

पीएमश्री केंद्रीय विद्यालय नंबर 1 मदुरै PMSHRI KENDRIYA VIDYALAYA No.1 MADURAI
सत्र 2024-25 के लिए समितियाँ COMMITTEES FOR THE SESSION 2024-25

PRINCIPAL

SR. NO.	DEPT/STOCK/DUTIES /RESPONSIBILITIES	नाम और पदनाम NAME & DESIGNATION	कार्य का विवरण DETAILS OF WORK
1	ACADEMIC ADVISORY COMMITTEE	SH. RAMKUMAR R, VP I/C SH. G S MURUGAN, HM SH S NAGENDRAN, PGT (PHY) I/C SMT. P RAMALAKSHMI , PGT (MAT) SMT SUGUNA RAJESHWARI, PGT (GEO) SH. R SHEMBANATHAN, PGT (ENG) SH C SELAVARAJ, PGT (ECO) SH L NATARAJAN, PGT (CHEM) SMT. C SHANTHI, PRT ALL SUBJECT COMMITTEE IN CHARGES	PREPARATION OF CALENDAR OF VARIOUS ACTIVITIES OF THE SUBJECT IMPLEMENTING INNOVATING AND PRACTICAL IDEAS, ARRANGING ACTIVITY AND PROJECT BASED TEACHING. SUBMISSION OF MONTHLY ACTIVITIES TO PRINCIPAL.
2	VIDYALAYA PLAN AND SCHOOL DEVELOPMENT PLAN	SH. RAMKUMAR R, VP I/C SH. G S MURUGAN, HM SH. R SHEMBANATHAN, PGT (ENG) SMT. P RAMALAKSHMI , PGT (MAT) SH S S GANAPATHY, TGT (SST) SH S MALAICHAMY, TGT (P&HE)	TO PREPARE VIDYALAYA PLAN FOR THE ACADEMIC SESSION TO 2024-25.
3	VMC/VEC CO-ORDINATION	SMT T S ASHA DEVI, PGT (ENG), I/C SH. P. SIVA KUMAR, PGT (BIO) SH. S GANAPATHY, TGT (SST)	PREPARE CALENDAR, KEEP READY ALL RECORDS, PREPARE MINUTES
4	ADMISSIONS	SMT. P RAMALAKSHMI , PGT (MAT) I/C SMT R KOTHAIMANI, TGT (MAT) MS AKANCHHA SRIVASTAVA, TGT (SCI) SMT SUNITA, LIBRARAIN SMT. C SHANTHI, PRT SHRI.ABHISHEK KUNAR RAI, PRT SMT.DEEKSHA GANGWAR, PRT CLASS TEACHERS OF ALL CLASSES	PREPARE CALENDAR FOR THE ACTIVITY, KEEP RECORD OF ADMISSION GUIDELINE, KEEP THE ADMINISTRATION ABREAST WITH LATEST INFORMATION OF ADMISSION, MAINTENANCE OF RTE 2009 ADMISSION RECORDS.

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5	INTERNAL EXAMINATION		
	A. PRIMARY	SHRI.ABHISHEK KUMAR RAI ,PRT	KEEP RECORDS READY OF ALL EXAMINATION, RECORDS OF ALL EXAMINATION RULES, PREPARE CALENDAR FOR THE EXAMINATION OF ALL CLASSES. ENSURE FAIR DISTRIBUTION OF EXAMINATION WORK AMONG STAFF MEMBERS.
		SMT.C. SHANTHI ,PRT	
		MS.SHUBHRA SHUKLA ,PRT	
		MS.SWECHCHHA,PRT	
	B. SECONDARY	SMT. SUGUNA RAJESHWARI, PGT (GEO) I/C	
		SMT DEVAKI, TGT (MAT)	
		MS. KIRTI SINGH, TGT (SCI)	
		MS PRIYANKA KUMARI, TGT (HINDI)	
6	EXTERNAL	SH. P. SIVA KUMAR, PGT(BIO) I/C	CONDUCT ALL EXAMS AS PER THE INSTRUCTIONS
		SH. B ARIKUMAR, TGT (MAT)	
		SH. RISHI YADAV, TGT SST	
7	CBSE	SH S NAGENDRAN, PGT (PHY) I/C	ENTERTAIN & ENSURE THE IMPLEMENTATION OF ALL CBSE GUIDELINES STUDENTS REGISTRATION ON CBSE WEBSITE, COLLECTION OF CBSE FEES, UPLOADING OF RESULTS OF CBSE WEBSITES.
