

KENDRIYA VIDYALAYA, NAGERCOIL

DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2017-2018

The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extra curricular activities for session 2017-18. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals. The duties, responsibilities/activities are mentioned below.

S. No.	DEPT/COMMITTEE/CLUB	IN-CHARGE/ CONVENER / MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES
1.	a) ACADEMIC SUPERVISION	1. Principal 2. Mrs.Helen Banu (HM I/C)	1. Supervision of secondary and primary respectively 2. Taking rounds to check the class rooms activities 3. Observations of class room teaching and submission of report to the principal for comments. 4. Any other related work assigned by the Principal
	b) COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	1. Principal 2. Mr. K.Sugumaran 3. Mrs. Beulah.Jasmine 4. Mr. S.Christopher 5. Mrs. Helen Banu	1. This committee will suggest and chalk out all action plan for academic and co – curricular activities. 2. This committee will function as advisory board for Vidyalaya’s activities. 3. Members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4. Decision of the committee will be final and binding on all students. 5. Any other related work assigned by the Principal
2.	ACADEMIC ADVISORY COMMITTEE a) PRIMARY	1) Mrs.A.Helen Banu 2) Mrs.V.Kalyani Kalpana 3) Mrs.Shubha Subramanian	1. To get the Split-up of syllabus subject wise and class wise on or before 31 st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS). 2. To list out the names of weak students (on the basis of FA -I) and prepare action plan on or before 15 th Aug- 2016 and to ensure that action is taken as per plan. 3. To prepare and inform to subject teachers about the special time-table of all holidays, breaks(Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya for remedial classes.

	<p>c) CCA(external)</p> <p>d) Value Education</p>	<p><u>NARMADHA HOUSE:-</u> 1. Mr. Murugan (HM) 2. Mrs.Reka .G.R 3. Ms.P.Selvi 4. Ms.Sree Latha 5.Mrs.Sree Kumari</p> <p><u>KAVERI HOUSE:-</u> 1. Mrs.Kalyani S. (HM) 2. Mr.Thanka Raj 3. Mrs. Anitha Davis 4. Mrs.Saratha 5. Mrs.Anupama</p> <p><u>VAIGAI HOUSE:-</u> 1. Mrs. Alphonsa.K (HM) 2. Mr.Sanjeive Kumar 3. Mrs.Hima. G 4. Mrs. Ajitha Kumari 5. Ms.Mary Priya Bai</p> <p>1. Mrs. Alphonsa I/c 2. Ms.Suganya 3. Mr.Ganesan</p> <p>1. Mrs.Anitha Davis Paul I/c 2. Mrs.Sree kumari 3. Mrs.Manjima</p>	<p>4. To plan for prize distribution. 5. To send the important news items from time to time related to CCA to newspaper agencies for publications. 6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters. 7. To send the information regarding the prize winners to the Web site committee to up load in our school web site.</p> <p><u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u> 1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. 2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations 3. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners. 4. To send the information regarding the prize winners to the Web site committee to up load in our school web site. 5. Any other related work assigned by the Principal.</p> <p><u>VALUE EDUCATION</u> 1. To prepare compact programmes for developing good habits and moral value among the students. 2. To award the students with certificate & prizes on the observation of good habits & behavior of students 3. To present moral stories in the assembly (at least one in a week). 4. To encourage teachers to present moral talk to the students in morning assembly.</p>
<p>4.</p>	<p>EXAMINATION</p> <p>a) PRIMARY</p>	<p>1. Mrs.Subha Subramaniyam I/c 2. Mrs.Suganya.S 3. Mrs.R.Thulasi Ammal</p>	<p>1. Complete schedule of test/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of test/exam. 2. Maintain the required Examination stationery in stock. 3. Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.</p>

