

PM SHRI KENDRIYA VIDYALAYA THIRUVANNAMALAI.

List of Committees 2024-2025.

Note:

1. Each in-charge /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 in-charge.
3. Mails should be sent 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.
5. The in-charge Teacher is Primarily responsible for the Department given to them followed by the Committee Members.
6. The duties include both offline and online.

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	Academics / Vidyalaya Development Council / Vidyalaya Plan	1. Mrs. SAJINA (PGT ENG I/C) 2. H.M for Primary. 3. Mr. ASHU YADAV (PRT) <i>MSJ</i> 4. Mr. Ranveer Singh <i>RS Singh</i> (Classes VI-VIII)	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. VIKAS PANDEY (TGT WET I/C) <i>Vikas Pandey</i> <input checked="" type="checkbox"/> Overall In-charge, <input checked="" type="checkbox"/> OLA portal, <input checked="" type="checkbox"/> Admission Lottery, <input checked="" type="checkbox"/> Second Fee verification, <input checked="" type="checkbox"/> Challan Generation, <input checked="" type="checkbox"/> Final reporting to Principal Office. Mr. ASHU YADAV (PRT) <i>MSJ</i> <input checked="" type="checkbox"/> Second Scrutiny of documents, <input checked="" type="checkbox"/> Forms handing over to MS, MANJARI YADAV (PRT), <i>Manjari</i> <input checked="" type="checkbox"/> Entry in Digital Admission Register <input checked="" type="checkbox"/> Entry in Special Quota admission Sheet <input checked="" type="checkbox"/> Verification OLA calling to parents and reporting. Smt. Curie (PRT) <i>Curie</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 6. Reply mails and letters promptly.

		<p> <input checked="" type="checkbox"/>Collecting forms from Mr. VIKAS PANDEY <input checked="" type="checkbox"/>Entry in Admission Register, <input checked="" type="checkbox"/>Keeping forms in the file, <input checked="" type="checkbox"/>Calling to parents, <input checked="" type="checkbox"/>Display of notices and lists. <input checked="" type="checkbox"/>Verification OLA calling to parents. <input checked="" type="checkbox"/>Documents receiving from Parents, <input checked="" type="checkbox"/>First scrutiny of documents, <input checked="" type="checkbox"/>Informing parents for any missing document, Entry of details in UBI, <input checked="" type="checkbox"/>First Fee verification, <input checked="" type="checkbox"/>Handing over the printed challans to security guard, <input checked="" type="checkbox"/>Calling to parents <input checked="" type="checkbox"/>Forms handing over to MR. ASHU YADAV PRT. <i>21/25</i> Smt. NANDHINI (DEO) <i>PT</i> <input checked="" type="checkbox"/>Entry in Admission Guard File MS. MANJARI YADAV <i>Manjari</i> <input checked="" type="checkbox"/>Issue of Admission Form, <input checked="" type="checkbox"/>Receiving of Admission Form with all documents, <input checked="" type="checkbox"/>Forms handing over to Sri VIKAS PANDEY <input checked="" type="checkbox"/>Admission Form submission to Principal Office, <input checked="" type="checkbox"/>Informing parents accordingly. </p>	<p>7. To enter the names of the selected/ TC candidates in the admission register.</p> <p>8. To Update the Principal about the Day to Day Admission Status.</p>
3	Audio-Visual	<p>MR. VIKAS PANDEY WET <i>Vikas Pandey</i></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 (ACP)	<p>MRS. DIVYA SHUKLA TGT ART <i>D</i></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> <p>3. To send the Monthly Report before 5th of every Month.</p>