		SH. ARUMUGAM, PGT (COMMERCE)	
		MS AAKANCHA SRIVASTAVA, TGT (SCI)	
8	MAGAZINE PUBLICATION	SH R SHEMBANATHAN, PGT (ENG) I/C	TO COLLECT THE RELEVANT MATERIAL FOR THE SCHOOL MAGAZINE AND TIMELY PUBLICATION AND DISTRIBUTION.
		MS SANDHYA KUMARI, TGT (HINDI)	
		MS PRIYANKA KUMARI, TGT (HINDI)	
		SMT S MATHANGI, TGT (SANSKRIT)	
		SMT. SREEJA, TGT (ENG)	
		SMT. C SHANTHI, PRT	
		MS.MANSI, PRT	
	TIME TABLE		
9	A. PRIMARY	SHRI.SUBHAM SUBADARSAN NAYAK , PRT	PREPARE TIME TABLE AS PER KVS SCHEDULE AND ENSURE OF PROPER NOTE DOWN ABSENTEES EARLY IN THE MORNING AND MAKE THEIR ARRANGEMENT. ENSURE NO CLASH IN TIME-TABLE. MAINTAIN WORK CULTURE OF BALANCED WORK-LOAD.PREPARING DAILY ARRANGEMENT PLAN AS PER THE NEED OF THE DAY.
		MS.SHUBHRA SHUKLA ,PRT	
	B. SECONDARY	SH L NATARAJAN, PGT CHEM I/C	
		SMT. ROSELINE GNANADEEPAM, TGT (MAT)	
		SMT SUNITA, LIBRARAIN	
10	EXCURSION	SH. MALAICHAMY, TGT (P& HE) I/C	PREPARE CALENDAR FOR EXCURSION AND ARRANGING TRANSPORT.
		SH T VELU, PGT (MAT)	
		SMT. S DEVAKI, TGT (MAT)	

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11	GARDEN DEVELOPMENT / MAINTENANCE / BEAUTIFICATION	SH. SACHIN GUPTA, TGT (AE) I/C	MONITORING OF THE GARDEN ON DAY TO DAY BASIS AND MAKING IT CENTRE OF NATURAL LEARNING ARRANGING ITS BEAUTIFICATION. GIVING A NEW LOOK TO ITS BEAUTY.
		SH T VELU , PGT (CHEM)	
		SHRI.ROSHAN KUMAR , PRT	
12	CLEANLINESS / DAILY KEEP UP - SH. T VELU, PGT (CHEM) I/C		
	GROUND FLOOR	SMT. PRAGDESHWARI, TGT (ENG)	DAILY MONITORING OF UPKEEP OF VIDYALAYA CAMPUS, SUGGESTING CERTAIN AREAS WHICH REQUIRE BEAUTIFICATION AND CLEANLINESS. GETTING WORK DONE FROM SUB-STAFF AND OUT-SOURCING AGENCY. ENSURING AVAILABILITY OF RESOURCES NEEDED.
		SH. B ARIKUMAR, TGT (MAT)	
	1ST FLOOR	SH. SACHIN GUPTA, TGT (AE)	
		MS. S MATHANGI, TGT (SANS)	
	2ND FLOOR	MS PRIYANKA, TGT (HINDI)	
		SH RISHI YADAV, TGT (SST)	
		* ALL CLASS TEACHERS AT RESPECTIVE FLOORS	
13	DISCIPLINE AND SAFETY AND SECURITY OF THE STUDENTS		
	A. PRIMARY	SHRI.P. MADHUSUDHANAN , PRT(MUSIC)	TO ENFORCE DISCIPLINE IN THE CAMPUS, GUIDING THE TEACHERS ABOUT DISCIPLINE IN THE CHILDREN MAINTAINING RECORD OF INDISCIPLINE, INCULCATING THE VALUES OF DISCIPLINE AND BELONGINGNESS OF THE VIDYALAYA AMONG CHILDREN, INTERACTING WITH THE PARENTS OF PROBLEMS GENERATING CHILDREN. DETECT OUT CASES OF INDISCIPLINE AND MAINTAIN RECORD. IMPLEMENTING COUNSELLING METHODS. THEY WILL ALSO LOOK AFTER THE SAFETY AND SECURITY OF THE STUDENTS DURING SCHOOL HOURS.