	<p>b) SECONDARY & SR. SECONDARY</p> <p>c) CBSE & CCE IX & X ON LINE WORK</p>	<p>1. Mr. Mrs.Geetha Unni I/c 2. Mrs.Alphonsa.K 3. Mrs.Mamatha Mathavan 4. Mrs.Rekha G.R 5. Mr.A.Dennis</p> <p>1. Mrs. Beulah.Jasmine 2. Mrs. Kokila Vani 3. Mr. Justin Raj</p>	<p>4. All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam.</p> <p>5. Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action.</p> <p>6. To train the teachers to prepare the results as per new CCE guidelines issued by CBSE</p> <p>7. Plan for all the external examinations including CBSE and to conduct it successfully.</p> <p>8. Any other related work assigned by the Principal.</p>
5.	<p>ADMISSIONS</p> <p>a) SECONDARY</p> <p>b) PRIMARY</p> <p>c) WRITING ADMISSION REGISTER</p>	<p>1. Mrs.A.Beulah Jasmine 2. Mrs.SonaRani 3. Mr.K.Bhaskar</p> <p>1. Mrs. Kalyani Kalpana I/c 2. Mrs. Mary Sheeja</p> <p>1. Mrs.Sivakami</p>	<p>1. To admit the students by following admission procedure as per guidelines issued by KVS (HQ).</p> <p>2. To issue & collect the admission registration forms after thorough scrutiny.</p> <p>3. To make a plan to set the question papers required for fresh admission for class IX and above.</p> <p>4. To complete the formalities of admission as per KVS instructions.</p> <p>5. Any other related work assigned by the Principal.</p> <p>1. To write all the entries of the newly admitted students in the Admission register without error.</p>
6.	<p>TIME TABLE PREPARATION</p> <p>a) SECONDARY & SR. SECONDARY and ARRANGEMENT REGISTER</p> <p>b) PRIMARY and ARRANGEMENT REGISTER</p>	<p>1. Mr. Sanjeev Kumar I/c 2. Mrs. G.Hima</p> <p>1. Mrs.Kalyani Kalpana I/c 2. Mrs.Sivakami</p>	<p>1. Time – table In charge& Asst. In charge will frame the time-tables as per KVS rules.</p> <p>2. To Make arrangement for the teacher on leave and on duty.</p> <p>3. To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan.</p> <p>4. To ensure the ringing of bell in time</p> <p>5. Any other related work assigned by the Principal.</p>

7.	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)	1. Mrs.Kalyani Shenbagaraman 2. Mrs. Sona Rani 3. Mrs.Geetha Unni 4. Mrs. A.Rexiline	1. To conduct NAEP programme as per KVS direction. 2. Chalk out yearly plan to conduct NAEP activities. 3. To invite experts in the field for NAEP programme. 3. Report of conducted activities should to send to KVS RO(BGR) for its information. 4. Any other work related and assigned by the Principal.
8.	GUIDANCE & COUNSELLING	1. Mr.K.Sugumaran 2. Mrs.G.Hima 3. Mrs.R.Thulasi Ammal	1. Provide proper guidance to students for their future plan & action. 2. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 3. Experts should also be invited from time-to-time to provide proper guidance to the students. 4. Any other related work assigned by the Principal.
9.	SCOUTS & GUIDES CUBS & BULBUL	1. Mr.K.Bhaskar 2. Mr.Teja Ram 3. TGT (WET) 1. Mrs.Helen Banu 2. Ms.Suganya Stephan 1. Mrs. Subha Subramaniyam I/c 2. Mr. A.Ganesan	1. To prepare seasonal plans with tentative dates & months for organizing activities. 2. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year. 3. To give proper training to the students for Guard of Honour and for other activities. 4. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya, Regional level and National level. 5. Any other related work assigned by the Principal. 6. <u>All the teachers should compulsorily come in uniform on the specific day.</u>
10.	NON SCHOLASTIC TRAINING PROGRAMME a) ART & CRAFT b) MUSIC & DANCE c) GAMES & SPORTS	1. Mr.Ganesan I/c 1. Mrs.Manjima I/c 2. Mrs.Premalatha 1. Mr.K.Bhaskar I/c 2. Mrs. Subha Subramaniyam 3. Mrs. Radha 4.Mrs.Sandhya	1. To complete the formalities to appoint coaches and start coaching classes well in advance. 2. To prepare yearly plans (month wise). 3. To supervise the activities as per the plan. 4. To provide proper guidance to coaches concerned and to students. 5. To submit quarterly progress report of the activities & yearly report at the end of the session. 6. Any other related work assigned by the Principal.