5	Beautification & Gardening	<p style="text-align: center;"><i>Shivangi</i></p> <ol style="list-style-type: none"> 1. MS. SHIVANGI (PGT Bio I/C) 2. MRS.SIVASANKARI (Nurse) 3. (TGT/SCI1) 	<ol style="list-style-type: none"> 1.To monitor the gardener 2.To allot ornamental, herbal garden and vegetable garden class wise. 3. To motivate the Children to bring Sapling on Birthday.
6	CCA	<ol style="list-style-type: none"> 1. DR. JAIPRAKASH PGT HINDI 2. MRS.PREETI VERMA (TGT HINDI) 3. MRS.LAVANYA(TGT/ENG) 4. MR. DILEEP KUMAR (TGT SST) <p>Primary section.</p> <ol style="list-style-type: none"> 1. MR. AMBARISH RAI (PRT Music) I/C. 2. MR. SHAILENDRA PRT 3. MRS.SATHYAPRIYA (C.I) 	<ol style="list-style-type: none"> 1.To conduct morning assembly as instructed by KVS. Morning assembly must be creative. 2.To plan for activities as per the calendar of activities sent from KVS and display the same on the CCA board. 3.To motivate students to participate in all activities. 4.To monitor purchase of prizes and distribution of the same for winners and runner. 5.To observe important days fixed by KVS 6.To prepare for inter school competitions 7.To plan for Baldiwas, Grand parents' day. Etc. 8. TO prepare reports 9. To ensure participation of each and every child. 10. To announce the result and display on the CCA Board in time. 11. To constitute the Students Council and also organizes Investiture Ceremony
7	Cleanliness & Sanitation	<ol style="list-style-type: none"> 1. MRS. SIVASANKARI (Nurse I/C) 2.Mrs.CURIE HAMALIN (PRT (PRIMARY GROUND FLOOR) 3. MS. MANJARI YADAV PRT (PRIMARY FIRST FLOOR) 4. MRS. LAVANYA TGT ENGLISH (SEC GROUND FLOOR) 5. Mrs. ROJARAMANI TGT HINDI (SEC FIRST FLOOR) 	<ol style="list-style-type: none"> 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	<p>1. HM 2. MR. ASHU YADAV(PRT)</p> <p>Sports 1.Mr. SATHISH (SPORTS COACH I/C)</p>	<p>1.To ensure CMP Activities are planned as per the schedule issued by KVS 2.To prepare calendar of activities before 01st 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.</p>
9	CMP- Activity Room/ Teaching Aids/CMP/TLM	<p>Primary. 1.HM 2.MR.ASHU YADAV (PRT) 3.MR. SHAILENDER</p> <p>Secondary. 1. Mr. RANVEER SINGH (TGT SST I/C.) 2. MRS. PREETI VERMA (TGT HINDI).</p>	<p>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. 5. To Decorate the Activity Room as per the Guidelines.</p>
10.	Competitive Examinations – SOF and other related examinations / External Exam	<p>1. Mr. PONKARTHIK PGT CS 2. MR. ASHU YADAV PRT</p>	<p>1.To encourage students to participate in competitive exams. 2.To maintain the records and details of participants and winners to be uploaded in the website 3. To answer the related mails promptly.</p>
11	Language Laboratory	<p>1. Mrs. SAJINA PGT English I/C 2. MRS. SATHYAPRIYA, CI</p>	<p>1.To maintain the lab properly 2.To prepare timetable for classes using the lab 3.To maintain a record of classes using the lab</p>
12	CS 54	<p>SSA MR. ANKIT JSA MR.BALAJI DEO</p>	<p>1.To compile class wise details of fees collected every month. 2.To submit a report to the office concerned regarding the above. 3.To ensure the fees are collected at the correct rates and also to tally</p>