		SMT.C.SHANTHI ,PRT	
		MS.DIKSHA MAURYA , PRT	
	B. SECONDARY	SH. S MALAICHAMY, TGT (P&HE) I/C	
		IX-XII GIRLS: SMT P RAMALKSHMI, PGT (MAT)	
		IX-XII BOYS: Dr. C SELVARAJ, PGT (ECO)	
		VI - VIII GIRLS: SMT. ASHA DEVI, PGT (ENG)	
		VI-VIII BOYS: SH B ARIKUMAR, TGT (MAT)	
		ALL TEACHERS OF VIDYALAYA	
14	M & R COMMITTEE SCHOOL BUILDING: CIVIL	SH. P SH. P. SIVA KUMAR, PGT(BIO) I/C	
		SH. S MALAICHAMY, TGT (P&HE)	
		SH RISHI YADAV, TGT (SST)	
		SHRI.P. MADHUSUDHANAN , PRT(MUSIC)	
	M & R COMMITTEE SCHOOL BUILDING: SANITARY & ELECTRICAL	SH .P. MADHUSUDHANAN , PRT(MUSIC) I/C	
		SH SACHIN GUPTA, TGT (AE)	
		SHRI.ROSHAN KUMAR , PRT	
15	M & R STAFF QUARTERS	SH. P. SIVA KUMAR, PGT(BIO) I/C	MAINTENANCE AND REPAIR OF STAFF QUARTERS.
		SMT. TOM JOSINA, PGT (CS)	
		MS KM JYOTI YADAV, PRT	
		MS DEEKSHA GANGWAR, PRT	

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16	DRINKING WATER ARRANGEMENT	SH. S GANAPATHY, TGT (SST) I/C	TO ENSURE PROPER AVILABILITY OF DRINKING WATER IN THE VIDYALAYA BUILDING AT EACH DRINKING POINTS.
		SMT. ROSELINE GNANADEEPAM, TGT (MAT)	
		SH. B ARIKUMAR, TGT (MAT)	
		ALL TEACHERS	
17	WEBSITE (ENGLISH AND HINDI VERSION) UPDATING	SMT. FEBIN JALAL, PGT (CS) I/C	MAINTENANCE AND CHECKING WEBSITE, NEW BEAUTIFICATION OF WEBSITE, UPDATING OF WEBSITE. CURRENT NEWS AND PERIODICAL UP GRADATION.
	ON WEEKLY BASIS	COMPUTER INSTRUCTOR-1,2,AND 3	
18	CONDEMNATION / WRITE OFF	SMT TOM JOSINA, PGT (CS) I/C	PREPARATION OF THE LIST OF CONDEMNED ARTICLES FROM DIFFERENT IN-CHARGES. COMPILING RECORD OF CONDEMNED ARTICLES.
		SH. L NATARAJAN, PGT (CHEM)	
		SMT SUGUNA RAJESHWARI, PGT (GEO)	
		SH. P. SIVA KUMAR, PGT(BIO)	
19	UBI FEE COLLECTION/U DISE/ICT/E-CLASSROOM/PARIKSHA PE CHARCHA/SHALA DARPAN/SARAL	SMT TOM JOSINA, PGT (CS) I/C	ALL CLASS TEACHERS CS 12& CS 54 RECORD APPROPRIATION, TIMELY REPORT OF FEE COLLECTION UNDER VARIOUS HEADS. ALL DETAILS REGARDING THE VIDYALAYA WOULD BE PROVIDED TO DIAS AS AND WHEN REQUIRED.
