way. To arrange for quality and reliable invigilators. Top manage funds as per government rules. Only digital payment to be made. Necessary purchase and maintenance of stock to be done. Payment due to the Vidyalaya to be made as per KVS Rules. Settlement of bills immediately after examinations, ie. within stipulated time. Online uploading of necessary information in time.
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### 3. CO-CURRICULAR ACTIVITIES AND CELEBRATIONS

<p><b>Coordinator (Srs) – Smt Madhuri Vashishth</b></p> <p><b>Associate – Sri.Sriram</b></p> <p><b>Assistant-Mrs. Jyoti Chatwal TGT-H</b></p> <p><b>Coordinator (Jrs) – Miss Binitha KT</b></p> <p><b>Associate – Smt . G Visalakshi</b></p> <p><b>HOUSE MASTERS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">House</th> <th style="width: 50%;">Secondary</th> <th style="width: 25%;">Primary</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>KURINCI</b></td> <td>Sri Arjun Seervi Sri K Kumar Mrs.Ankayarkanni</td> <td style="text-align: center;">Smt H. Begun</td> </tr> </tbody> </table>	House	Secondary	Primary	<b>KURINCI</b>	Sri Arjun Seervi Sri K Kumar Mrs.Ankayarkanni	Smt H. Begun	<p><b>Coordinator ( Srs)- S.Ramanujam</b></p> <p><b>Associate – TGT Sanskrit</b></p> <p><b>Coordinator (Jrs) – Ms Manisha Soni</b></p> <p><b>Associate – Sri Kakuste Onkar</b></p> <p><b>HOUSE MASTERS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">House</th> <th style="width: 33%;">Secondary</th> <th style="width: 33%;">Primary</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>KURINCI</b></td> <td>Sri Asokhan TGT Maths</td> <td style="text-align: center;">SmtSumanMeena Smt M R Hamid</td> </tr> </tbody> </table>	House	Secondary	Primary	<b>KURINCI</b>	Sri Asokhan TGT Maths	SmtSumanMeena Smt M R Hamid	<p>The Members of this committee will be totally responsible for the co-curricular activities in the Vidyalaya, see the arrangement of assembly Programme and proper implementation of all the activities under CCA in consultation with house masters. Arrange for evaluation and prize distribution. Conduct elections for student council and to develop leadership qualities of students through student council. Prepare the list of festivals to be celebrated well in advance and plan accordingly. Form sub-committees for different festivals and allot duties to teachers whenever necessary. Always ensure judges are being taken from the</p>
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<b>KURINCI</b>	Sri Asokhan TGT Maths	SmtSumanMeena Smt M R Hamid												

	Mr.Mujeeb Mr.Yuvaraj Mrs.Elamathi Mrs.Susai Mary Paul	<b>Sri Waqar Ali</b>	<b>MULLAI</b>	Sri Karunakaran TGT ART	Sri P M Himraj Ms KM Neha	particular group of staff (PRT CCA to be judges by PRT &vic) Redistribution of medals and certificates of outside competitions in the Moring assembly on merit base. No name-sake organization/ institution sponsored certificates to be redistributed. Ensure promotion of quality in morning assembly. Variety and innovation to be promoted. Healthy competition between classes/ teachers can be brought.
<b>MULLAI</b>	Miss Lekha Mr.P.L.Ganesan Mr.Vijayakumar Ms.Shikha Mrs.Shanmugapriya Mrs.Uma Devi Ms.Christy Tirky	Smt Vinodiny Ms.D.Chourasia	<b>NEYTAL</b>	Sri H K VERMA Sri Shailesh	Sri Jitender Singh Ms Shipra Ranjan	
<b>NEYTAL</b>	Smt Nekki Mrs.R,Chitra Mr.R.Selvaraj Mr.P.Loganathan Mr.Sumanesh Mrs.Shabina Begum Mrs.Gajalakshmi	Smt P S Jayanti Sri C V Barku	<b>PALAI</b>	SriVSureshbabu PGT Chemistry	Sri Anil Smt Suman Jangra	
<b>PALAI</b>	Sri C Murugavel Mr.Anuj Kumar Yadav Mr.Gunasekaran Mrs.Vishnu Priya Mr.Sakthisivan Mrs.Kalaierasi Tamil Teacher	Smt Seshakumari Sri Ajay Meena				