	d) GUIDANCE AND COUNSELLING	1. Mrs.Anupama 2. Mrs.Hima.G	
11.	SUBJECT COMMITTEES		
	a) PRIMARY SECTION	1. Mrs. Helen Banu (H.M I/c) 2. All Primary Teachers-Member	<ol style="list-style-type: none"> 1. To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance. 2. To check class wise monthly academic performance analysis & discuss for future course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal. 4. To put a vigil on class wise progress of subject/lesson. 5. To highlight the importance of the subject amongst the students and create interest in subject. 6. To discuss difficult topics on rotation by faculty members. 7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc. 8. To discuss the activities /worksheets/ plan excursions etc as per the split up of syllabus and coverage of lessons. 9. To use the computers/ LCD etc to make the lessons interesting. 10. To procure activity / TLM materials and to use them for teaching purpose effectively. 11. Minutes of Subject committee meeting should be approved by the principal and to be adhered scrupulously. 12. Any other related work assigned by the Principal.
	b) SECONDARY & SR. SECONDARY SECTION		
	1) ENGLISH	1. Mrs. Kalyani.Shenbagaraman I/c 2. Mr. S.Christopher 3 Mrs. Sona Rani	
	2) HINDI / SANSKRIT	1. Mrs.Alphonsa.K I/c 2. Mrs.Anitha Davis Paul 3. Mrs.Ajitha Kumari 4.Mrs.Sree Kumari	
	3) MATHEMATICS	1. Mr. Sanjeev Kumar I/c 2. Mr.A.Dennis 3.Ms.Mary Priya Bai 4.Mr.Teja Ram	
	4) SCIENCE	1. Mrs. Pameela.P I/c 2. Ms.Geeta Unni 3. Mrs.Mamtha Madhavan 4. Mrs.Rekha G.R. 5. Ms.P.Selvi 6.Mrs.Kokilavani 7. Mrs.Beulah Jasmine 8. Mr.Justin Raj	

	5) SOCIAL SCIENCE	1.Mr.K.Sugumaran 2. Mr.K.Murugan 3.Mr.Thanka Raj 4. Mrs.Saratha	
	6) TAL & CAL Secondary	1. Mrs.KokilaVani 2. All subject teachers	
	Primary	1. Mrs. Kalyani Kalpana 2. Mrs. Mary Sheeja	
12.	CLUB ACTIVITIES a) LITERARY CLUB	1. Mrs. Kalyani.S I/c 2. Mr. S.Christopher 3. Mrs.Ajitha Kumari 4. All Language teachers	1. To prepare a plan to create literary atmosphere in Vidyalaya. 2. To prepare class wise magazines at least one in each subject 3. To prepare the students for participating in external & internal competitions. 4. To organize minimum two competitions/ seminars/ programmes etc. Based on Language in a year. 5. To guide the students to write articles to publish in Magazine and news papers. 6. Any other related work assigned by the Principal.
	b) MATHEMATICS CLUB	1. Mr. Sanjeev Kumar I/c 2. Mr.Teja Ram 3. Mr.A.Dennis 4. Ms.Mary Priya Bai	1. To form a mathematics club & encourage students interested in mathematics to take up good projects. 2. To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz etc. 3. To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on the subject. 6. To guide the students to prepare articles to publish in Magazine and News papers. 7. Any other related work assigned by the Principal.
	c) SCIENCE CLUB	1. Mrs. Pameela.P I/c 2. Ms.Geeta Unni 3. Mrs.Mamtha Madhavan 4. Mrs.Beulah Jasmine 5. Ms.P.Selvi 6.Mrs.Kokilavani	1. To form a science club & encourage students interested in science to take up good projects. 2. To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc. 3. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.