		CLASS IX-XII:SMT TOM JOSINA & COMPUTER INSTRUCTOR-2	
		CLASS VI-VIII:SH RISHI YADAV, TGT (SST) & COMPUTER INSTRUCTOR-3	
		ALL CLASS TEACHERS	
20	NEIGHBOURING SCHOOL	SH G S MURUGAN, HM I/C	PARTICIPATION WITH NEIGHBOURING SCHOOL
		SMT. ASHA DEVI, PGT (ENG)	
		SH. P. SIVA KUMAR, PGT(BIO)	
		SMT. C SHANTHI,PRT	
21	OLYMPIADS	MS. KIRTI SINGH, TGT (SCI) I/C	ARRANGING ALL VARIOUS OLYMPIAD EXAMINATION, INFORMING TO THE STUDENT ABOUT VARIOUS EXAMINATION SCHEDULE. GUIDING THE CHILDREN ABOUT THIS EXAMINATION. INFORM ABOUT NCSC, BAL VIGYAN PRADARSHINI, INSPIRE ETC. TO PREPARE A SCIENCE CORNER AND VARIOUS SCIENTIFIC ACTIVITIES IN THE VIDYALAYA CAMPUS, GETTING RESOURCES FROM VARIOUS AGENCIES, AND IMPLEMENTING THE VIDYALAYA. CELEBRATION OF SCIENCE DAY AND EVENTS OF SCIENTIFIC PHENOMENA.
	VIGYAN PRIBHA/NCSC	MS. AKANCHA SRIVASTAVA, TGT (SCI)	
	BAL VIGYAN PRADARSHINI	SH. T VELU, PGT (CHEM) I/C	
	INSPIRE	SH. P. SIVA KUMAR, PGT(BIO) I/C	
	SCIENCE CLUBS	SH L NATARAJAN, PGT (CHEM) I/C	
		ALL MATHS & SCIENCE TEACHERS	
22	LITERARY & LIBRARY CLUB	SMT SUNITA , TGT (LIB) I/C	ARRANGING VARIOUS FESTIVALS ESTABLISHING READING CLUB./MAKING BRIEF INFORMATION AVAILABLE TO THE CHILDREN ABOUT GREAT WRITERS AND GREAT BOOKS. INCULCATING THE INTEREST OF CHILDREN IN LITERATURE AND LITERARY ACTIVITIES.
		SMT ASHA DEVI, PGT (ENG)	
		SMT PRAGEDESHAWARI, TGT (ENG)	
		SMT SREEJA, TGT (ENG)	
		SMT S MATHANGI, TGT (SANS)	
		MS. PRIYANKA, TGT (HINDI)	
		MS. SANDHYA KUMARI, TGT (HINDI)	

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23	GAMES & SPORTS: SH S MALAICHAMY, TGT (P&HE) I/C		
	A) PRIMARY	SHRI.ROSHAN KUMAR , PRT	SEARCHING OUT SPORTS TALENT FROM THE CHILDREN, ARRANGING VARIOUS KINDS OF SPORTS ACTIVITIES PREPARING CALENDAR OF SPORTS ACTIVITY, INCULCATION SPORTS VALUES AMONG THE CHILDREN. PREPARING PLAY GROUND GUIDING CHILDREN ABOUT VARIOUS RULES OF DIFFERENT GAMES. ENSURING MAXIMUM PARTICIPATION.
		MS.K.M. JYOTI , PRT	
		MS.DIKSHA MAURYA , PRT	
		SMT.GAYATREE BAGHAR, PRT	
	B) SECONDARY	SMT P RAMALAKSHMI, PGT (MAT)	
		SH. S GANAPATHY, TGT (SST)	
		SH. B ARIKUMAR, TGT (MAT)	
GAMES COACHES & YOGA INSTRUCTOR			
24	RAJBHASHA	MS SANDHYA KUMARI, TGT (HINDI) I/C	ORGANISING VARIOUS ACTIVITY AND ENHANCE THE USE OF RAJBHASHA IN VIDYALAYA WORKING.ARRANGING SEMINARS OF RAJBHASHA. TAKING PART IN TOLIC ACTIVITES.DISPLAYING WORK OF GREAT HINDI LITTERATEUR.
		SH SS GANAPATHY, TGT (SST)	
		MS PRIYANKA KUMARI, TGT (HINDI)	
		MS.SHUBHRA SHUKLA, PRT	
		MS.SWECHCHHA, PRT	
		ALL STAFF MEMBERS	
25	CCA & MORNING ASSEMBLY		
	A. PRIMARY	MS. SWECHCHHA, PRT	PREPARING THE CALANDER OF CCA ORGANISING VARIOUS ACTIVITIES OF CCA TIMELY AND ARRANGING VARIOUS PRIZES AND CERTIFICATES OF WINNER. ENSURING COMPLETION OF CCA ACTIVITIES ON TIME PRESCRIBED BY KVS CALENDAR.