#### 4.TIME-TABLE& SUBSTITUTION

<b>Secondary</b> Sri PL Ganesan Smt Chitra R	<b>Secondary</b> Smt Nageswari Ms.Neelam	To prepare time table and arrangement for the Vidyalaya, giving importance to implementation of CCE & B2B. To maintain attendance and paid leave entry in salary vouchers of contractual teachers. Making contractual teachers available in time as per demand. Be impartial in allotting arrangement periods and to maintain records of timetable related activities. Monitoring the arrangement periods, if any short fall the matter to be put into the knowledge of the Principal.
<b>Primary</b> Smt Latha Smt Vinodiny	<b>Primary</b> Ms K M Neha Ms. Manisha Soni	

#### 5. ADMISSION& WITHDRAWALS

Smt. R. Ankeyarkanni, Sri. R. Gunasegaran, Smt. Chitra R, Smt. K.N. Latha, Smt. H. Vinodiny, Sri. Chavhan Vicky Barku,	Sri Asokhan Sri. Nitesh Sisodiya, Sri. Jitender Singh, Sri. Pardhi Mukesh Hiwraj, Sri. Mulani Rashid Hamid, Ms. Suman Meena,	Make registration of the students in time. Issue TC for the applicants. To ensure the uploading of TC issued in Vidyalaya website. Verification of incoming TC to be done with utmost care. ENSURE RTE ADMISSIONS ARE DONE IN TIME. Implementation of RTE including reimbursement of
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		fee, stationery, and transportation etc, All members will be responsible for any type of discrepancies related to admissions.
<b>6. DISCIPLINE</b>		
<p>Sri A. Anbalagan</p> <p>Sri Loganathan P(I/c)</p> <p>Sri K Kumar</p> <p>Sr C Murugavel;</p> <p>Smt Madhuri Vashishth</p>	<p>Sri. E. Kantimatinathan</p> <p>Sri Ramanujam S ( I/c)</p> <p>Sri Shilesh</p> <p>Shri. Kurmarao Ruppa</p> <p>Smt Saraswati S</p>	<p>To inculcate the habit and culture of Kvians among Students, Ensure the arrival and departure of students in time. Late coming to the Vidyalaya to be stopped. To deal effectively with all cases of indiscipline, late coming, checking uniform etc., to maintain discipline during all functions and programmes. To inculcate the habit of citizenship among children. To ensure no particular class room is disturbing others due to non-availability of teachers. No child to be allowed to disturb the disciplined atmosphere of the Vidyalaya, random checking of classrooms and students bags to ensure that no Child is bringing mobile phone and other related Electronic Gadgets.</p>
<b>7. STAFF QUARTERS &amp; WELFARE OF STAFF.</b>		
<p>Sri PL Ganesan</p> <p>Sri GnanapragasaM</p> <p>Sri Sureshbabu</p> <p>Sri Harish Kumar Verma</p> <p>Smt Madhuri Vashishth</p>		<p>To liaison with JIPMER management to get the long pending demand of ear marked staff quarters and other benefits for KVS Employees as per the MOU.</p>
<b>8. GARDENING AND BEAUTIFICATION</b>		
<p>Sri PL Ganesan</p> <p>Shri.Govind Das Shift 2</p> <p>Ms Binita KT</p> <p>Smt Sesha Kumari</p>		<p>To look after and the proper maintenance of the school garden, pruning of trees, maintenance of school compound and all other steps needed to beautify the building and campus. See that beautiful campus is not formed in a single day. A collective planning and regular monitoring to be done. Checking of the work and assigning new tasks to the contractual laborers, providing new flower plants, ornamental plants, manures. Identifying &amp; developing new areas for plantation, purchasing the necessary materials with proper requisition. Maintenance of aquarium like timely cleaning and feed ornamental fishes. These members are responsible for monitoring the cleaning of campus also.</p>

