

Kendriya Vidyalaya Thiruvannamalai 2018-2019
List of Committees with the members of the staff

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	Academics	Mr. Amol Pagare I/C Mr. Rajendra Prasad Ms. Neelam Patil Mr. Pawan Kumar	To monitor subject committee meetings scheduled every month. To plan and implement academic activities. To review the submitted question papers during tests/examinations. To ensure proper directions as given to teachers for maintaining high academic standard.
2	Admission	Mr. MJB Pancras I/C Mr. Dharmendar Kumar Mr. Indrajeet Mr. Rajesh Khandwal Mrs. Sudha	To ensure that the application forms are issued free of cost To ensure that the particulars of the applicants are entered in the computers without waiting for the last minute after careful scrutiny of the submitted forms. To prepare Registration List, Master record and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the scheduled date for the display of the list. To maintain confidentiality and integrity.
3	Art	Mr. N Vijayakumar I/C Mrs. Meenu Singh Ms. Manimozhi	To carry out all the assignments in a befitting way. To complete BALA. To prepare flexi boards if required.
4	Audio-Visual	Mr. Indrajeet I/C Mr. Avinash Mr. Pawan Kumar	To maintain the stock of audio-visual equipment and add new equipment during the current year.

5	Awakened Citizenship Programme	Mr. Deepak Kumar I/C Ms. Neelam Patil	
6	Beautification & Gardening	Dr. Rajendra Prasad I/c Mrs Meenu singh Mrs. Florence Nirmala Mrs. Nirmala (Yoga) Mr. D. Sathish Mrs. Jacqueline	
7	CCA	Mr. Danwara Ram I/C Mr. MJB Pancras Mr. Mukesh Kumar Mrs. Jacqueline	To conduct morning assembly as instructed by KVS To plan for activities as per the calendar of activities sent from KVS To motivate students to participate in all activities. To monitor purchase of prizes and distribution of the same for winners and runner. To observe important days fixed by KVS To prepare for inter school competitions To plan for Baldiwas, Grand parents' day. Etc.
8	Cleanliness & Sanitation	Dr. Rejendra Prasad I/C Mr. Avinash Mrs. Meenu Singh Mr. Pawan Kumar Mr. Sundaram Mrs. Sanjeev Lakshmi Mrs. Florence Nirmala Mrs. Nirmala (Yoga)	To monitor cleanliness in the vidyalaya To monitor purchase of required material for cleaning and maintaining the stock To distribute the assignments equally to the House Keeping members and monitor their working To prepare lunch duty for the members of the staff
9	CMP Activities – CCA	Mr. Mukesh Kumar I/C Mr. Pawan Kumar Mrs. K R Kalaiselvi Mrs. Jacqueline	To ensure CC Activities are planned as per the schedule issued by KVS To prepare calendar of activities before 01 st April and follow the same To plan and arrange competitions for Primary Section students To monitor purchase and distribute prizes for the

			winners and runners in CCC Competitions.
10	CMP- Activity Room/ Teaching Aids/CMP/TLM	Mr. Pawan Kumar I/C Ms. Deepa Mr. Avinash Mrs. Curie Hamilin	To ensure the stock of teaching aids is maintained To ensure the issue of the teaching aids to the staff for teaching To procure necessary teaching aids And maintain for Common Minimum Programme
11	CMP Activities – Sports	Mr. Ravindra Kumar I/C Mr. Avinash Mr. Pawan Kumar Mr. Rajesh Khandwal Mrs. Meenu Singh Ms. Manimozhi Mrs. Curie Hamilin Mr. D. Sathish	To ensure competitions both in Primary and Secondary sections as per the schedule of KVS
12	Competitive Examinations – SOF and other related examinations	Mr. Dharmendar I/C Mr. Amol Pagare Ms. P Vidhya (Eng) Mr. Mukesh Kumar	To encourage students to participate To maintain the records and details of participants and winners to be uploaded in the website
13	Communicative Skills	Mr. MJB Pancras I/C Ms. P Vidhya (Eng) Ms. Neelam Patil Mrs. Sanjeev Lakshmi	To see that the students develop the spoken language
14	Computer	Mr. Dharmendar I/C Mrs. R Jayalakshmi	To ensure the stock is maintained properly To maintain a record of the use of computers by the staff and the student To monitor the use of computers and internet by students To keep the laboratory neat and clean To ensure unwanted sites are blocked To ensure computers are functioning properly and if