		MS.SHUBHRA SHUKLA. PRT	
		SHRI.SUBHAM SUBADARSAN NAYAK , PRT	
		SH. MADHUSUDHANAN, PRT (MUSIC)	
		SPORTS COACH	
	B. SECONDARY	SMT. T S ASHA DEVI , PGT (ENG) I/C	
		SMT SREEJA, TGT (ENG)	
		SMT S MATHANGI, TGT (SANSKRIT)	
		MS PRIYANKA, TGT (HINDI)	
		COACHES	
		YOGA	
		ALL CLASS TEACHERS	
	PA SYSTEM AND MUSIC INSTRUMENT	SH. MADHUSUDHANAN, PRT (MUSIC) I/C	
		SMT PRAGDESHWARI, TGT (ENG)	
SH SACHIN GUPTA, TGT (AE)			

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26	NATIONAL ADOLESCENCE EDUCATION PROGRAMME	SMT. ROSELINE GNANADEEPAM, TGT (MAT) I/C	DISSEMINATING INFORMATION TO THE ADOLESCENTS ABOUT PROBLEM OF ADOLESCENCE. EXPLAINING PROCESS OF ADOLESCENCE IN HUMAN BEINGS. INCULCATING RIGHT ATTITUDE AMONG ADOLESCENTS.
		SMT. SUNITA, LIBRARIAN	
		PGT (BIO)	
27	GUIDANCE & COUNSELING	SH R SHEMBANATHAN, PGT (ENG)	GUIDING AND COUNSELLING THE CHILDREN ABOUT VARIOUS DISCIPLINE RULES AND THEIR FOLLOW UP, COUNSELLING THE CHILDREN ABOUT THEIR PERSONAL PROBLEMS, ACADEMIC AS WELL AS LIFE RELATED PROBLEMS. HELPING MALADJUSTED CHILDREN.
		SMT. SUNITA, LIBRARIAN	
		NURSE	
		COUNSELLOR	
		NURSE	
		COUNSELLOR	
		SPECIAL EDUCATOR	
28	R.T.I.-2005	SH S NAGENDRAN, PGT (PHY) I/C	PROVING INFORMATION TO THE SEEKERS AS PER RTI ACT 2005.
		SH RAMESH , ASO	
29	ECO AND NATURE CLUB	MS KIRTI SINGH,TGT SCIECNE PGT (BIO) & ALL SCIENCE TEACHER	PREPARING A CALENDAR FOR ECOLOGICAL ACTIVITIES. MAKING CAMPUS CLEAN AND GREEN INCULCATION OF NATURAL VALUES OF ENVIRONMENT AMONG CHILDREN. ASSIGNING RESPONSIBILITY TO CHILDREN FOR MAINTAIN OF ECOLOGICAL CAMPUS.
	UNESCO	PGT HISTORY & ALL SOCIAL SCIENCE TEACHER	PREPARATION OF LIST OF WORLD HERITAGE SITE OF UNESCO, DISPLAYING IN THE CAMPUS FOR THE KNOWLEDGE OF THE CHILDREN.
30	MATHS LAB	SMT P RAMALKSHMI & ALL MATHS TEACHER	PREPARATION OF CALENDAR OF VARIOUS ACTIVITIES OF MATHEMATICS, ARRANGING VARIOUS AV/AIDS OF MATHEMATICS. ORGANISING OF VARIOUS KINDS OF MATH OLYMPIAD.
	CHEMISTRY LAB	SH. T VELU, PGT (CHEM)	UPKEEP OF LAB AND SAFETY OF CHILDREN.
	PHYSICS LAB	SH S NAGENDRAN, PGT (PHY)	UPKEEP OF LAB AND SAFETY OF CHILDREN.
	BIOLOGY LAB	SH. P. SIVA KUMAR, PGT(BIO)	UPKEEP OF LAB AND SAFETY OF CHILDREN.