			the same with the CS11 summary of daily cash collection 4.To submit a report on or before 07 th of each month.
13	Scouts/Guides/Cubs/Bulbul	Scouts/Cubs --- Guides/Bulbul --- DR. JAIPRAKASH (PGT HINDI) I/C <i>Nikhil</i> Mr. NIKHIL KUMAR GAUTHAM PRT MS. MANJARI YADAV PRT <i>Manjari</i>	1.To ensure the Programme of activities are planned for the whole year in advance 2.To ensure reports are sent periodically 3.To organize All Faith Prayer 4.To conduct meetings regularly 5.To plan for testing camps
14	Decoration committee and Reception committee	1.Mrs.DIVYA SHUKLA (TGT ART) 2.Mrs. ROJARAMANI (TGT/HIN) 3.Mrs. SASIKALA (PRT) <i>P. S.</i> 4.Mrs.SUGANTHI (PRT) <i>S.</i> All class Teachers <i>Shivani 22/11/21</i>	1. To ensure proper decoration of all the class rooms 2. To ensure decoration during the time of functions.
14 B	Photography	1. Mr. NIKHIL KUMAR GAUTHAM PRT <i>Nikhil</i> 2. Mr. MOHD. FARHAN PRT <i>Farhan</i>	1. To ensure that the Photography for each function / events is being taken and necessary photos to be send to the website mail.
15.	Discipline/ seating arrangements	1. Mr. VISHAL KUMAR (TGT PET) <i>Vishal</i> 3. Mr. DILEEP KUMAR (TGT SST) <i>Dileep</i> 4. Mrs. PREETI VERMA (TGT/HIN) <i>P. V.</i> 5. MRS. LAVANYA (TGT ENG) <i>Lavanya</i>	1.To ensure students come in proper uniform , maintain register and inform parents (Mr. SATHISH I/c, Sports Coach) 2.To minimize late coming of the students , maintain register for the same and inform the parents Incharge (Mr. VISHAL KUMAR TGT PET) 3.To monitor students come to assembly with class teachers/co class teachers and go back to classes. (Mr. VISHAL KUMAR TGT PET I/c) 4.To prepare Lunch duty to the staff (Mr. VISHAL KUMAR TGT PET I/c) 5.To see that the students go back home at 02.40 p.m. in proper lines (VISHAL KUMAR TGT PET) 6.To call Students' Council meeting. (Mr. VISHAL KUMAR TGT PET I/c) 7. To ensure Students come out only with outpass MRS. SIVASANKARI (Nurse)I/C

			8. To take the absentees list and circulate in class group (Sports coach).
16	Editorial Board (School Magazine) / Vidyalaya Patrika	<ul style="list-style-type: none"> 1. DR. JAIPRAKASH (PGT HINDI) 2. Mr. PONKARTHIK (PGT CS) 3. Mr. MUGUNDHA KUMAR TGT-ENGLISH 4. Mr. DHURUVAN (TGT SKT) 5. Mrs. PREETI VERMA (TGT/HIN) 6. Mrs. GANDHIMATHI (TGT/SCI) 	<ul style="list-style-type: none"> 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
17	Examination (Secondary) Internal (Primary)	<ul style="list-style-type: none"> 1. Mrs. SAJINA PGT English I/C 2. Mr. PONKARTHIK (PGT CS) (IX TO XII) 3. Mr. RANVEER SINGH (TGT SST) (VI TO VII) 4. MR. RAHUL KALA LIBRARIAN <i>Rahul Kala</i> 28/03/2024 1. HM 2. MR. ASHU YADAV PRT 3. MRS. RAJALAKSHMI PRT 4. Mrs. SATHYAPRIYA (CI) 	<ul style="list-style-type: none"> 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 return the mark sheets making two copies duly signed by the Principal, and to submit a copy in the Examination Dept. 8. To do result analysis as per KVS guidelines 9. To make arrangements for PTA meeting with all required documents

