

Kendriya Vidyalaya Thiruvannamalai
List of Committees 2019-2020

Note:

1. Each Incharge /members will be responsible for the smooth functioning of the Vidyalaya and the progress of the students.
2. No responsibility will be transferred to the office by any Incharge.
3. Mails should be send only after getting consent from the undersigned.
4. If the duty is not carried out properly it will be treated as dereliction of duty as per the Conduct rules for KVS employees.

Meenu
27.2.2019
PRINCIPAL

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	Academics	Mr. Amol Pagare PGT <i>AP</i> PHY I/C Ms. Deepa PRT for Primary <i>D</i>	1. To monitor subject committee meetings scheduled every month. 2. To plan and implement academic activities. 3. To ensure proper directions as given to teachers for maintaining high academic standard. 4. To update the Principal regarding the regular updates given to parents by the teachers pertaining to classroom teaching.
2	Admission	Mr. MBJ Pancras PGT <i>MBJ</i> ENG I/C Mr. Dharmendar Kumar PGT CS <i>D-K</i> Mr. Indrajeet TGT WET <i>Ind</i> Mr. Rajesh Khandwal PRT <i>RK</i> Mrs. Meenu PRT <i>Meenu</i>	1. To ensure that the application forms are issued free of cost 2. To ensure that the particulars of the applicants are entered in the computers correctly without waiting for the last minute after careful scrutiny of the submitted forms. 3. 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. 4. To maintain confidentiality and integrity. 5. To regularly update the website regarding the admission

			<p>6. Reply mails and letters promptly.</p> <p>7. To enter the names of the selected/ TC candidates in the admission register.</p>
3	Audio-Visual	<p>Mr. Indrajeet TGT WET I/C</p> <p>Mr. Avinash PRT</p> <p>Mr. Pawan Kumar PRT</p>	<p>1. To maintain the stock of audio-visual equipment and add new equipment during the current year.</p> <p>2. To maintain the register regarding the use of AV aids by teachers.</p>
4	Awakened Citizenship Programme	<p>Mr. Indrajeet TGT WET I/C</p> <p>Mr. Danwara PGT Hindi</p> <p>Mr. Aloka</p>	<p>1. Respond to the mails regarding the ACP</p> <p>2. To conduct the classes as per the instructions given by the RO and submit the report.</p>
5	Beautification & Gardening	<p>Dr. K. V. R. Prasad PGT Bio I/C</p> <p>Mr Deepak PRT</p> <p>Mr Ravinder TGT PET</p>	<p>1. To monitor the gardener</p> <p>2. To allot ornamental, herbal garden and vegetable garden class wise .</p>
6	CCA	<p>Mr. Danwara Ram PGT Hindi I/C</p> <p>Mr. M. B. Pancras PGT ENG responsible for all the English programmes.</p> <p>Mrs. Meenu PRT I/C primary section.</p> <p>Mr. Pawan PRT</p>	<p>1. To conduct morning assembly as instructed by KVS . Morning assembly must be creative.</p> <p>2. To plan for activities as per the calendar of activities sent from KVS and display the same on the CCA board.</p> <p>3. To motivate students to participate in all activities.</p> <p>4. To monitor purchase of prizes and distribution of the same for winners and runner.</p> <p>5. To observe important days fixed by KVS</p> <p>6. To prepare for inter school competitions</p> <p>7. To plan for Baldiwas, Grand parents' day. Etc.</p> <p>8. TO prepare reports</p> <p>9. To ensure participation of each and every child .</p> <p>10. To announce the result and display on the CCA Board in time.</p>