	COMPUTER LAB	SMT FEBIN JALAL, PGT (CS)	KEEP RECORDS OF THE COMPUTER LABS READY FOR INSPECTION, PROVIDE FACILITY FOR OFFICIAL WORKS, PREPARE PLAN FOR COMPUTER EDUCATION TO ALL THE CHILDREN OF THE VIDYALAYA

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30	LIBRARY	SMT.SUNITA , TGT LIB	ENSURING AVAILABILITY OF ALL BOOKS & PERIODICAL IN ORGANISING READING CLUB ACTIVITIES.
	MUSIC	SH. MADHUSUDHANAN, PRT (MUSIC)	ORGANISING VARIOUS MUSICAL PROGRAMMES INCULCATING THE MUSICAL SENSE AMONG CHILDREN. MAXIMUM PARTICIPATION IN MUSICAL ACTIVITIES. IMPARTING SOPHISTICATION OF MUSICAL SENSE IN CHILDREN. TEACHING MUSIC IN SCHOOL IN SUCH A WAY THAT VIDYALAYA TOUCHES NEW PINNACLE OF GLORY IN THE FIELD OF MUSIC.
	LANGUAGE LAB	SH R SHEMBANATHAN, PGT (ENG) I/C	INCULCATION OF LINGUISTIC CULTURE IN THE VIDYALAYA RECORD ON IMMINENT LITERATURE IN THE FIELD OF ENGLISH & HINDI DISPLAYING OF PROMINENT WORK & BRIEF BIOGRAPHY OF GREAT WRITERS IN ENGLISH AND HINDI.
		SMT PRAGEDESHWARI , TGT (ENG)	
	GEOGRAPHY LAB/SOCIAL SCIENCE ROOM	SMT SUGUNA RAJESHWARI, PGT (GEO)	ORGANIZING ALL SOCIAL SCIENCE ACTIVITIES AS PER KVS GUIDELINES & DISPLAYING OF PROMINENT PART OF INDIAN-CONSTITUTION & INDIAN NATIONAL FREEDOM MOVEMENT IN THE VIDYALAYA CAMPUS.
	MODEL KV/ AUDIO VISUAL TEACHING AIDS	SH SS GANAPATHY, TGT (SST)	PROCURING VARIOUS KINDS OF AV AIDS TO INFUSE DYNAMISM OF TEACHING LEARNING PROCESS. COLLECTING DEMANDS OF AUDIO VISUAL FROM VARIOUS DEPARTMENTS.
	SUPW DEPT. & P.A. SYSTEM	SH. P MADHUSUDHANAN, PRT (MUSIC)	WORKING OF PA SYSTEM PROPERLY & EFFICIENTLY. LOOKING AFTER ELECTRICAL POINTS OF FIXTURE OF THE VIDYALAYA. FINDING OUT ANY LACUNAE OF VARIOUS ELECTRICAL INSTRUMENTS. ASSIGNING VARIOUS PROJECTS TO THE STUDENTS OF PRACTICAL VALUE.
31	FURNITURE	SH. Dr. C SELVARAJ, PGT (ECO) I/C	MAINTAINING PROPER RECORD OF THE FURNITURE OF THE VIDYALAYA, PROCURING DEMAND OF FURNITURE OF VARIOUS DEPARTMENTS, ESTABLISHING THE STUDENTS OF THE FURNITURE.
		SMT M DEVAKI, TGT (MAT)	
		SH. RISHI YADAV, TGT SST	
		SH.ROSHAN KUMAR,PRT	
		ALL STAFF MEMBERS	
32	CLASSROOM INVENTORY	SMT M DEVAKI , TGT MATHS I/C (FOR SECONDARY)	TO MAINTAIN INVENTORY OF EACH CLASSROOM: DETAILS OF CIVIL, ELECTRICAL AND ICT FIXTURES, FURNITURE, DOORS
		MS MANSI , PRT (PRIMARY CLASSES)	
		ALL CLASS TEACHERS AND CO CLASS TEACHERS	

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33	CONFERENCE HALL	SH B ARIKUMAR, PGT MATHS I/C	TO KEEP THE CONFERENCE HALL UPDATED FOR USE.