<b>9. EXCURSIONS &amp; STUDY TOURS</b>			
Sri K Kumar Sri Elangovan	Sri Asokhan Sri Shilesh	To plan and implement site seeing study tours for the children. To plan destinations, arrange transportation, food entry passes etc. To arrange a proper contractor/ supplier of transport as per KVS rules.	
<b>10. MONITORING CLEANING STAFF and THEIR WORK</b>			
Smt Chitra R Sri Anuj Kumar Yadav	Sri Sureshababu V Sri Jitender Singh	I/c of this committee to keep a perfect record of the cleaning activities in the Vidyalaya campus. This committee in coordination with Swatch Vidyalaya Abhiyan committee to see that cleaning activities are made systematic and timely. Time gap between shift 1 & 2 to be made use of cleaning washrooms invariably. Ensure no foul smell is there in corridors due to toilets nearby. Promote concept ideal health & hygiene among students.	
<b>MONITORING CLEANING STAFF and THEIR WORK AREA &amp; TEACHER IN-CHARGE</b>			
Area	SHIFT 1	SHIFT 2	To look after cleanliness of the whole school campus, classrooms, verandas etc. To see that the toilets are cleaned regularly and properly. To monitor the work of cleaning staff regularly. Evaluation of classes and award best class prizes for the neat and tidy class rooms. To certify the bills submitted by the private suppliers
Old Building G Floor	Smt Madhuri Vashishth	Sri P M Himraj	
Old Building G Floor Lab Area	Sri Murugavel C	Shri. Kurmarao Ruppa	
Old Building F floor	Sri Sriram	Sri K Onkar	
New Building G Floor	Sri Ajay Meena	Smt Shipra Ranjan	
New Building F Floor	Sri Gnanapragasam	Smt Saraswati S	
New Building S Floor	Smt Sangeeta Das	Sri Asokhan	
<b>12. CS 54 VERIFICATION OF FEES</b>			
Smt R Ankayarkanni Sri Gunasekaran	Smt Nageswari Sri Harish Kumar Varma	Check and verify the daily collection of fee & fine with all the three records ie class attendance register, office records and bank statements. Defaulters list to be checked with Class teachers in every quarter. Ensure all class teachers are making entry of fee & Fine in respective attendance register every last working day of the month.	

<b>13. Verification of Pay bill , Calculation of Income Tax</b>		
Smt R Anokayarkanni Sri Gunasekaran	Smt Nageswari Sri Harish Kumar Varma	Coordination and timely submission, and verification of pay bills (hard copy Only). To assist office for income tax calculation of all staff members, to verify the records on savings submitted by staff members.
<b>14.COMPUTER LABS</b>		
Ms.Shikha Basniwal Sri C Murugavel	Sri Nittesh Sisodiya Ms.Neelam	To see the effective use and maintenance of computer labs. Both primary and secondary labs to be monitored. Ensure no one is misusing the internet facility
<b>15. PUBLICATION OF e-VIDYALAYA PATRIKA</b>		
Sri PL Ganesan Smt Madhuri Vashishth	Sri Harish Kumar Varma Sri.Govind Das	To facilitate creative writing among students and publish class wise manuscript magazine. Arrange for the publication of school magazine, brochure and student diary etc. To have an exhibition and competition of Class/ Section wise manuscript magazines in consultation with class/ subject teachers
<b>16. FURNITURE STOCK &amp;MAINTENANCE</b>		
Sri Gunasekaran Sri.Mujeeb-PGT Eco	Sri Shailesh Ms.Neelam	To maintain the stock of all furniture in the Vidyalaya. Prepare Condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per availability of fund.
<b>17. SCOUTS AND GUIDES, NCC &amp; NSS</b>		
NSS... Sri Murugavel C NCC... Sri K Kumar Scouts & Guides...	Scouts & Guide Smt Saraswati S & Team	To plan and implement S&G activities in the Vidyalaya. To train the S&G for special occasions. Ensure the participation of students in Rajya Puraskar/ Rashtrapati awards. To get the National flag ready for national