7	Cleanliness & Sanitation	Mr. Deepak Kumar I/C Ms Deepa PRT <i>D</i> <i>Mr. Jitender</i> <i>rites</i> <i>6.7.19</i>	^{Deepak 27/3/19} 1.To monitor cleanliness in the vidyalaya 2.To monitor the purchase of required material for cleaning and maintaining the stock 3.To distribute the assignments equally to the House Keeping members and monitor their work. To see every day that the wash rooms are clean. 4.To prepare lunch duty for the members of the staff 5. To prepare the duty chart for the House keeping staff and display it on all the floors.
8	CMP Activities – CCA	Ms. Deepa PRT I/C <i>D</i> Mr. Avinash PRT Sports Mr. Ravinder TGT PET <i>Ravinder</i>	1.To ensure CMP Activities are planned as per the schedule issued by KVS 2.To prepare calendar of activities before 01 st April and follow the same 3.To plan and arrange competitions for Primary Section students 4.To monitor purchase and distribute prizes for the winners and runners in CMP Competitions. 5. To prepare the students for cluster level CMP.
9	CMP- Activity Room/ Teaching Aids/CMP/TLM	Mr. Pawan Kumar PRT <i>P</i> I/C Ms. Deepa PRT <i>D</i>	1.To ensure the stock of teaching aids is maintained 2.To ensure the issue of the teaching aids to the staff for teaching 3.To procure necessary and needful teaching aids and maintain records for Common Minimum Programme 4. To maintain a register regarding the use of the activity room of CMP and TLM.
10.	Competitive Examinations – SOF	Mr. Amol PGT Phy I/C <i>A</i> Mr. Dharmendar PGT CS <i>D</i>	1.To encourage students to participate in competitive exams.

	and other related examinations		<p>2.To maintain the records and details of participants and winners to be uploaded in the website</p> <p>3. To answer the related mails promptly.</p>
11	Language Laboratory	<p>Mr. Indrajeet TGT WET I/C</p> <p>Mr. Rajesh PRT</p>	<p>1.To maintain the lab properly</p> <p>2.To prepare timetable for classes using the lab</p> <p>3.To maintain a record of classes using the lab</p>
12	CS 54	<p>Mr. Dharmendar PGT CS I/C</p> <p>Mr. Indrajeet TGT WET I/C</p>	<p>1.To compile class wise details of fees collected every month .</p> <p>2.To submit a report to the office concerned regarding the above.</p> <p>3.To ensure the fees are collected at the correct rates and also to tally the same with the CS11 summary of daily cash collection</p> <p>4.To submit a report on or before 07th of each month</p>
13	Scouts/Guides/Cubs/Bulbul	<p>Scouts/Cubs --- Mr. Avinash I/C</p> <p>Guides/Bulbul --- Ms. Deepa I/C</p>	<p>1.To ensure the Programme of activities are planned for the whole year in advance</p> <p>2.To ensure reports are sent periodically</p> <p>3.To organize All Faith Prayer</p> <p>4.To conduct meetings regularly</p> <p>5.To plan for testing camps</p>
14	Decoration committee and Reception committee	<p>Mrs. Neelam PRT I/C</p> <p>Mrs. Meenu PRT</p> <p>Mr. Rajesh PRT</p> <p>All class Teachers</p> <p>Mr. Jitender</p>	<p>1. To ensure proper decoration of all the class rooms</p> <p>2. To ensure decoration during the time of functions.</p>
15.	Discipline/ seating arrangements	<p>Mr. Ravindra Kumar I/c</p> <p>Dr. K V R Prasad PGT Bio</p> <p>Mr . Pancras PGT Eng</p> <p>Mr. Amol PGT Phy</p> <p>Mr. Dharmendra PGT CS</p> <p>Mr . Randeer PGT Maths</p> <p>Randeer Singh</p>	<p>1.To ensure students come in proper uniform</p> <p>2.To minimize late coming of the students</p> <p>3.To monitor students come to assembly with class teachers/co</p>