			<p>any repair is required, it should be done</p> <p>To see that ICT facilities are arranged</p> <p>To ensure reports in respect of computers are sent to RO in time</p>
15	Language Laboratory	<p>Mr. Indrajeet I/C</p> <p>Ms. Neelam Patil</p> <p>Mrs. R Jayalakshmi</p> <p>Ms. P Vidhya</p>	<p>To maintain the lab properly</p> <p>To prepare timetable for classes using the lab</p> <p>To maintain a record of classes using the lab</p>
16	CS 54	<p>Mr. Dharmendar I/C</p> <p>Mrs. R Jayalakshmi</p> <p>Mr. Avinash</p>	<p>To compile class wise details of fees collected every month and to submit a report to the office concerned</p> <p>To ensure the fees are collected at the correct rates and also to tally the same with the CS11summary of daily cash collection</p> <p>To submit a report on or before 07th of each month</p>
17	Scouts/Guides/Cubs/Bulbul	<p>Scouts/Cubs --- Mr. Avinash I/C</p> <p>Mr. Ravindra Singh</p> <p>Mr. Pawan Kumar</p> <p>Guides/Bulbul --- Ms. Deepa I/C</p> <p>Mrs. Meenu Singh</p> <p>Ms. Neelam Patil</p>	<p>To ensure the Programme of activities are planned for the whole year in advance</p> <p>To ensure reports are sent periodically</p> <p>To organize All Faith Prayer</p> <p>To conduct meetings regularly</p> <p>To plan for testing camps</p>
18	Decoration	<p>Mr. N Vijayakumar I/C</p> <p>Mr. Danwara Ram</p> <p>Mr. Ravindra Singh</p> <p>Mr. Mukesh Kumar</p> <p>Ms. Neelam Patil</p> <p>Mrs. Sanjeev Lakshmi</p> <p>Ms. Manimozhi</p> <p>Mr. D. Sathish</p> <p>Mrs. Jacqueline</p> <p>Mrs. Florence Nirmala</p> <p>Mrs. V Nirmala (Yoga)</p>	

		Mr. Ashok Nirmal	
18	Discipline	Mr. Ravindra Singh I/c Mr. Danwara Ram Mr. D Sathish Ms. M Vidhya (Math) Mr.Mukesh Kumar Mrs. Jacqueline Ms. Manimozhi	To ensure students come in proper uniform To minimize late coming of the students To monitor students come to assembly with class teachers/co class teachers and go back to classes. To prepare Lunch duty to the staff To see that the students go back home at 02.40 p.m. in proper lines To call Students' Council members to assist the staff
19	Editorial Board (School Magazine)	Mr .MBJ Pancras I/C Mr. Dharmendar Mr. Danwara Ram Mr. Mukesh Kumar Ms. P Vidhya	To make students prepare class magazine To ensure magazine is printed and released in time To ensure Editorial Board is formed and functioning To ensure e-magazine is published in the website
20	Examination (Secondary) (Primary)	Mr. Amol Pagare I/C Mr. K Srinivasan Ms. M Vidhya Mr. Sundaram Mr. Avinash I/C Ms. Deepa Mr.Pawan Kumar Mrs. Curie Hamilin.	To prepare and expedite the work of examination calendar and circulate it from time to time To arrange for the requirements for the conduct of examinations/ tests and should be kept ready in advance To ensure all subject question papers are collected from the teachers well in advance and be ready for printing To ensure the photo copy machine is in good condition for making more number of copies of question papers To ensure subject teachers submit question papers with Blue Print and Marking Scheme both in hard copy and soft copy