			<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>1. MR. RANVEER SINGH TGT-SST I/C <i>R Singh</i></p> <p>2. MRS. LAVANYA (TGT ENG) <i>Lavanya</i></p> <p>3. MRS. CURIE HAMALIN PRT <i>Curie</i></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>1. MRS. SIVASANKARI (NURSE) <i>Sivasankari</i></p> <p>2. MR. VISHAL KUMAR (TGT P&HE) <i>Vishal Kumar</i></p> <p>3. Mr. SATHISH (SPORTSCOACH) <i>Sathish</i></p> <p>4. MRS. KALAISELVI PRT <i>Kalaiselvi</i></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><i>Falgun</i></p> <p>1. Mr. MOHD. FARHAN PRT</p> <p>2. MR. VANSH GOPAL MISHRA PRT</p> <p>3. MRS. CURIE HAMALIN PRT <i>Curie</i></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>1. MR. VIKAS PANDEY (TGT WET) <i>Vikas Pandey</i></p> <p>2. MR. DEVIDAS KOLI PRT <i>Devidas</i></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>1. (COUNSELLOR) 2. Mrs.SIVASANKARI (NURSE) <i>AS</i> 3. MRS. KULANDHAI TERESA (SPECIAL EDUCATOR) <i>28/3/24</i></p>	<p>1.To organise career & guidance speech each week in the morning assembly 2.To arrange an exhibition on career and guidance once a year 3.To see that a trained counsellor is invited for a speech to the students from IX as per KVS guidelines 4.To ensure students are benefitted by motivation talk by guest speakers on career and guidance 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. MAYAVAN (PGT PHY) <i>AS 28/3/24</i> <u>Tagore :</u> Mr. SELVAM (PGT/CHEM) <i>AS 28/3/24</i> <u>Ashoka:</u> MS. SHIVANGI (PGT BIO) <i>AS 28/3/24</i> <u>Raman:</u> <i>AS 28/3/24</i> Mr. ARAVINDHAN (PGT/MAT) <i>AS 28/3/24</i> <u>PRIMARY</u> <u>Shivaji:</u> MR. VANSH GOPAL MISHRA (PRT) <u>Tagore :</u> MR. MOHD. FARHAN (PRT) <i>Farhan</i> <u>Ashoka:</u> MR. NIKHIL KUMAR GAUTHAM (PRT) <i>Nikhil</i> <u>Raman:</u> Mr. DEVIDAS HIRAMAN KOLI (Associate can be Chosen through lot system) <i>TKoli</i></p>	<p>1.To coordinate with CCA In charge in conducting morning assembly in a befitting manner 2.To motivate students to take part in competitions 3.To ensure House display boards are decorated and furnished with relevant matter as per the given topic periodically</p>
24	<p>Maintenance & repairs of school building & furniture, fire extinguisher, safety and sanitary certificate</p> <p>Safety and Security of Children / SOP</p>	<p>1. MR. VIKAS PANDEY TGT WET <i>Vikas Pandey</i> 2. MR. MOHD. FARHAN PRT <i>Farhan</i></p>	<p>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. 5. To maintain a register regarding the electrical maintenance</p>

24 B	Staff Quarters Maintenance Committee members	INCHARGE: MR. VANSH GOPAL MISHRA PRT MEMBERS: 1. MRS. DIVYA SHUKLA (TGT ART) 2. MR. ANKIT JSA	1. Take remedial measures in case of shortage of Power supply and Water Supply. 2. To ensure the safety of the Building. 3. To collect and pay the common Bill in time.
25	NAEP	1. MS. SHIVANGI (PGT BIO) 2. Mrs.SIVASANKARI (NURSE) 3. (COUNSELLOR)	1.To conduct NAEP programme and send timely report as per KVS guidelines 2. Relevant activities should be organised by November 2020 and necessary updation given to the website I/C
26	PA System	1.MR. VIKAS PANDEY(TGT WET) 2. MR. VISHAL KUMAR (TGT PET)	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	1. Mrs. SAJINA PGT English I/C 2.Mr.PONKARTHICK(PGT/CS) 3.HM 4. MR. ASHU YADAV (PRT) 5. MRS. RAJALAKSHMI 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 WhatsApp group and update them regularly.
28	Purchase (ALL) (GEM)	1. MR. ANKIT JSA 2. Mr. VANSH GOPAL MISHRA PRT	1.To ensure required things are purchased in time for various activities as scheduled and requisitions are given. 2.To monitor the purchase made 3. To ensure records of the purchase made

29	Time Table	<ol style="list-style-type: none"> 1. HM 2. MR. ASHU YADAV (PRT I/C) ²⁰¹⁷ 3. MR. RANVEER (TGT SST) ^{ES} 4. Mrs. RAJALAKSHMI (PRT) ^E 5. Mrs. SATHYAPRIYA (CI) ^S 	<ol style="list-style-type: none"> 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 2. To ensure that the time table is unbiased and ensure proper work is equally distributed to all 3. To see that copies of timetable and substitution lists are displayed in the Principal's room, Office and staff room 4. To see that no clash has taken place while framing time table 5. To prepare one hour Timetable for classes X and XII .
30.	Daily Substitution Arrangement	<ol style="list-style-type: none"> 1. MR. VANSH GOPAL MISHRA PRT(I/C) 2. Mrs. RAJALAKSHMI (PRT) ^E 3. Mrs. SATHYAPRIYA (CI) ^S 4. Mrs. SIVASANKARI (NURSE) ^S 	<ol style="list-style-type: none"> 1. 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 Substitution In charge. In the absence of the Substitution I/C same shall be carried out by the members. 2. To ensure no class is left free without teacher concerned 3. To see that teachers assigned substitution do not permit students to go outdoors without teachers concerned 4. To see that a copy of the arrangement list is submitted to the Principal 5. To see that the daily arrangement list is circulated among the members of the staff in the very beginning of the first period 6. To ensure necessary arrangements are made in the absence of teachers 7. To ensure class attendance is marked by the class teachers/class teachers in time.