		SH RISHI YADAV, TGT (SST)	
		MS SWECHHA, PRT	
		SH ABHISHEK KUMAR, PRT	
34	PRESS, PUBLICITY, REPORT PUBLICATION & INVITATION	SMT. T S ASHA DEVI, PGT (ENG) I/C	INTERACTION WITH PUBLISHING AGENCIES FOR ADVERTISEMENT OF VARIOUS ACTIVITIES LIKE – TENDER INVITATION WALK IN INTERVIEW ETC.
		SH.R SHEMBAGNATHAN, PGT (ENG)	
		MS PRIYANKA, TGT (HINDI)	
		SH B ARIKUMAR, PGT (MAT)	
	TEACHING AIDS/TLM	SH RISHI YADAV, TGT (SST) I/C	TO PURCHASE REQUIRED TEACHING AID AS PER THE NEED OF THE VIDYALYA.
		PGT (HIS) & ALL SOCIAL SCIENCE TEACHER	
		MS.DEEKSHA GANGWAR, PRT	
35	PHOTOGRAPHY	SH SACHIN GUPTA, TGT (AE) I/C	ARRANGEMENT OF VISUALS AND COMERAS FOR VARIOUS ACTIVITIES OF THE VIDYALAYA. ARRANGING PHOTOGRAPHY AS PER THE CALENDAR ACTIVITIES OF CCA.
		SH. SS GANAPATHY, TGT (SST)	
		SH ROSHAN KUMAR , PRT	
36	SCOUTS , GUIDES , CUBS & BULBULS	SCOUTS:SH MADHUSUDHANAN, PRT (MUSIC) I/C	ENHANCING MAXIMUM PARTICIPATION IN SCOUT & GUIDES. ARRANGING VARIOUS SCOUT & GUIDES CAMPS. PREPARATION OF PARTICIPANTS OF RASHTRAPATI PURASKAR.
		GUIDES: SMT. ROSELINE GYANDEEPAM, TGT MATHS I/C	
		CUB: SHRI.ROSHAN KUMAR, PRT	
		BULBUL:MS.DEEKSHA GANGWAR, PRT	
		BULBUL:MS.KM JYOTI ,PRT	
37	STUDENTS ALUMNI	SH.G S MURUGAN, HM I/C	ESTABLISHMENT REPORTS WITH EX STUDENTS OF THE VIDYALAYA. ORGANISING ALUMNI MEET. GAINING HELP FROM THE ALUMNI IN THE UPLIFTMENT OF THE VIDYALAYA INFRASTRUCTURE MOTIVATIONAL LECTURE FROM THE ALUMNI.
		SH Dr. C SELVARAJ, PGT (ECO)	
		SMT R KOTHAIMANI, TGT (MAT)	
38	OUTSOURCING AND HOUSEKEEPING	SH T VELU, PGT (CHEM) I/C	ENSURE PAYMENT TO WORKS AS PER KVS NORMS ,MAINTAINENCE OF ATTENDENCE REGISTER OF WORKS , BILL VERIFICATION.
		SMT. T S ASHA DEVI, PGT (ENG)	
		SMT. C SHANTHI, PRT	
39	PURCHASE / WORKS VERIFICATION	SH S NAGENDRAN, PGT (PHY) I/C	ENSURING PROPER, FAIR, LEGAL AND ETHICAL EXPENSES OF VIDYALAYA MONEY IN ITS UPLIFTMENTS, DETECTING OUT VARIOUS WORKS WHICH ENHANCE THE BEAUTY AND EFFICIENCY OF THE VIDYALAYA
		SH. C SELAVARAJ, PGT (ECO)	
		SMT R KOTHAIMANI, TGT (MAT)	
		SH. SACHIN GUPTA, TGT (AE)	
		SMT. C SHANTHI, PRT	
		SH P MADHUSUDHANAN, PRT (MUSIC)	

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40	CMP & NEWSLETTER	MS.MANSI, PRT	PROPER IMPLEMENTATION OF CMP, ORGANISING VARIOUS PROGRAMME. UNDER CMP. THROUGH EVALUATION OF CHILDREN FOR GETTING BENEFIT OF CMPAS PER KVS INSTRUCTION.