			<p>To ensure examination invigilation duty is given equally to all teachers without any partiality</p> <p>To ensure teachers evaluate their answer scripts in time and return the mark sheets making two copies duly signed by the Principal, and to submit a copy at the Examination Dept.</p> <p>To do result analysis as per KVS guidelines</p> <p>To make arrangements for PTA meeting with all required documents</p> <p>To ensure progress reports, result sheets are ready for submission during inspection</p>
21	First Aid	<p>Mr. Ravinder Kumar I/C</p> <p>Ms. Deepa</p> <p>Mrs. Florence Nirmala</p> <p>Mrs. Nirmala (Yoga)</p>	<p>To ensure First Aid kit is ready for use and is in good condition</p> <p>To see that First Aid kit is with current date</p>
22	Fun Day	<p>MR. Pawan Kumar I/C</p> <p>Ms. Neelam Patil</p> <p>Mrs. Curie Hamilin</p> <p>Ms. P Vidhya</p>	<p>To prepare time table regularly</p> <p>To ensure befitting activities are carried out for the betterment of students</p>
23	Furniture	<p>Mr. Indrajeet I/C</p> <p>Mr. Ravindra Kumar</p> <p>Mrs. Meenu Singh</p> <p>Mr. D Sathish</p> <p>Mrs. Sanjeev Lakshmi</p> <p>Mrs. Jacqueline</p>	<p>To take the charge of the furniture before the opening of the vidyalaya in April</p> <p>To ensure class wise inventory</p> <p>To report for damaged furniture</p> <p>To ensure that the requirement is presented in time and items procured</p> <p>To ensure stock register is maintained properly</p> <p>To identify the items for condemnation and purchase new furniture inviting tenders and quotations</p>

			To ensure repairing of broken furniture when complained
24	Guidance & Counselling	Mr. Amol Pagare I/C Dr. Rajendra Prasad Mr. Mukesh Kumar Ms. Neelam Patil Ms. M Vidhya	To organise career & guidance speech each week in the morning assembly To arrange an exhibition on career and guidance once a year To see that a trained counsellor is invited for a speech to the students from IX as per KVS guidelines To ensure students are benefitted by motivation by guest speakers on career and guidance To see that material on career and guidance is displayed on the specified area for students
25	House System (House Masters and Associates) STAR (as per KVS norms)	<u>Shivaji</u> Mr. K Srinivasan I/C Ms. P Vidhya <u>Tagore</u> Dr. Rajendra Prasad I/C Mr. Pawan Kumar <u>Ashoka</u> Mr. Sundaram I/c Mrs. Neelam Patil <u>Raman</u> Mr. Amol Pagare I/C Mrs. Meenu Singh	To coordinate CCA in charge in conducting morning assembly In a befitting manner To motivate students to take part in competitions To ensure House display boards are decorated and furnished with relevant matter as per the given topic periodically
26	Health & Yoga	Mr. Deepak I/C Mrs. Meenu Singh Mrs. Nirmala (Yoga) Mrs. Florence	To ensure students are divided in clubs in time To see that students are allotted with various activities and a record is maintained