Principal
 KENDRIYA VIDYALAYA
 THERI, THERI - GURGAON
 Haryana





Kendriya Vidyalaya Thiruvannamalai
Other Responsibilities as KVS Teachers 2024-2025

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 sent 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.
6. The Incharge Teacher is Primarily responsible for the Department given to them followed by the Committee Members.
7. The duties include both offline and online

PRINCIPAL

No.	Names of the Departments	In Charge and Associate Members	Performing Duties
1	Subject Committee Convenors 1. English I/C 2. Science I/C (Incl. Computer) 3. Maths I/C 4. Hindi I/C and Sanskrit 5. Social Science (EVS) I/C	1. MRS. SAJINA (PGT Eng) 2. MS. SHIVANGI (PGT BIO) <i>Sp Shivangi 28/3/24</i> 3. Mr. ARAVINDHAN (PGT/MAT) <i>AR 28/4/24</i> 4. DR. JAIPRAKASH (PGT/HIN) <i>28/3</i> 5. Mr. RANVEER SINGH (TGT/SST) <i>RS Singh</i> Members As per the subjects taught by teachers. Note: Teacher diary and log book submission on 5 th and 17 th of every month. The Conveners will collect the teacher Diary of their Committee members on 5 th and 17 th of each month and submitted to the Principal. B to B to be implemented by the subject committee conveners.	1. To monitor subject committee meetings scheduled every month and submit the minutes of meetings to the undersigned every month on the last working day itself 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. 5. Schedule to be prepared for correction of the note books/ home work. 6. Subject committee conveners to monitor the correction of the note books by the members. 7. To monitor the question papers set by the members and to vet the question papers. 8. To ensure the PISA related questions are a part of the question papers.

2	Communicative Skills	MRS. SAJINA (PGT Eng I/C)	<ol style="list-style-type: none"> 1. To see that the students develop the spoken English language 2. To conduct spoken English classes for primary teachers as per the time table and submit the report monthly to RO and Vidyalaya. 3. To ensure the use of Communicative cards by the students. 4. To prepare Register, Time slot for Language Lab and maintain the register.
3	<p>COMPUTER</p> <p>1. <u>Web site updation-</u> To update the web site on all important events, Daily and fortnightly after coordinating with PGT Eng and PGT Hindi.</p> <p>2. <u>UBI Portal</u> To download and take the print out of fee defaulters and inform the office about the same. To second verify all the classes in the presence of Principal after the first verification of the teachers.</p> <p>3. <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>4. <u>EMIS and Udise.</u> To update the same periodically</p>	<p>1. Mr.PONKARTHIK (PGT/COMP) </p> <p>2. . Mr.PONKARTHIK (PGT/COMP) </p> <p>1. Mrs.SATHYAPRIYA (CI) </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	<ol style="list-style-type: none"> 1. MRS. SAJINA (PGT English I/C) 2. Mr. MUGUNDHA KUMAR TGT (English)  	<ol style="list-style-type: none"> 1. To inculcate the habit of speaking and reading English .