			<ol style="list-style-type: none"> 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on subject. 6. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 7. To guide the students to write articles to publish in magazine and News papers. 8. Any other related work assigned by the Principal.
	d) SOCIAL SCIENCE CLUB	<ol style="list-style-type: none"> 1. Mr.K.Murugan 2.Mr.K.Sugumaran 3.Mr.Thanka Raj 4. Mrs.Saratha 	<ol style="list-style-type: none"> 1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities. 2. To prepare the students for participating in external & internal competitions. 3. To prepare at least one magazine class wise. 4. To organize at least two competitions/seminars/ programmes etc. based on subject. 5. To organize Social Science Exhibition at Vidyalaya Cluster, Regional & National level and try to achieve remarkable achievements in these exhibitions. 6. To guide the students to prepare articles to publish in magazine and newspapers. 7. To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc. 8. Any other related work assigned by the Principal.
	f) NATURE CLUB	<ol style="list-style-type: none"> 1. Mrs.Geetha Unni I/c 2. Mr.Ganesan 3. Mrs.Mamatha.M 4. Mrs.Hima .G 	<ol style="list-style-type: none"> 1. To inculcate the habit of loving nature in the minds of children. 2. To announce a particular day as “Plantation Day “and the children may be asked to plant and to take care of sapling in the vidyalaya campus. 3. Every class may be allotted a particular area in the garden to be maintained during their SUPW periods. 4. To encourage students to look in to the beautification of campus. 5. Any other related work assigned by the Principal.
	g) HEALTH CLUB	<ol style="list-style-type: none"> 1. Mr.Bhaskar I/c 2. Mrs.Reka .G.R 3. Mrs.Rexline 	<ol style="list-style-type: none"> 1. To propose and arrange adventure trips for the students 2. Any such trips from KVS side should be taken up with true sprit.
	h) EDUCATIONAL EXCURSIONS	<ol style="list-style-type: none"> 1. Mrs.G.Hima 2. Mrs.Helen Banu 3. Mrs.Radha 4. Mrs.Premalatha 5.Mrs.Vasantha Kumari 	<ol style="list-style-type: none"> 1. To make an annual plan of excursions for different classes to different places of educational and Historical importance. 2. To arrange conveyance, permission for entry and other arrangements to conduct tours successfully. 3. Any other related work assigned by the Principal.
12.	a) GAMES AND SPORTS		

	<p>DEPARTMENT</p> <p>SECONDARY & SR.SECONDARY</p> <p>PRIMARY</p>	<p>1.Mr.K.Bhaskar I/c 2. Mrs.Radha 3. Mrs.Sandhya</p> <p>1. Mrs. Subha Subramaniyam I/c 2. Mrs. Mary Sheeja 3. Mrs.Suganya.S</p>	<ol style="list-style-type: none"> 1. To prepare a plan & programme for the entire session as per KVS groupings. 2. Select the students & games in the beginning of the session to impart proper training to students. 3. Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. 4. Utilize the games period primarily for the development of the ear marked games by the KVS. 5. Encourage the students to use the available sports equipments in school judiciously. 6. Complete all internal games & sports competitions by the first week of August'09 & organize the Sports day celebration by the end Sep/Oct of every year. 7. Any other related work assigned by the Principal.
	<p>b) SUPW DEPARTMENT</p>	<p>1. TGT WET I/c</p>	<ol style="list-style-type: none"> 1. Prepare plan for the SUPW training in various fields as per KVS directions. 2. To help in organizing exhibitions at Vidyalaya level by Science and SST dept. 3. Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya. 4. Maintenance of vidyalaya electrical, P.A. system, water connections, repair of furniture etc with help of students during SUPW periods. 5. Any other related work assigned by the Principal.
	<p>c) MUSIC DEPARTMENT</p>	<p>1. Mr.K.Bhaskar I/c 2. Mrs. Kalyani Kalpana 3. Mrs.Manjima</p>	<ol style="list-style-type: none"> 1. To select a group of students who are having keen interest in the field of music and train them for different activities. 2. To prepare the students to participate in all external & as well as internal cultural events. 3. To impart proper training to the students for using the musical instruments. 4. To buy and to maintain the required musical instruments. 5. To train students properly sing in the morning assembly & the community songs in all the languages. 6. To prepare dance and Music programmes for the annual day and for all other special occasions. 7. To train the children to sing the prayer song and all community songs with out seeing the diary in the morning assembly. 8. Any other related work assigned by the Principal.
	<p>d) LIBRARY</p> <p>Primary</p>	<p>1. Mrs. G.Hima I/c</p> <p>1. All Class Teachers</p>	<ol style="list-style-type: none"> 1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students. 2. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library. 3. Prepare a list of books with the help of subject teachers by April 'every year & purchase them latest by June every year as per budget provision. 4. At least two programmes should be organized in this session to make aware the students &