Mr. Jitender 6.7.19

Mr. Babjee

		<p>Mrs Neelam PRT <i>P</i> Mr Mukesh PRT <i>Mukesh</i></p>	<p>class teachers and go back to classes. 4.To prepare Lunch duty to the staff 5.To see that the students go back home at 02.40 p.m. in proper lines 6.To call Students' Council meeting.</p>
16	Editorial Board (School Magazine)	<p>Mr. Danwara Ram PGT Hindi I/C - <i>Danwara</i> Mr. M B Pancras PGT <i>Pancras</i> English I/C for English Mr. Dharmendar PGT CS <i>Dharmendar</i> Mr. Ravinder TGT PET <i>Ravinder</i> Mr Indrajeet TGT WET <i>Indrajeet</i> Mr. Mukesh Kumar PRT <i>Mukesh</i> Mrs. Meenu PRT <i>Meenu</i> <i>Mr. Alok</i></p>	<p>1.To make students prepare class magazine 2.To ensure magazine is printed and released in time 3.To ensure Editorial Board is formed and functioning 4.To ensure e-magazine is published in the website</p>
17	Examination (Secondary) Internal (Primary)	<p>Mr. Amol Pagare I/C <i>Amol</i> Mr. Randhir Kumar PGT Maths <i>Randhir</i> Mr. Danwara Ram PGT Hindi - <i>Danwara</i> Mr. Avinash PRT I/C Ms. Deepa PRT <i>Deepa</i> Mr.Pawan Kumar PRT <i>Pawan</i></p>	<p>1.To prepare and expedite the work of examination calendar and circulate it from time to time and maintain all the records properly and also to answer the mails promptly. 2.To arrange materials for the conduct of examinations/ tests and necessary things should be kept ready in advance 3.To ensure all subject question papers are collected from the teachers well in advance and be ready for printing 4.To ensure the photo copy machine is in good condition for making more number of copies of question papers 5.To ensure that subject teachers submit question papers with Blue Print and Marking Scheme both in hard copy and soft copy 6.To ensure examination invigilation duty is given equally to all teachers without any partiality 7.To ensure teachers evaluate their answer scripts in time and</p>

			<p>return the mark sheets making two copies duly signed by the Principal, and to submit a copy in the Examination Dept.</p> <p>8.To do result analysis as per KVS guidelines</p> <p>9.To make arrangements for PTA meeting with all required documents</p> <p>10.To ensure that progress reports, result sheets are ready for submission during inspection.</p> <p>11. To maintain the secrecy and the integrity of the Exam dept.</p>
18.	Examination (CBSE)	<p>Mr. Dharmender PGT CS I/C </p> <p>Dr. K V R Prasad PGT Bio </p> <p>Mr. Indrajeet TGT WET </p>	<p>1. To answer all the CBSE mails promptly.</p> <p>2. To prepare CBSE result analysis and maintain the records.</p> <p>3. To do the registration in time with the assistance of class IX to XII class teachers.</p> <p>4. To upload internal marks and practical marks in the CBSE portal.</p>
19.	First Aid / Students' Health Check up	<p>Mr. Ravinder Kumar TGT PET I/C </p> <p>Ms. Deepa PRT </p>	<p>1.To ensure First Aid kit is ready for use and is in good condition</p> <p>2.To see that First Aid kit is with current date</p> <p>3. To coordinate with the nurse.</p> <p>4. To ensure students' health checkup is conducted twice in a year (September and February)</p> <p>5.To maintain proper records of the students</p>
20	Fun Day	<p>MR. Pawan Kumar PRT I/C </p> <p>Mr Deepak PRT  27.2.19</p>	<p>1.To prepare time table regularly</p> <p>2.To ensure befitting activities are carried out for the betterment of students</p>
21	Furniture	<p>Mr. Indrajeet I/C </p> <p>Mr.Ravindra Kumar </p> <p>Mr. Rajesh PRT </p> <p>Mrs Neelam PRT </p>	<p>1.To take the charge of the furniture before the opening of the Vidyalaya in April</p>

			<p>2.To ensure class wise inventory</p> <p>3.To report for damaged furniture</p> <p>4.To ensure that the requirement is presented in time and items procured</p> <p>5.To ensure stock register is maintained properly</p> <p>6.To identify the items for condemnation and purchase new furniture inviting tenders and quotations</p> <p>7.To ensure repairing of broken furniture when complained</p>
22	Guidance & Counselling	<p>Dr. K.V. R. Prasad PGT Bio I/C</p> <p>Mr. Amol Pagare PGT Phy</p> <p>Mrs. Meenu PRT</p> <p>Mr.Avinash PRT</p> <p>Mr.Mukesh Kumar PRT</p> <p>Ms. Neelam Patil PRT</p>	<p>1.To organise career & guidance speech each week in the morning assembly</p> <p>2.To arrange an exhibition on career and guidance once a year</p> <p>3.To see that a trained counsellor is invited for a speech to the students from IX as per KVS guidelines</p> <p>4.To ensure students are benefitted by motivation talk by guest speakers on career and guidance</p> <p>5.To see that material on career and guidance is displayed on the specified area for students</p>
23	House System (House Masters) STAR (as per KVS norms)	<p><u>Shivaji</u> Mr. Randhir Kumar PGT Maths</p> <p><u>Tagore</u> Mr. Dharmender PGT CS</p> <p><u>Ashoka</u> Mr. Amol Pagare PGT Phy</p> <p><u>Raman</u> Dr. K V R Prasad PGT Bio</p> <p>PRIMARY</p>	<p>1.To coordinate with CCA in charge in conducting morning assembly in a befitting manner</p> <p>2.To motivate students to take part in competitions</p> <p>3.To ensure House display boards are decorated and furnished with relevant matter as per the given topic periodically</p>

