

COMMITTEES FOR THE ACADEMIC YEAR 2022-23 w.e.f 01.04.20222

Shift 1		Shift 2		Duties and responsibilities
1. ACADEMICS AND SUBJECT COMMITTEE				
English	Sri. Vijayakumar T	English	PGT ENGLISH	Conducting subject committee meetings regularly and maintaining 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 split-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 discussions 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 shortfalls if any to the Principal in time.
Hindi/Skt	Sri BS Sriram	Hindi/Skt	PGT HINDI	
Maths	Smt. R.Ankayarkanni	Maths	Smt. N.Nageswari	
Science	SriC.Murugavel	Science	Sri.R. Tamilselvan	
So. Science	Sri.Murugan A	So. Science	Smt.S. Varalakshmi	
Primary	Sri. Elangovan K	Primary	Smt.S. Saraswati	
2. EXAMINATION & MODERATION (INTERNAL INCLUDING PT, HY and SEE and Board Classes)				
Secondary & Sr Secondary Dr. R Selvaraj (I/c) Miss. Lekha B Smt Jolly Joseph Smt.Shikha Basniwal Primary Smt. Vinodiny H (Contractual Teachers to be included)		Secondary & Sr Secondary Sri.R. Tamilselvan(I/C) Sri.V. Suresh Babu Smt.D. Prema Primary Smt.S. Saraswati (Contractual Teachers to be included)		To plan the tests-examination schedule well in advance, an 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 a completed nominal list of students of class X and XII to the CBSE. Collect and remit exam fees in time. Deal with correspondence related to the exam and academic matters. Timely updating and uploading of data in the CBSE web portal. To ensure the availability of all types of anecdotal records in both scholastic and co-scholastic areas. To ensure maintenance of related records with class/subject teachers concerned. Arrangement of the 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. The committee will be working as a single team in different shifts under in charges concerned.
EXTERNAL EXAMINATIONS				
Sri Vijayakumar T (I/c) Sri PL Ganesan		To organize External examinations systematically. To arrange for quality and reliable invigilators. Top manage funds as per government rules. Only digital payment is 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, i.e. within the stipulated time. Online uploading of the necessary information in time.		

<p>Shri.C. Murugavel (I/c CBSE Exams) Smt.Shikha Basniwal</p>	<p>To send a completed nominal list of students of class X and XII to the CBSE. Collect and remit exam fees in time. Deal with correspondence related to the exam and academic matters. Timely updating and uploading of data in the CBSE web portal. To ensure the availability of all types of anecdotal records both scholastic and non-scholastic areas. Maintenance of CBSE portals OASIS/SARAS/Exam portal.</p>
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3. CO-CURRICULAR ACTIVITIES AND CELEBRATIONS

<p>Coordinator (Srs) – Sri Sumanesh S Associate – Ms. Sangeeta Das Coordinator (Jrs) – Smt. Visalakshi Associate – (Contractual teachers to be included)</p> <p>HOUSE MASTERS</p> <table border="1" data-bbox="174 635 860 991"> <thead> <tr> <th>House</th> <th>Secondary</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td>Ganga</td> <td>Ms. Amita</td> <td rowspan="4">(Contractual teachers to be included)</td> </tr> <tr> <td>Yamuna</td> <td>Smt.Jyoti Sharma</td> </tr> <tr> <td>Narmada</td> <td>Smt.A.R. Kanskhini</td> </tr> <tr> <td>Kaveri</td> <td>Sri.Prabhu Narayan Meena</td> </tr> </tbody> </table>	House	Secondary	Primary	Ganga	Ms. Amita	(Contractual teachers to be included)	Yamuna	Smt.Jyoti Sharma	Narmada	Smt.A.R. Kanskhini	Kaveri	Sri.Prabhu Narayan Meena	<p>Coordinator (Srs)- Smt.D. Prema Associate – Ms. Chinju Vijayan Coordinator (Jrs) - Smt.S. Saraswati Associate – (Contractual teachers to be included)</p> <table border="1" data-bbox="902 608 1471 1043"> <thead> <tr> <th>House</th> <th>Secondary</th> <th>Primary</th> </tr> </thead> <tbody> <tr> <td>Ganga</td> <td>Smt.D. Geethalatha</td> <td rowspan="4">(Contractual teachers to be included)</td> </tr> <tr> <td>Yamuna</td> <td>Sri.V. Suresh Babu</td> </tr> <tr> <td>Narmada</td> <td>Smt.S. Varalakshmi</td> </tr> <tr> <td>Kaveri</td> <td>Smt.N. Nageswari</td> </tr> </tbody> </table>	House	Secondary	Primary	Ganga	Smt.D. Geethalatha	(Contractual teachers to be included)	Yamuna	Sri.V. Suresh Babu	Narmada	Smt.S. Varalakshmi	Kaveri	Smt.N. Nageswari	<p>The Members of this committee will be 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. 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 particular group of staff (PRT CCA to be judges by PRT &Vic) Redistribution of medals and certificates of outside competitions in the Morning assembly on merit base. No name-sake organization/institution-sponsored certificates to be redistributed. Ensure promotion of quality in the morning assembly. Variety and innovation to be promoted. Healthy competition between classes/teachers can be brought.</p>
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4. TIME-TABLE & SUBSTITUTION