	e) LIBRARY COMMITTEE	<ol style="list-style-type: none"> 1. Mrs. G.Hima I/c 2. Mr. Mr. K.Sugumaran 3. Mrs. Pameela.P 4. Mrs. Kalyani.S 5. Mrs.Alphonsa.K 6. Mrs. Kalyani Kalpana 7. All subject comm. conveners 8. School Captain Boys 9. School Captain Girls 	<p>staff for the use of library & to encourage the students to study the books & magazine.</p> <ol style="list-style-type: none"> 5. Issue of books to the students & staff and maintain issue register etc. 6. To collect requirements of staff and students and to procure the books. 7. To follow the KVS Library policy. 8. Library automation to be done & data base to be maintained by using latest software for library. 9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily. 10. Any other related work assigned by the Principal. <ol style="list-style-type: none"> 1. To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students. 2. To make a list of required books (Department wise)in the month of April and to purchase the books. 3. Students also must be encouraged to give the list of good books for purchase. 4. To supervise effectively the functioning of library and to send a quarterly to the principal. 5. Any other related work assigned by the Principal.
	f) COMPUTER DEPARTMENT	<ol style="list-style-type: none"> 1. Mr. S.Christopher I/c 2. Mrs. Kokila Vani 3. Mr.Justin Raj 	<ol style="list-style-type: none"> 1. To over see the functioning / maintenance of computers in KV by AMC contractor. 2. To send monthly reports to KVS (RO) 3. To up date website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc. 4. To check KVS (RO) and HQ website every day and to download circulars etc. 5. Any other related work assigned by the Principal.
	g) TEACHING AID CUM E-Content ROOM SECONDARY & SR. SECONDARY h) PRIMARY RESOURCE ROOM and C.M.P i) XEROXING AND	<ol style="list-style-type: none"> 1. Mr. Justin Raj I/c 1. Mrs. Helen Banu I/c 2. Mrs. Suganya.S 1. Mrs.S.N.Manjima 	<ol style="list-style-type: none"> 1.To set an activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR) dated06/02/08 2. To plan and arrange for purchasing materials required for teaching aids Dept. 3. Any other related work assigned by the Principal. 1. To execute the C.M.P. as per KVS directions. 2. To conduct periodical work shops and meetings to strengthen C.M.P. 3. To monitor the quality of worksheets prepared by the teachers and its execution as per plan. 4. To monitor the Teaching – Learning process and Methodology used by the teachers. 5. To conduct the various activities under C.M.P as per KVS directions.

	PRINTING OF WORK-SHEETS	2. Mrs.P.Vasantha Kumari	1. To plan and arrange for purchasing materials required for T.L.M. 2. Any other related work assigned by the Principal.
13.	FURNITURE DEPARTMENT	1. Mr.Teja Ram 2. Ms.Mary Priya Bai 3. TGT WET 4. Ms.Premalatha 5. Mr.Ganesan 6. Mrs.Saradha	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirements from the budget allotment. 3. Any other related work assigned by the Principal.
14	LABORATORY a) PHYSICS b) CHEMISTRY c) BIOLOGY d) LANGUAGE LAB	1. PGT Physics no.2 I/c 2. (Lab Att) 1. PGT Chemistry no.2 I/c 2. (Lab Att) 1. Mrs.Geetha Unni I/c 2. (Lab Att) 1. Mrs. Kalyani .S. I/c 2. Mrs.Anitha Davis Paul 3. Mr. S.Christopher 4. Mrs. Sona Rani	1. To make necessary arrangement for procuring the materials for Science, Language and Maths Laboratories as per the needs. 2. Lab attendant to maintain the laboratories for students use, update the stock & make necessary arrangement of apparatus for the use of students. 3. The required practical/activities to be conducted for different classes as per prescribed syllabus. 4. To organize exhibitions in different subjects at various levels. 5. To check the practical / activity record regularly. 6. To give sufficient practice to the board class students. 7. Any other related work assigned by the Principal.
15.	MAINTENANCE OF SCHOOL CAMPUS a) SCHOOL BUILDING REPAIR & MAINTENANCE CIVIL AND ELECTRICAL b) STAFF QUARTERS REPAIR & MAINTENANCE CIVIL AND ELECTRICAL	1. Mr.Murugan 2. Mr.S.Christopher 3. Mr.K.Bhaskar 4. Mr.Teja Ram 5. Mr. Sanjeev Kumar 6. Mr. TGT WET 7. Mr.Rajan	1. To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. 2. To plan & purchase the material required for the purpose of maintenance and repair. 3. Arrange to keep the Vidyalaya Campus neat & clean. 4.To take an action in time for the decent look of the Vidyalaya 5. To maintain the tube lights & fans etc. in proper condition 6. The committee members will look after the judicious use of water and electrical power in the school and staff quarters. 7. The committee will suggest the requirements in respect of maintenance and repair. 8. Any other related work assigned by the Principal.