		<u>Shivaji</u> Mr. Deepak PRT <i>Deepak 27.2.19</i> <u>Tagore</u> Ms. Neelam PRT <i>R</i> <u>Ashoka</u> Mr. Mukesh PRT <i>Deepak</i> <u>Raman</u> Mr. Rajesh PRT <i>Chandru</i>	
24	Maintenance & repairs of school building & furniture, fire extinguisher, safety certificate	Mr. Indrajeet TGT WET I/C <i>Indrajeet</i> Mr. Ravindra Kumar TGT PET <i>Ravindra</i> Mr. Rajesh PRT <i>Rajesh</i> Mrs Neelam PRT <i>R</i>	1.To invite quotations in April for the maintenance 2.To ensure carpentry works are taken up on need basis by maintaining a register 3.To ensure proper materials required for cleaning school plant periodically. 4. To renew the certificate of the fire extinguisher and get it filled when the expiry occurs.
25	NAEP	Dr. K. V. R. Prasad PGT Bio I/C <i>KVR</i> Mr. Amol Pagare PGT Phy <i>Amol</i> Mr. Dharmendar PGT CS <i>Dharmendar</i>	1.To conduct NAEP programme and send timely report as per KVS guidelines Relevant activities should be organised by November 2019
26	PA System	Mr. Indrajeet TGT WET I/C <i>Indrajeet</i> Mr. Ravinder TGT PET <i>Ravinder</i>	1.To ensure the PA system is intact during morning assembly 2.To arrange PA system during all functions and meetings 3.To see that during power cut, UPS is used as alternative
27	PTA / CPR	Mr. Amol Pagare I/C <i>Amol</i> Dr K V R Prasad PGT Bio <i>KVR</i> Ms. Deepa PRT <i>Deepa</i> Mr Avinash PRT	1.To prepare a schedule for conducting PTA periodically 2.To arrange and coordinate PTA meetings 3.To maintain records related to PTM

			4. To form CPRs and form whatapp group and update them regularly.
28	<p>Purchase (ALL)</p> <p>Mr. Sitender riten 6-7-19</p>	<p>Mr. Indrajeet I/C Mr. Danwara Ram Dr K V R Prasad Mr. Amol Mr Randhir Kumar Mr. Avinash Mrs Meenu</p>	<p>1.To ensure required things are purchased in time for various activities as scheduled and requisitions are given.</p> <p>2.To monitor the purchase made</p> <p>3. To ensure records of the purchase made</p>
29	<p>Time Table & Daily Substitution Arrangement</p>	<p>Dr. K V R Prasad PGT Bio I/C Mr. Randhir Singh PGT Maths Mr. Mukesh PRT I/C Primary Mr Rajesh PRT</p>	<p>1.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>2.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 the absence of the time table I/C same shall be carried out by the members.</p> <p>3.To ensure that the time table is unbiased and ensure proper work is equally distributed to all</p> <p>4.To ensure no class is left free without teacher concerned</p> <p>5.To see that teachers assigned substitution do not permit students to go outdoors without teachers concerned</p> <p>6.To see that copies of timetable and substitution lists are displayed in the Principal's room, Office and staff room</p> <p>7.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>8.To see that a copy of the arrangement list is submitted to the Principal</p>