<p>Secondary Sri C Murugavel Sri.P.L. Ganesan Primary Ms.K.T. Binitha</p>	<p>Secondary Smt.D. Geethalatha PGT Physics Primary Contractual teachers to be included</p>	<p>To prepare time table and arrangement for the Vidyalaya, giving importance to the 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 maintaining records of timetable-related activities. Monitoring the arrangement periods, if any shortfall the matter to be put into the knowledge of the Principal.</p>
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5. ADMISSION & WITHDRAWALS

<p>Smt. R. Ankayarkanni Sri.K. Elangovan Smt.H. Vinodiny</p>	<p>Smt.S. Varalakshmi Smt.D. Prema Ms. Chinju Vijayan</p>	<p>Make registration of the students in time. Issue TC for the applicants. To ensure the uploading of TC issued in the Vidyalaya website. Verification of incoming TC</p>
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	Smt.S. Saraswati	to be done with utmost care. ENSURE RTE ADMISSIONS ARE DONE IN TIME. Implementation of RTE including reimbursement of fee, stationery, transportation etc., All members will be responsible for any type of discrepancies related to admissions.
6. DISCIPLINE		
Vice-Principal (I/c) Sri K Kumar Sr C Murugavel Smt Jolly Joseph	Vice Principal(I/c) Sri.T.R. Veera PGT Chemistry Smt.S. Saraswati	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 classroom is disturbing others due to the 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.
7. STAFF QUARTERS & WELFARE OF STAFF.		
Sri PL Ganesan Sri V. Gnanapragasam Smt.D. Prema		To liaison with JIPMER management to get the long pending demand of earmarked staff quarters and other benefits for KVS Employees as per the MOU.
8. GARDENING AND BEAUTIFICATION		
Sri PL Ganesan TGT(Art) Shift 2 Ms.K.T. Binitha		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. 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 & developing new areas for plantation, purchasing the necessary materials with the proper requisition. Maintenance of aquariums like timely cleaning and feeding ornamental fishes. These members are responsible for monitoring the cleaning of the campus also.
9. EXCURSIONS & STUDY TOURS		
Sri K Kumar Sri Elangovan	Sri T.R. Veera Sri V. Suresh Babu	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.
10. MONITORING CLEANING STAFF and THEIR WORK		
Smt Chitra R	Sri V. Suresh Babu	I/c of this committee to keep a perfect record of the cleaning activities in the Vidyalaya campus. This committee in coordination with the Swatch Vidyalaya Abhiyan committee to see that cleaning activities are made systematic and timely. The time gap between shifts 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.
11. MONITORING CLEANING STAFF and THEIR WORK AREA & TEACHER IN-CHARGE		

Area	SHIFT 1	SHIFT 2	To look after the 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 classrooms. To certify the bills submitted by the private suppliers every month after verifying the Tender documents, daily attendance register, and the quality of work. Any breakage or damage in doors/windows other fittings to be immediately brought to the notice of the M&R committee.
Old Building G Floor	Smt.R. Ankayarkanni	Smt.D. Prema	
Old Building G Floor Lab Area	Shri.C. Murugavel	PGT Chemistry	
Old Building F floor	Sri. B.S. Sriram	Sri.T.R. Veera	
New Building G Floor	Sri. K. Elangovan	TGT Maths	
New Building F Floor	DR.R. Selvaraj	Smt.S. Saraswati	
New Building S Floor	Sri. Sumanesh S	PGT Computer.Sci.	