Sri Elangovan & Team		Festivals. Making arrangements and preparations for testing camps, field trips etc. Registration of the troops to be done in time. Regular NCC parades to be planned with local NCC Unit and to make children more inclined to the activities. Refreshments to be provided as per rules and on availability of funds
<b>18. CONDEMNATION</b>		
Sri Lognathan P	Sri Sureshababu V	To Identify stocks beyond repair for condemnation. To carry out the condemnation procedure and dispose of condemned articles as per prescribed procedure.
<b>19. ADVENTURE CLUB</b>		
Sri K Kumar Sri Waqar Ali	Sri Jitender Singh	To train a group of selected students to take up adventure activities including trekking. Major objective of the club is to develop child to face challenges in life.
<b>20. QUIZ CLUB</b>		
Sri Vijayakumar T	Shri. Kurmarao Ruppa	To develop quizzing an active programme in the Vidyalaya. To plan quizzing programmes in the morning assembly every fortnight, give announcements in advance on subjects... and to promote talented students with prizes and appreciation
<b>21. NATURE CLUB</b>		
Smt Chitra R V	Sri Karunakaran	To organize programmes to create awareness for protecting the environment. Ensure a plastic free campus. The major objective of the club is to make the child love his surroundings and protect the beauty of it by not disturbing the existence of the fellow beings.
<b>22. MATHS &amp; SCIENCE CLUB</b>		
Sri C Murugavel	Sri Karunakaran Ms. Neelam	To develop Scientific attitude among students, prepare them for various Exhibitions and Junior Science Congress & JNNSMEE
<b>23. INTEGRITY CLUB</b>		
		To plan activities as per CBSE guide lines. The Major aim of the club is to develop human values in children. To arrange

Mr.Anuj Kumar Yadav	Sri Niteesh Sisodiya	morning assembly talks, See that the students are developing themselves as an ideal future generation.
<b>24. CHARITY CLUB- MS.B.LEKHA I/C</b>		
<b>25.READERS CLUB-MR.SUMANESH I/C</b>		
<b>26.HINDI/SANSKRIT CLUB- MR.ARJUN SEERVII/C</b>		
<b>27.PHOTOGRAPHY CLUB- MR.PL.GANESAN I/C</b>		
<b>28.CYBER CLUB- MS.SHIKHA I/C</b>		
Miss Lekha	Sri Niteesh Sisodiya	To inculcate the quality of sympathy to co-beings among the students. To find out and implement charity activities in the Vidyalaya. Will be responsible for all types of collections like Flag day stamps/ sadbhawana donations / Chief Minister's Relief fund etc
<b>29.SPOKEN ENGLISH &amp; Language Lab</b>		
Smt Madhuri Vashishth Sri Vijayakumar T	Sri Asokhan Sri S Ramanujam	To plan and implement programmes to raise the level of spoken English in the Vidyalaya. To take up the Spoken English Project. And let there be an atmosphere of English speaking inside the campus.
<b>30.CMP IMPLEMENTATION COMMITTEE</b>		
Smt Haseena Begum Smt Visalakshi Sri Elangovan	Miss Manisha Soni Sri PM Himraj	Plan and implement programmes to ensure minimum levels of learning by making primary class rooms a wonderful place of learning through learning activities. To devise new and interesting teaching strategies for the purpose. To co-ordinate all the activities related to CMP. To monitor TLM Requirement and purchase and maintenance of stock.  To collect and select material for CMP newsletter every quarter. Publication of the same incorporating all the day to day activities in primary and to promote creativity among primary children.
<b>31. B2B Maintenance of Records &amp; IMPLEMENTATION</b>		