			<p>9.To see that no clash has taken place while framing time table</p> <p>10.To ensure necessary arrangements are made in the absence of teachers</p> <p>11.To ensure class attendance is marked by the class teachers/co class teachers in time</p>
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Heema
Principal 27.2.2011

Kendriya Vidyalaya Thiruvannamalai
Other Responsibilities as KVS Teachers 2019-2020

Note:

1. Each Teacher is responsible for the smooth functioning of the Vidyalaya and the progress of the students.
2. No responsibility will be transferred to the office by any teacher.
3. Mails should be send only after getting consent from the undersigned.
4. The below mentioned duties are part of the POST held by the employee and it is not an extra duty.
5. If the duty is not carried out properly it will be treated as dereliction of duty as per the Conduct rules for KVS employees.

Prerna
27.2.2019
PRINCIPAL

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	<p>Subject Committee Convenors</p> <p>English I/C</p> <p>Science I/C (Incl. Computer)</p> <p>Maths I/C</p> <p>Hindi I/C</p> <p>Social Science (EVS) I/C</p>	<p>Mr. M B Pancras PGT Eng</p> <p>Dr. K V R Prasad PGT Bio</p> <p>Mr. Randhir Singh PGT Maths</p> <p>Mr. Dawara Ram PGT Hindi - <i>(Dawara)</i> 27.2.19</p> <p>Mr Deepak PRT <i>Deepak</i> 27.2.19</p> <p>Members</p> <p>As per the subjects taught by teachers .</p> <p>Note : Teacher diary and log book submission on 5th and 17th of every month.</p> <p>B to B to be implemented by the subject committee convoners.</p>	<p>1.To monitor subject committee meetings scheduled every month and submit the minutes of meetings to the undersigned every month .</p> <p>2.To plan and implement academic activities.</p> <p>3.To ensure proper directions as given to teachers for maintaining high academic standard.</p> <p>4. To update the Principal regarding the regular updates given to parents by the teachers pertaining to classroom teaching.</p> <p>5. Schedule to be prepared for correction of the note books/ home work.</p> <p>6. Subject committee convenors to monitor the correction of the note books by the members.</p> <p>7. To monitor the question papers set by the members and to vet the question papers.</p>
2	Communicative Skills	Mr. MBJ Pancras I/C	<p>1.To see that the students develop the spoken English language</p> <p>2. To conduct spoken English classes for primary teachers as per the time table and submit the</p>

			report monthly to RO and vidyalaya .
3	<p>COMPUTER</p> <p>1. <u>Web site updation-</u> To update the web site on all important events and fortnightly after coordinating with PGT Eng and PGT Hindi.</p> <p>2. <u>Shaala Darpan</u> To update Shaala Darpan from classes VI to XII (To define string rules of examination and attendance). To monitor that teachers are marking the attendance and posting marks.</p> <p>3. <u>UBI Portal</u> To download and take the print out of fee defaulters. To second verify all the classes in the presence of Principal after the first verification of the teachers.</p>	<p>Mr. Dharmendar I/C</p> <p><i>D-2</i></p>	<ol style="list-style-type: none"> 1.To ensure the stock is maintained properly 2.To maintain a record of the use of computers by the staff and the student 3.To monitor the use of computers and internet by students 4.To keep the laboratory neat and clean 5.To ensure unwanted sites are blocked 6.To ensure computers are functioning properly and if any repair is required, it should be done. 7.To see that ICT facilities are arranged. 8.To ensure reports in respect of computers are sent to RO in time. 9.To maintain and update the website on day to day basis. 10.To ensure old and unnecessary pages are meticulously modified 11.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) 12.Updating students' data. 13. Checking fee details.
4	Literary Club	<p>Mr. M B Pancras PGT Eng</p> <p><i>27/02/19</i></p>	<ol style="list-style-type: none"> 1. To inculcate the habit of speaking and reading English . 2. To encourage the children to speak only English during school hours. 3. To encourage the children to participate in Elocution, book review, Debate, Essay writing , Calligraphy competition and implement the usage of the language.
5	Integrity Club	Mr. Deepak PRT	<ol style="list-style-type: none"> 1. To invoke the feeling of Nationalism, brotherhood in the students.