12. CS 54 VERIFICATION OF FEES

Smt R Ankayarkanni Sri.Murugan A	Smt.N. Nageswari Smt.S. Varalakshmi	Check and verify the daily collection of fees & fines with all three records i.e. 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.
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13. Verification of Pay bill, Calculation of Income Tax

Smt R Ankayarkanni Sri.Murugan A	Sri.V. Suresh Babu	Coordination and timely submission, and verification of pay bills (hard copy only). To assist the office for the income tax calculation of all staff members, to verify the records on savings submitted by staff members.
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14. COMPUTER LABS

Smt.Shikha Basniwal Sri C Murugavel	Sri.V. Suresh Babu PGT Comp.Sci	To see the effective use and maintenance of computer labs. Both primary and secondary labs are to be monitored. Ensure no one is misusing the internet facility
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15. PUBLICATION OF e-VIDYALAYA PATRIKA

Sri.PL Ganesan	Smt.D. Prema	To facilitate creative writing among students and publish the 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
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16. FURNITURE STOCK & MAINTENANCE

Sri Sriram BS PGT Economics	Sri.T.R. Veera PGT Physics	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.
17. SCOUTS AND GUIDES, NCC & NSS		
NCC... Sri K Kumar Scout & Guide Sri K Elangovan Sri.K. Kumar Sri.V. Gnanapragasam Sri. Murugavel C Sri.T.R. Sriram Ms.K.T. Binitha	Scout & Guide Sri R. Tamilselvan Smt.S. Varalakshmi Sri.T.R. Veera	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 Festivals. Planning 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.NSS activities to be taken with KVS Standards. Annual Camp to be completed in time. Maximum students to be taken from Class XI (all the three sections equally). Regn. details to be submitted in the month August after Class XI Admissions. Register of records on all above NCC/NSS/S&G to be maintained systematically.
18. CONDEMNATION		
Smt.R. Chithra	Sri.V. Suresh Babu	To Identify stocks beyond repair for condemnation. To carry out the condemnation procedure and dispose of condemned articles as per prescribed procedure.
19. ADVENTURE CLUB		
Sri K Kumar	PGT Chemistry	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.
20. QUIZ CLUB		
Sri Vijayakumar T	PGT Chemistry	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
21. NATURE CLUB		
Smt Chitra R	Ms. Chinju Vijayan	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.

22. SCIENCE CLUB		
Sri C Murugavel	Sri.R. Tamilselvan PGT Physics	To develop Scientific attitude among students, prepare them for various Exhibitions and Junior Science Congress& JNNSMEE
23. INTEGRITY CLUB		
Smt.Jolly Joseph Sri.Prabhu Narayan Meena	Smt.D. Geethalatha	To plan activities as per CBSE guidelines. The Major aim of the club is to develop human values in children. To arrange morning assembly talks, see that the students are developing themselves as an ideal future generation.
24. CHARITY CLUB-		
Ms. Lekha B I/C Sri.A. Anbarasu	Smt.D. Geethalatha	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.
25. SPOKEN ENGLISH & Language Lab		
Sri.Sumanesh S Shri.A. Anbarasu	Smt.D. Geethalatha	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.
26. CMP IMPLEMENTATION COMMITTEE		
Smt.G. Visalakshi Ms.K.T. Binitha	Smt.S. Saraswati And Contract teachers	Plan and implement programmes to ensure minimum levels of learning by making primary classrooms 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 TMLM requirement and purchase and maintenance of stock. To collect and select material for the CMP newsletter every quarter. Publication of the same incorporating all the day to day activities in Primary and to promote creativity among primary children
27. FLN Maintenance of Records &Implementation		
Smt.G. Visalakshi Ms.K.T. Binitha	Smt.S. Saraswati &Contract teachers	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 regularly in every month, Minutes of subject committee meetings and staff meeting of teachers handling I to V. PIMS portal to be updated for respective classes.
28. TECHNOLOGY-AIDED TEACHING		
Smt.Shikha Basniwal	PGT Physics	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
29. PROJECT &INNOVATION		

Smt Ankeyarkanni R Smt Deborah Y Grace Ms. Chinju Vijayan		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.
30. EXTERNALCOMPETITIONS/NTSE/SCHOLARSHIP, KVPY/OLYMPIADS		
Sri. C Murugavel Shri.A. Anbarasu	Sri.R. Tamilselvan	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
31.CASTE VALIDATION, SC/ ST STUDENTS WELFARE		
Smt Ankeyarkanni R	Smt Nageswary N	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.
32. OFFICIAL LANGUAGE IMPLEMENTATION (OLIC)		
Ms. Sangeetha Das		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.
33. PTA		
Sri C Murugavel	Sri Tamil Selvan	To maintain a positive bridging between Principal, Teachers and Parent community
34.LIBRARY COMMITTEE		
Smt.D. Prema Sri Vijayakumar T Sri.Murugan A Sri B.S. Sriram Shri.A. Anbarasu Smt.Visalakshi.G.	Ms. Chinju Vijayan Sri.R. Tamilselvan Smt.D. Geethalatha	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.
35. GUIDANCE AND COUNCELLING, VALUE EDUCATION and AEP		