Smt Neeki Miss Lekha	Sri Karunakaran TGT Maths	This programme has to be implemented in letter and spirit and the following documents are to be maintained. Checking of written work by the teacher concerned & to countersign by the I/C B2B regularly in every month, Minutes of subject committee meetings and staff meeting of teachers handling VI to VIII. 40% of the books in the library as per the level and requirement of class VI to VIII. Book review as a part of PT and issue of books as detailed in the circular. Proper utilization of JSL and Maths lab Monitoring ICT exclusively for VI, VII and VIII. Any other- Principal's initiatives/RO's initiatives.
<b>32. TECHNOLOGY AIDED TEACHING</b>		
Ms. Shikha Basniwal	Sri Niteesh S	To make available opportunities to all teachers to use adequate technology in their teaching. To ensure optimum use of available resources. To plan purchase of additional equipment to update the technology aided teaching in the Vidyalaya. To keep record of CAL/TAL classes
<b>33. PROJECTS &amp; INNOVATION</b>		
Smt Ankayarkanni R/ Sri S Ramanujam	To co-ordinate various innovative practices being undertaken by teachers. To motivate teachers for KVS /NCERT incentive awards. To advise and guide teachers to plan and organize reports for giving publicity to their efforts for the benefit of teaching fraternity at large.	
<b>34. EXTERNAL COMPETITIONS /NTSE/SCHOLARSHIP, KVPY/OLYMPIADS</b>		
Dr. Selvaraj R	Sri Karunakaran J	To ensure maximum participation of the students in these competitions especially those recommended by the KVS like NTSE, Olympiads, and Merit cum Means Scholarships etc. Giving wide publicity of such competitions. No child to be made participated compulsorily. Day to day statement on Money collected and spent to be kept with. Misuse of money should not be done. Co-ordinate with class teachers
<b>35. CASTE VALIDATION ,SC/ ST STUDENTS WELFARE</b>		
Smt Ankayarkanni R	Smt Nageswary	To ensure the social safety of SC/ST students and to disburse their scholarships in time by collecting the list from the class teachers concerned

<b>36.OFFICIAL LANGUAGE IMPLEMENTATION (OLIC)</b>		
Sri Arjun Seervi	Sri Harish Kumar Varma	To spread the use of the National Language among students and staff. To prepare quarterly /annual reports on implementation official languages. To plan celebrating HINDI FORTNIGHT etc.
<b>37. PTA</b>		
Sri C Murugavel	Sri V Sureshababu	To maintain a positive bridging between Principal, Teachers and Parent community
<b>38.LIBRARY COMMITTEE</b>		
Smt Jyoti Chatwal Sri Vijayakumar T Sri Arjun Seervi Sri Sriram Smt.Visalakshi.G	Sri Hari Kumar Varma Sri Asokhan PGT/ TGT Hindi TGT Sanskrit Mrs.Neha	To recommend suitable books for updating the library. To collect feedback from students and staff for additions to the Vidyalaya library. Responsible for the implementation of the library policy.
<b>39. GUIDANCE AND COUNCELLING, VALUE EDUCATION and AEP</b>		
Smt Madhuri Vashishth Miss Binitha KT	Sri Ramanujam S	To the effective implementation of adolescence education programme and train the children in all the modules, activities provided by KVS, to arrange workshops , Doctors” classes etc to students and parents., to conduct competitions, roll play. Identify the special cases and report. Try to solve the problems. Either at the school level or by professionals. To organize programmes to inculcate the feeling of oneness among students by inviting eminent personalities for guiding the students in achieving positive spirit
<b>40. MATHEMATICS LAB &amp; MATHEMATICS CLUB</b>		
Sri Gunasekaran	TGT Maths	To promote Mathematics learning with more enthusiasm and interest Maximum utilization of Maths Lab and equipments in daily teaching. To make the child more active in Mathematics learning. To maintain and records in this regard.