			<p>A Yoga exercise book is to be maintained</p> <p>Book exhibition shall be organised. Students shall be encouraged to buy one book a month for their home libraries</p> <p>Meditation classes shall be arranged</p> <p>Lectures on Healthy food and good habits shall be given</p> <p>To encourage students to eat one fruit and one vegetable a day</p>
27	Literary Club & Diary	<p>Mr. MJB Pancras I/C (Secondary)</p> <p>Mr. Danwara Ram</p> <p>Ms. Neelam Patil I/C (Primary)</p> <p>Mrs. P Vidhya</p>	<p>To form Literary club in time at the beginning of the school</p> <p>To organise activities each week as per schedule and as per KVS norms</p> <p>To ensure students are registered in the clubs concerned</p>
28	Library	<p>Mr. Deepak I/C</p> <p>Ms. M. Vidhya</p> <p>Mr. Pawan Kumar</p> <p>Mrs. Curie Hamilin</p> <p>Mr. Ashok Nirmal</p> <p>Mr. Sundaram</p>	<p>To plan for the purchase of library books</p> <p>To ensure proper class library system is maintained</p> <p>To ensure students are using library regularly</p>
29	Maintenance & repairs of school building & furniture	<p>Mr. Indrajeet I/C</p> <p>Mr. Ravindra Kumar</p> <p>Mr. Pawan Kumar</p> <p>Mr. Mukesh Kumar</p> <p>Mr. N Vijayakumar (Art)</p>	<p>To invite quotations in April for the maintenance</p> <p>To ensure carpentry works are taken up on need basis by maintaining a register</p> <p>To ensure proper materials required for cleaning school plant periodically</p>
30	Math club & Math Lab.	<p>Mr. K Srinivasan I/C</p> <p>Mr. Rajesh Khandwal</p> <p>Mr. Pawan Kumar</p> <p>Ms. M Vidhya</p>	<p>To form Mathematics Club</p> <p>To conduct meetings for Math Club</p> <p>To arrange for lectures, workshops and seminars</p>
31	NAEP	<p>Dr. Rajendra Prasad I/C</p> <p>Mr. Amol Pagare</p> <p>Mr. Sundaram</p> <p>Mrs. Meenu Singh</p>	<p>To conduct NAEP programme as per KVS guidelines</p> <p>Relevant activities should be organised by November 2018</p>

		Mrs. R Jayalakshmi	
32	Hindi (Official Language)	Mr. Danwara Ram I/C Mr. Mukesh Mr. Deepak Ms. Neelam Patil Mrs. R Jayalakshmi	To motivate students to learn Hindi To ensure all correspondence received in Hindi is replied in Hindi To ensure rubber stamps in the office are in Bilingual languages To ensure all name boards are in Bilingual languages To ensure all files have Hindi names as well
33	PA System	Mr. Indrajeet I/C Mr. N Vijayakumar Mr. D. Sathish Mrs. Jacqueline Mr. Ashok Nirmal	To ensure the PA system in intact during morning assembly To arrange PA system during all functions and meetings To see that during power cut, UPS is used as alternative
34	PTA	Mr. Amol Pagare I/C Dr. Rajendra Prasad Ms. Deepa Mr. N Vijayakumar Mrs. Curie Hamilin Ms. M Vidhya Mrs. R Jayalakshmi Mr. Ashok Nirmal	To prepare a schedule for conducting PTA periodically To arrange and coordinate PTA meetings To maintain records related to PTA
35	Purchase	Mr. Indrajeet I/C Mr. Danwara Ram Mr. Mukesh Kumar Ms. Neelam Patil Mr. D. Sundaram Mr. Ashok Nirmal Mr. N Vijayakumar	To ensure required things are purchased in time for various activities as scheduled To monitor the purchase made To ensure records of the purchase are made
36	Reception	Mrs. Meenu Singh I/C Mrs. Neelam Patil Mrs. Curie Hamilin Mrs. Florence Mrs. J Sudha Ms. Manimozhi Mrs. R Jayalakshmi	To ensure programme of activities are planned as per schedule for the whole year To arrange mementos for the guests during functions To arrange Rangoli and other related items