		3. Mr.DHURUVAN (TGT/SKT) <i>Dhruvan</i>	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 / Ek Bharath Shresth Bharath.	1. MR. RANVEER (TGT/SST) 2. Mr.BAIJU (TGT/SST) 3. Mr.DILEEP (TGT/SST) 4. Mr.DHURUVAN (TGT/SKT) 5. MR. AMBARISH RAI (PRT MUSIC) <i>Ranveer</i> <i>Baiju</i> <i>Dileep</i> <i>Dhruvan</i> <i>Ambarish</i> <i>28/03/24</i>	1. To invoke the feeling of Nationalism, brotherhood in the students. 2. To spread the spirit of patriotism among the people and salute our national Flag. 3. To uphold the integrity and sovereignty. 4. To conduct activity as per EBSB Guidelines and send report accordingly.
6	Maths Club	Mr.Aravindan (PGT Maths) MR. RAGAVENDRAN (TGT MATHS) <i>Aravindan</i> <i>Ragavendran</i>	1. To encompass the application of maths in real life situations. 2. To encourage the children to participate in Maths Olympiad Exams. 3. To make mathematical garden. 4. To make learning of maths joyful.
7	Eco club	1. MS. SHIVANGI PGT BIO 2. TGT SCIZ <i>Shivangi</i> <i>28/03/24</i>	1. To encourage the children to get hands on experience. 2. To promote the scientific temper. 3. To create the awareness about environment and resources.
8.	ICT Club	1. Mr. PONKARTHIK (PGT CS I/C) 2. MRS.SATHYAPRIYA (Computer Instructor) <i>Ponkarthik</i> <i>Sathyapriya</i>	1. To give hands on learning with computer. 2. To encourage the students to prepare PPTs. 3. To make the students tech savvy.
9.	Raj Basha	1. DR. JAIPRAKASH (PGT HINDI) <i>Jaiprakash</i>	1. To complete the records in time and submit the same timely. 2. To promote the use of Hindi language. 3. To attend TOLIC meeting
10	SBSB / Fit KV	1. MR. VISHAL KUMAR (TGT PPT) 2. Mr.SATHISH (SPORTS COACH) <i>Vishal</i> <i>Sathish</i>	1. To maintain record/to answer the mails promptly. 2. To conduct activity as per schedule
11	Virsa/Spic Macay	MR. AMBARISH RAI PRT MUSIC <i>Ambarish</i> <i>28/03/24</i>	To conduct the programme,reply mails related to Virsa promptly
12	Salary uploading	1. SSA 2. MR. ANKIT JSA <i>Ankit</i> <i>28/03/24</i>	1. To prepare the paybills accordingly by 15 th of every month for regular staffs

13.	Income Tax and Professional tax	1.MRS. NANDHINI(DEO) 2. MRS.SATHYAPRIYA(Computer Instructor.) <i>P. Nandhini</i>	1. To deduct the amount accordingly for each employee and prepare income tax return and also file TDS (Deposit same in the Bank).
14.	Income Tax Challan / Internet Renewal	MR.BALAJI (DEO) <i>Balaji</i>	1. To collect the Income Tax Challan from SBI and Submit to the Auditor. 2. To remind the office about the renewal of internet subscription.
15	Monthly Returns (GPF, NPS, PIS, Computer Infrastructure, Enrollment)	MRS.SATHYAPRIYA (COMP INSTRUCTOR) MR.BALAJI (DEO) <i>Balaji</i>	1. To prepare the same by 25 th of every month and submit the same to the Principal.
16	1. Bus Pass / Transport 2. Pay Bills Pasting and Distribution of Pay Slips 3. Distribution of work load format for Contractual staffs month wise	1.MRS. NANDHINI(DEO) <i>P. Nandhini</i>	1. To procure the Bus Pass / Transport as per the need of the students 2. To collect the paybill from Mr. Dharmendra Kumar Jaiswal PGT CS and paste it in the Register. 3. To distribute the Pay Slips to regular staff on 1 st of every month and get their Ack. 4. To Distribute work load format for Contractual staff month wise by 5 th of every month.
17	DO Reports	MRS. LAVANYA (TGT English) <i>Lavanya</i> 28/03/24	1. To prepare the monthly report and submit to the undersigned by 28 th of every month.
18	Suggestion Box	MRS. NANDHINI DEO <i>P. Nandhini</i>	1. To open the suggestion box and submit the suggestion given by the students on 16 th of every month.
19	Minutes of Meeting	MRS. LAVANYA (PGT ENG) <i>Lavanya</i> 28/03/24	1. To note down minutes of all the meeting and submit the same to the Principal and get the signature from the staff
20	ATL /Science club	MR. VIKAS PANDEY (TGT WET) Mr.MAYAVAN (PGT PHY) Mr. MOHD. FARHAN PRT <i>Vikas Pandey</i> <i>Mohd Farhan</i> 28/02/24	1.To maintain the lab as per the guidelines 2.To procure the material through GEM 3.To organize classes for the students as per a schedule and maintain the register and schedule 4.To organize competitions for the students