<b>41. DISHA CLUB / Rotary</b>		
Sri Vijayakumar	Sri Ramanujam S	To develop integrity patriotism, tolerance, secularism, honesty, unity, love and respect among students & society. Organizing charity for the needy .Build rapport with the local community.
<b>42.MAINTENANCE AND REPAIR(Both civil &amp; electrical)</b>		
Smt Chitra R Sri Sureshababu v	To ensure timely maintenance and up keeping of the Vidyalaya building and campus. To procure essential materials and to find proper work force. To maintain stock register.	
<b>43. SWACCH VIDYALAYA ABHIYAN</b>		
Smt Chitra R Sri Sureshababu v	To inculcate a sense of cleanliness among staff and students in the Vidyalaya. To Maintain the campus a beautiful one. To arrange cleaning campaign a regular programme in the Vidyalaya. To ensure the Swatch/ Harita Vidyalaya awards are achieved at regional/ National level	
<b>44. MAINTENANCE OF UBI PORTAL</b>		
Smt R Ankayarkanni Ms.Shikha	Smt Nageswari Sri Nitesh Sisodiya	To maintain, update the data to UBI Fee Portal- to distribute fee challans, Admissions and Transfer Certificates.
<b>45. MAINTAINING A RECORD OF DAY TO DAY HAPPENINGS IN THE VIDYALAYA</b>		
Sri Ganesan PL	Shri. Kurmarao Ruppa	To keep a record of the day to day happenings like

		celebrations, visits of VIPs, special presentations by Teachers/students, achievements of teachers/students etc. and to keep the notice boards with relevant photographs and updating the same.
<b>46 .HEALTH &amp; HYGIENE, FIRST AID</b>		
Smt Chitrra R	Sri Sureshababu v	To monitor the daily work done by the Doctor and Nurse appointed by the Vidyalaya, including their attendance, etc. To have the medical checkup done as per the schedule prescribed by KVS.
<b>47. SHAALA DARPAN</b>		
Ms.Shikha	Sri Nitesh Sisodiya	To give full support and assistance for the success of the prestigious programme “Shaala Darpan” of KVS. Timely updation of the data and related works. To monitor the attendance and work of Data Entry Operator appointed by the nodal agency.
<b>48. NATIONAL FLAG HOISTING</b>		
Sri K Kumar	Sri Shailash	Strict Compliance of KVS order F11029/2014/KVS(HQ)/Misc/401 dated 24.02.2016
<b>49. STAFF CLUB</b>		
To be decided at staff general meeting	To create cordial relations among the members of the staff and organize various programme for their welfare.	
<b>50. MAINTENANCE OF STAFF &amp; STUDENT INFORMATION</b>		
Sri PL Ganesan	Sri Nitesh Sisodiya	Responsible for maintaining soft copies and hard copies of