	c) BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS	<ol style="list-style-type: none"> 1. Mrs.Geetha Unni I/c 2. Mrs.Mamtha Madhavan 3. Mr. Rajan 	<ol style="list-style-type: none"> 1. To prepare plan to beautification of the campus 2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens 3. To take up the plantations of trees in around the campus 4. To instruct and supervise the gardener to maintain the campus with out any weeds etc. 5. Any other related work assigned by the Principal.
16.	CLEANLINESS OF THE SCHOOL –	<ol style="list-style-type: none"> 1. Mrs.Pameela.P 2. Mrs.Radha 3. Mrs.Kalyani Shenbagaraman 4.Mr.K.Bhaskar 5. Mrs.Rexline 6. Mrs.Sandhya 7. Mrs.Mary Sheeja 	<p>Ground Floor, Office, Principal room and front Lobby – Primary section – Ground floor of Secondary & Sr Sec section – First Floor of Secondary & Sr Sec section – Second Floor of Secondary & Sr Sec section – Front road, Assembly ground and other areas to be cleaned – All toilets and bathrooms should be washed with Phenyl. Wet mop of all corridors, departments and steps</p> <ol style="list-style-type: none"> 1. The above said places will be cleaned after school hours/ before school starts and maintained by agency. 2. All Group D employees will report to undersigned at 7.30 am and will supervise the cleaning work. 3. Any other related work assigned by the Principal.
17.	VIDYALAYA PATRIKA EDITORIAL BOARD	<ol style="list-style-type: none"> 1. Mrs. Kalyani .S. I/c 2. Mrs.Alphonsa 3. Mrs. Ajitha Kumari. 4. Mrs.A.Helen Banu 5. Mrs.Kalyani Kalpana 	<ol style="list-style-type: none"> 1. To encourage the students to write articles on different topics and collect the articles. 2. To edit all the articles written by the students 3. To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee. 4. To complete all administrative formalities for printing the magazines. 5. To collect messages from authorities. 6. To release the Magazine latest by 15.08.14. 7. Any other related work assigned by the Principal.
18.	MAINTANANCE OF BOOK OF CHORONICLES AND MINUTES OF MEETING NEWS LETTER AND PRESS INFORMATION COMMITTEE C.M.P NEWS LETTER	<ol style="list-style-type: none"> 1. Mrs. Pameela.P 2. Mr.S.Christopher 3. Mr.Ganesan <ol style="list-style-type: none"> 1. Mrs. Helen Banu 2. Mrs.Kalyani .K 	<ol style="list-style-type: none"> 1. To Keep record of all events and student prize winners in different competitions (External) 2. To record the minutes of meetings. 3. Any other related work assigned by the Principal. <ol style="list-style-type: none"> 1. To send a report to KVS Regional office and KVS Head Qtrs in the form of a News letter (Bi monthly). 2. To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity

			3. Any other related work assigned by the Principal.
19.	PURCHASE AND CONDEMNATION COMMITTEE - SECONDARY	1. Mr. K.Sugumaran 2. Mrs.Geetha Unni 3. Mrs. Helen Banu 4. Mr. K.Murugan 5. Mr. Teaja Ram	1. To call for quotations for all the items required in the month of April/May every year. 2. To follow the rules and regulations of KVS for the purchase of the materials. 3.To prepare a consolidated condemnation report for every session before the VMC Meeting and to get it approved 4. Purchases for the different depts. to be done in the school as per requirement. 5. Any other related work assigned by the Principal.
	OFFICE ASSISTANCE	1. UDC 2. LDC	To guide the teachers to follow KVS rules.
20.	RAJBHASHA KALYAN SAMITI	1.Mr.Teja Ram 2. Mrs. Kalyani.K I/c 3. Mrs. Alphonsa.K 4. Mrs. Ajitha Kumari 5. Mrs.Anitha Davis	1. To follow Rajbhasha Kalyan Samiti guidelines 2. To create a Hindi atmosphere & to prompt Hindi in daily use. 3. To celebrate “Hindi Pakhwara” as per the KVS guidelines. 4. Any other related work assigned by the Principal. 5. Mr. Aruni Kumar to write a Hindi word every day with its meaning on the display board in Primary section.
21	HEALTH & HYGEINE	1. Mr.K.Bhaskar 2. Mrs.Rexiline 3. Mrs.Radha 4. Mr.A.Dennis 5. All Class Teachers	1. To prepare a plan for student’s health checking up twice in a year by an authorized Medical Officer. 2.To print and maintain the Health card for each students 3. To make available stock of First aid materials for the students. 4. A special care must be taken for girl child as per their natural need, if situation demands for that. 5. Any other related work assigned by the Principal.
22.	SECURITY & CONSERVANCY	1.Mr.K.Murugan I/c 2.Mr.K.Bhaskar 3.Mr. Rajan	1. To maintain a record of security personals deployed by the agency. 2. To give an outlay of security required for the campus to the agency and supervise the work done by the security personals. 3. Any lapse in the system should be informed to the agency to rectify it immediately. 4. Any other related work assigned by the Principal.
23.	CO-ORDINATION OF CONTRACTUAL TEACHERS AND COACHES	1.Mr. Sanjeev KumarI/c 2.Mrs.Hima.G 3.Ms.P.Selvi	1. To allocate the time table to the contractual teachers and coaches as per KVS directions. 2. To maintain a record for number of periods worked by each contractual teacher every day. 3. To compile the number of periods taken for every month from the school record and forward it to the office for payment on the last working day of the month. 4. Any other related work assigned by the Principal.

24.	DISCIPLINE	<ol style="list-style-type: none"> 1. Mr. K.Sugumaran I/c 2. Mr.K.Bhaskar 3. Mr.S.Christopher 4. Mrs. Helen Banu. 5. Mr.Ganesan 6. Mrs.Anupama 7. Mrs.Radha 8. All class teachers 	<ol style="list-style-type: none"> 1. To enforce general instructions related to discipline are being followed by students or not. 2. Committee members will keep a strict watch on behavior of students in school campus. 3. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students. 4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action. 5. Committee will decide the course of action against the concerned students (s). 6. Any other related work assigned by the Principal.
25.	WEB SITE COMMITTEE	<ol style="list-style-type: none"> 1. Mrs.Kokila Vani 2. Mr.Justin Raj 	<ol style="list-style-type: none"> 1. To Design the web site of the school with help of latest technology. 2. To collect the information as per the heads defined by KVS (HQ). 3. To Upload the information received immediately. 4. To upload frequently the creativity and achievement of the students and teachers. 5. To highlight the special features, Notifications and Important events in web site regularly.
26.	REDRESSAL OF GRIEVANCES AND SC/ST CELL	<ol style="list-style-type: none"> 1. Mr. K.Murugan 2. Mrs.Helen Banu 3. Mr.Sanjeive Kumar 4. Mr.K.Bhaskar 	<ol style="list-style-type: none"> 1. To open the grievances box kept in the vidyalaya once (2nd Friday) in every month. 2. Any complaints to be enquired and to report to higher authorities for n.a. 3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. 4. Any other work related and assigned by the Principal.
27.	R.T.I CELL	<ol style="list-style-type: none"> 1. Principal 2. Mr. K.Sugumaran 3. Mrs.Beulah 	<ol style="list-style-type: none"> 1. To Maintain a record regarding the applications received. 2. To Instruct the concern record holder to reply within the time limits and maintain the file. 3. Any other related work assigned by the Principal.
27.	OFFICE ASSISTANCE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Justin Raj 2.Ms.Mary Priya Bai 3. Mr.A.Dennis 4. Mr. K.Murugan 5. Mr.K.Bhaskar 6. Mr. Arul Anto 	<p>To assist the office in the following areas:</p> <ul style="list-style-type: none"> • To up load Pay bill. • To type the letter drafts, as when required. • E-TDS filling with external agency • Income tax calculation • To get approvals of all papers from Chairman's office • To type the letters given by office and principal