21	E-Class room	1. MR. VIKAS PANDEY (TGT WET) 2. Mr. PONKARTHIK (PGT CS I/C) 3. MRS.SATHYAPRIYA(Computer Instructor)	1. To ensure the necessary infrastructure is available 2.To maintain weekly register for the same 3.To submit the monthly report to the Principal
22	Video conferencing	1. Mr. PONKARTHIK (PGT CS I/C) 2. MRS.SATHYAPRIYA (Computer Instructor)	1.To ensure proper infrastructure for the same 2.To prepare necessary back up 3.To give proper advertisement on the website and necessary channel
23	Invitation cards Printing and distribution	1.MRS. SAJINA (PGT Eng) 2.MRS PREETI VERMA (TGT Hindi)	1.To prepare the proof, edit and get the same printed on different occasion (as per the directions given)
24	Swachh Vidyalaya/Harit Vidyalaya	1. MRS.SIVASANKARI (NURSE) 2. MRS.SATHYAPRIYA (CI)	1.To keep the campus clean and green 2.To give necessary directions to the conservancy staff and supervise them daily 3.To prepare necessary PPT for the same 4. To maintain the Log Book regarding Cleanliness
25	Tarunotsava /Bridge courses	MRS. SAJINA (PGT English)	To conduct the programme as per the schedule and send timely reports
26	Anger Free zone	1Mr. RAHUL KALA LIBRARIAN 2.Mr. PANDIAN PRT 3. MR. YOUNVRAJ PRT	To create anger free zone and also to give guidelines to the students regarding the need to vent out their piled up emotions in a constructive manner
27	PISA	All concerned class teachers	1. To maintain PISA records 2. To Conduct CCT as per the Instructions. 3. To give data in time 4. To ensure that the uploading is done on the website adhering to the timeline given
28.	Library Committee	1. MR. RAHUL KALA LIBRARIAN 3.All Subject Committee conveners	1. To Convene the meeting regularly. 2. To ensure the availability of the Newspapers. 3. To procure Books for the Library

		4. Representation from Primary HM	4. To create PISA point, Anger Free Zone, Guidance and Counselling zone in the Library.
29	WhatsApp Updation	Secondary and Higher Secondary 1.Mr. PONKARTHIK PGT CS Primary 1. HM 2.MR. ASHU YADAV (PRT) 3.Mrs.Rajalakshmi (PRT)	1. To Monitor every Subject Teacher has updated the subject taught every day in their respective class group and update the report to the undersigned every day at 9.30 Pm
30	Display Board /BALA	1. MRS. DIVYA SHUKLA (TGT ART) 2.MRS. CUIRE HAMALIN (PRT) All House Masters	1. To Monitor the up keep of display boards in proper manner. 2. To maintain the building as the Learning Aid.
31.	Display Board Principal Chamber	1. MRS. DIVYA SHUKLA (TGT ART)	1. To update the programme schedule Monthly (on the Last working day)
32.	Outside Work	1. Post Office – DEO 2. Chairman Office – Mr.SATHISH (SPORTS COACH) 3. Bank Updation –Mr.SATHISH (SPORTS COACH) 4. Distribution of Invitation to VMC Members-- Mr.SATHISH (SPORTS COACH)	1.To Carry out the Assignment in time. 2. No delay should be displayed especially in serlous matters like Posting / Reach of information to the concerned authorities. 3. In case of any absence of the Incharge Staff, the other person should complete the assignment in time.
33	PM SHRI	MR. VIKAS PANDEY (TGT WET)	1. To procure items from GEM as per instructions from KVS
34	Internal Complaints Committee	1.Mrs. G. Uma Mageshwari, NGO member (Elam Thalir Organization, Thiruvannamalai) 2. Mrs.Preeti Verma, TGT/Hindi, KV Thiruvannamalai 3. Mr. ASHU YADAV PRT KV Thiruvannamalai 4. Mrs D. Mahalakshmi, VMC Member	For complaints of sexual harassments in working place.

Principal

Principal
KENDRIYA VIDYALAYA
TIRUVANNAMALAI