Ms.Shikha		data being called for by KVS like-PIS, Student enrollment, Vacancy position, Admission data
<b>51. RTI 2005 IMPLEMENTATION</b>		
Sri E Kanthimathinathan Sri Vijayakumar T	To give timely reply of all the queries relating to RTI 2005 in consultation with the Principal. The teacher incharge to sign the RTI replies as PIO for the Vidyalaya.	
<b>52 .WEBSITE COMMITTEE</b>		
Sri Nitesh Sisodiya ( S 2) Ms.Shikka (S I)	To ensure day to day updating of the Vidyalaya website with all relevant information. To protect school website from Hackers.	
<b>53. E-NEWSLETTER &amp; Blog</b>		
Sri PL Ganesan Sri Harish Kumar Varma	To prepare E newsletter and uploading the same in school web site every month on the day to day happening in the Vidyalaya. Prepare and maintain Blog for the library different departments, Clubs, examination etc	
<b>54. ALUMNI ASSOCIATION</b>		
Smt. Ankayarkanni A Sri S Ramanujam	To organize meetings of the old students of the Vidyalaya. To start a blog for the association as part of the school website, To utilize the service of the old students of the Vidyalaya for the development of the curricular and co-curricular faculties of students.	
<b>55. CORPORAL PUNISHMENT MONITORING</b>		
Sri E Kanthimathinathan Smt Ankayarkanni Sri Sureshbabu	Ensure that no teacher of the Vidyalaya is involved in corporal punishment. Vidyalaya to be developed as total student friendly	
<b>56. STUDENT SERVICES.</b>		
Ms. Jyoti Chatwal	Sri V Sureshbabu	To issue identity cards, bonafide certificates, Students diary, Library cards etc. to students, to identify eligible students for fee concessions like SGC/ PH/ BPL etc. Records of fee concessions ie parents' application supporting documents etc. to be kept in order.

<b>57. Grievance Cell</b>		
Smt Madhuri Vashishth	Sri Karunakaran J	<ol style="list-style-type: none"> <li>1.To periodically open suggestion box, at least once in a month.</li> <li>2.To keep a record of suggestions or grievances received from the students, staff or parents</li> <li>3.To maintain the minutes of the meetings.</li> </ol>
<b>58.Purchase and Condemnation</b>		
Sri Loganathan P (I/c) Department Stock holder Programme In charge	Sri Karunakaran J(I/c) Department Stock holder Programme In charge	<ol style="list-style-type: none"> <li>1. To estimate the requirements in the beginning of the academic year.</li> <li>2. To procure the required items following the purchase procedure</li> <li>3. To take into stock</li> <li>4. Any other related work like purchase order etc</li> </ol>
<b>59. Internal Complaints Committee on Sexual Harassment</b>		
Sri E Kanthimathinathan Smt R Ankayarkanni Smt Haseena begum	To deal the complaints regarding sexual harassment of women in their work place ie the complaints related to KV No 1	
<b>60. Maintenance of Staff Meeting Minutes</b>		
Shift 1.: Sri Vijayakumar T  Shift 2. Sri Asokhan Sri Harish Kumar Varma (Hindi)	Maintaining the records on Staff meeting / The minutes to be prepared after approval of the Principal the same to be circulated among staff members for their signature No minutes to get late for approval and circulation ie in the next working day it self this work to be completed.	

**NOTES: - Important: Wherever stock hand over takeover is applicable, same to be done on or before 05.04.2019**

1. All the In – charge, Asst, In-charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2019-20 as per allotment given and submit a copy to the Principal by the end of April for record without fail.
2. All the In-charge, Asst, In-charge and members of the various departments / committees will be fully responsible for maintaining the assigned duties activities and prescribed programme. In case of any difficulty, undersigned must be contacted.
3. All the in – charge, Asst, In-charges and members of the various departments/committees are free to take their own decision to achieve excellence in activities, if necessary, they can contact the Principal.
4. All the In-charges, Asst in-charges and members of the concerned departments/committees will have to work on full – fledged manner. When In charge is on leave etc. Asst. In-charges of the concerned departments must be available on duty and vice versa.
5. Please put your efforts to discharge all the responsibilities in time and with a creative and effective manner. Undersigned is always ready to help and assist you all as per your requirement. Undersigned has full confidence on you about having sufficient ability and potentiality to carry out the assigned responsibilities. Please utilize your talent for the betterment of the Vidyalaya and students.
6. Ensure judicial and effective management of VVN and other resources when and where necessary. No purchase to be recommended without valid tender/ quotation.
7. Ensure timely tenders or quotations are invited and records are maintained as per purchase procedure in assistance of the office.