Shri.S. Sumanesh S Ms.K.T. Binitha		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.
36 MATHEMATICS LAB & MATHEMATICS CLUB		
Smt.A.R. Kanskhini Smt Deborah J Grace	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.
37 DISHA CLUB / Rotary		
Sri Vijayakumar T	PGT English	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.
38. MAINTENANCE AND REPAIR (Both civil & electrical)		
Smt Chithra R Sri V. Suresh Babu		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. Always to see that JIPMER authorities are approached for M&R first.
39. SWACCH VIDYALAYA ABHIYAN / GREEN SCHOOL		
Smt Chithra R Sri V. Suresh Babu		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
40. MAINTENANCE OF UBI PORTAL		
Smt R Ankayarkanni Smt.Shikha Basniwal	Smt.S. Varalakshmi PGT CS	To maintain, update the data to UBI Fee Portal- to distribute fee challans, Admissions and Transfer Certificates.
41. MAINTAINING A RECORD OF DAY TO DAY HAPPENINGS IN THE VIDYALAYA		
Sri PL Ganesan	Sri.T.R. Veera	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.
42.HEALTH & HYGIENE, FIRST AID		

Smt Chithra R	Sri.V. Suresh Babu	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.
43. SHAALA DARPAN		
PGT Comp Sci.(S-2)	To give full support and assistance for the success of the prestigious programme "Shala 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.	
44.. NATIONAL FLAG HOISTING		
Sri K Kumar	Sri.T.R. Veera	Strict Compliance of KVS order F11029/2014/KVS(HQ)/Misc./401 dated 24.02.2016
45. STAFF CLUB		
To be decided at staff general meeting	To create cordial relations among the members of the staff and organize various programme for their welfare.	
46. MAINTENANCE OF STAFF & STUDENT INFORMATION		
Sri PL Ganesan Smt. Shikha Basniwal	Smt.S. Varalakshmi PGT CS	Responsible for maintaining soft copies and hard copies of data being called for by KVS like-PIS, Student enrollment, Vacancy position, Admission data
47. RTI 2005 IMPLEMENTATION		
Sri A Anbalagan Sri Vijayakumar T	To give timely reply of all the queries relating to RTI 2005 in consultation with the Principal. The teacher in charge to sign the RTI replies as PIO for the Vidyalaya.	
48. WEBSITE COMMITTEE		
Smt.Shikha Basniwal Smt.M. Kavitha	To ensure day to day updating of the Vidyalaya website with all relevant information. To protect school website from Hackers.	
49. E-NEWSLETTER & Blog		
Sri PL Ganesan Smt.D. Prema	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.	
50. ALUMNI ASSOCIATION		
Smt. Anokayarkanni A Smt.D. Prema	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.	
51. CORPORAL PUNISHMENT MONITORING		
Sri A Anbalagan Smt R Anokayarkanni	Smt.D. Geethalatha Sri.T.R. Veera	Ensure that no teacher of the Vidyalaya is involved in corporal punishment. Vidyalaya to be developed as total student friendly
52. STUDENT SERVICES.		

Sri Sumanesh S	Sri V Sureshababu	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 i.e. parents' application supporting documents etc. to be kept in order.
53.Grievance Cell		
Sri Sumanesh S	Sri.T.R.Veera	1.To periodically open suggestion box, at least once in a month. 2.To keep a record of suggestions or grievances received from the students, staff or parents 3.To maintain the minutes of the meetings.
54.Purchase and Condemnation		
Smt R Chithra (I/c) Department Stock holder Programme in charge	Sri R. Tamilselvan (I/c) Department Stock holder Programme in charge	1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure 3. To take into stock 4. Any other related work like purchase order etc.
55. Internal Complaints Committee on Sexual Harassment		
Sri A Anbalagan Smt R Ankayarkanni Smt.N. Nageswary	To deal the complaints regarding sexual harassment of women in their work place i.e. the complaints related to KV No 1	
56. Maintenance of Staff Meeting Minutes		
Shift 1.: Sri Vijayakumar T Shift 2. Smt.D.Geethalatha	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 i.e. 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 05.04.2022

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 2022-23 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 may be recommended without valid tender/ quotation. Ensure all possible purchases are made through GeM only

7. Ensure timely tenders or quotations are invited and records are maintained as per purchase procedure in assistance of the office.

The image shows a handwritten signature in blue ink on the left and a circular official stamp on the right. The stamp features a sunburst emblem in the center and text in both Hindi and English. The Hindi text includes 'केन्द्रीय विद्यालय संगठन' and 'बhubaneswar'. The English text includes 'KENDRIYA VIDYALAYA SANGATHAN' and 'Bhubaneswar'. The stamp also contains the motto 'सत्यमेव जयते'.

Principal