			To arrange badges for special programmes
37	Refreshment	Ms. Neelam Patil I/C Mr. Mukesh Kumar Mr. D. Sathish Mr. Ashok Kumar Mrs. Florence Mrs. V. Nirmala Mrs. Jacqueline	
38	Science Club	Dr. Rajendra Prasad I/C (Secondary) Mr. Amol Pagare Mr. Sundaram Mrs. Meenu Singh I/C (Primary) Mr. Pawan Kumar Ms. Manimozhi	To ensure an environment of science exists in the vidyalaya and related activities are done To see that science related experiments are conducted in the morning assembly To motivate students to prepare exhibits for Science Exhibition
39	Science & Computer Laboratory	Dr. Rajendra Prasad I/C (Bio) Mr. Amol Pagare (Phy) Mr. Sundaram (Chem.) Mr. Dharmendar (Computer)	
40	Seating Arrangement	Mr. Ravindra Kumar I/C Mr. Pawan Kumar Ms. Neelam Patil Mrs. Sanjeev Lakshmi Mr. D. Sathish Ms. Manimozhi	To arrange furniture in all functions and on days of requirement
41	Sports and Games	Mr. Ravinder Kumar I/C Mr. Sundaram Mr. D. Sathish Mrs. Jacqueline Ms. P. Vidhya	To ensure sports and games activities are planned well To prepare calendar of activities well in advance To ensure necessary materials are procured as per KVS guidelines To ensure prizes are purchased in time for winners
42	Students' Health Check up	Ms. Neelam Patil I/C Mr. Ravindra Kumar Mrs. Florence Mrs. Sanjeev Lakshmi	To ensure students' health checkup is conducted twice in a year (September and February)

		Mrs. R Jayalakshmi	To maintain proper records of the students
43	Time Table & Daily Substitution Arrangement	Dr. Rajendra Prasad I/C Mr. Amol Pagare Mr. Avinash Mrs. Meenu Singh Mr. Rajesh Khandwal Mrs. K R Kalai Selvi	<p>To ensure Time table tasks are completed in time before 25th of March and submit hard copies and soft copies of the same taking into consideration of the staff sanction for the academic year and also classes sanctioned for the next following year</p> <p>To see that the committee is responsible for the arrangement of work on day to day basis and the same shall be carried out by the time table in charge in their absence the same shall be carried out by the members</p> <p>To ensure that the time table is unbiased and ensure proper work is equally distributed to all</p> <p>To ensure no class is left free without teacher concerned</p> <p>To see that teachers assignment substitution do not permit students go outdoors without teachers concerned</p> <p>To see that copies of timetable and substitution lists are displayed at Principal's room, Office and staff room</p> <p>To see that the daily arrangement list is circulated among the members of the staff in the very beginning of the first period</p> <p>To see that a copy of the arrangement list is submitted to the Principal</p> <p>To see that no clash is taken place while framing time table</p>

			<p>To ensure necessary arrangements are made in the absence of teachers</p> <p>To ensure class attendance is marked by the class teachers/co class teachers in time</p>
44	Web (also in Hindi)	<p>Mr. Dharmendra I/C</p> <p>Mr. Danwara Ram</p> <p>Mrs. R Jayalakshmi</p>	<p>To maintain and update the website on day to day basis</p> <p>To ensure old and unnecessary pages are meticulously modified</p> <p>To maintain records related to computer and updating of the Vidyalaya activities once in a period of 15 days (05th and 20th of each month)</p>
45	Work Experience	<p>Mr. Indrajeet I/c</p> <p>Mr. Danwara Ram</p> <p>Mr. Avinash</p>	<p>To ensure PA system is maintained for the morning assembly and on all special days and functions</p> <p>To ensure important events are covered using digital photographs and uploaded the same in the website</p>
46	Shaala Darpan	<p>Mr. Dharmendar I/C</p> <p>Mrs.R. Jayalakshmi</p> <p>All class teachers</p>	
47	CBSE Registration	<p>Mr. Dharmendar I/C</p> <p>Mr. Amol Pagare</p> <p>Dr. Rajendra Prasad</p> <p>Mr. Danwara Ram</p> <p>Mr. K Srinivasan</p>	
48	Office	<p>Mrs. J sudha I/C</p> <p>Mr. Rajesh Khandwal</p> <p>(with Housekeeping --- Mrs. Selvi)</p>	