		SMT.C.SHANTHI,PRT	
		SHRI.ABHISHEK KUMAR RAI, PRT	
		SHRI.SUBHAM SUDARSHAN NAYAK, PRT	
		MS.DIKSHA MAURYA ,PRT	
41	RASHTRIYA EKTA SHIVIR - EK BHARAT SHRESHTH BHARAT & LITFEST	SH SS GANAPATHY,TGT (SST) I/C	TO GUIDE & PREPARE STUDENTS FOR VARIOUS EVENTS OF RASHTRIYA EKTA SHIVER.
		SH R SHENBAGANATHAN, PGT (ENG)	
		SH. RISHI YADAV, TGT (SST)	
		MS. PRIYANKA, TGT (HINDI)	
		SH. SACHIN GUPTA, TGT (AE)	
		SH MADHUSUDHANAN, PRT (MUSIC)	
42	STAFF MEETING MINUTES	SMT.M DEVAKI, TGT (MATHS) I/C	TO RECORD ALL THE POINTS DISCUSSED DURING THE STAFF MEETING.
		SMT. PRAGADEESWARI PRIYADARSHINI S , TGT (ENG)	
		MS. PRIYANKA, TGT (HINDI)	
43	A) GRIEVANCE CELL (FOR WOMEN EMP. AND GIRLS STUDENT)/	SMT. P RAMALAXMI, PGT (MAT) I/C	ARRANGING MONTHLY MEETING TO COLLECT THE GRIEVANCES OF THE INDIVIDUALS AND THEIR TIMELY REDRESSAL. ENSURING TIMELY REMOVAL OF VIDYALAYA RELATED GRIEVANCES.
	POSH	SMT. ROSELINE GNANADEEPAM, TGT (MAT)	
		SMT. ASHA DEVI, PGT (ENG)	
		SMT C SHANTHI, PRT	
44	B) GRIEVANCE CELL	SH. P. SIVA KUMAR, PGT(BIO) I/C	ARRANGING MONTHLY MEETING TO COLLECT THE GRIEVANCES OF THE INDIVIDUALS AND THEIR TIMELY REDRESSAL. ENSURING TIMELY REMOVAL OF VIDYALAYA RELATED GRIEVANCES.
	(SC AND ST)	SMT. K SUGUNA RAJESWARI, PGT (GEO)	
	SC SCHOLARSHIP	SMT. SANDHYA KUMARI, TGT (HINDI)	ALL SCHOLERSHIP RELATED WORK
45	STAFF ROOM	SMT. R KOTHAIMANI, TGT (MAT) I/C	MAINTENANCE AND UPKEEP OF STAFFROOM.
		SH Dr, C SELAVARAJ, PGT (ECO)	
		SMT. PRAGADEESWARI PRIYADARSHINI S , TGT (ENG)	
		SMT. S MATHANGI, TGT (SANSKRIT)	
46	HOUSE MASTER	SH S ARUMUGAM, PGT (COMMERECE)	SHUBHASH HOUSE
		SH T VELU, PGT (CHEM)	TAGORE HOUSE
		SH Dr. C SELVARAJ, PGT (ECO)	ASHOKA HOUSE
		SH R SHEMBANATHAN, PGT (ENG)	RAMAN HOUSE

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47	CDP	SH R SHENBAGANATHAN, PGT (ENG) I/C	KEEP RECORD OF CDP OF ALL THE TEACHERS
		SMT M DEVAKI, TGT (MAT)	
		SHRI.SUBHAM SUDARSHAN NAYAK, PRT	
		MS.KM JYOTI ,PRT	
48	JADUI PITARA/PM E-VIDHYA	MS.DEEKSHA GANGWAR ,PRT	TO KEEP RECORDS OF ALL ACTIVITIES DONE
		MS.JYOTI YADAV ,PRT	
		SMT.GAYATREE BAGHAR ,PRT	
49	CHILD RIGHT PROTECTION CELL/POCSO/CORPORAL PUNISHMENT	SH. L NATARAJAN, PGT (CHEM) I/C	TO SENSITISE STAFF AND GRIVANCE RELATED
		SMT. P RAMALAXMI, PGT (MAT)	
		SH S NAGENDRAN, PGT (PHY)	
		SMT. DEVAKI TGT (MAT)	
		SMT. C SHANTHI, PRT	
50	NCC	SH.G S MURUGAN, HM I/C	TO MONITOR AND CONDUCT NCC IN VIDYALAYA
		SH.ROSHAN KUMAR, PRT	
		SPORTS COACH	
51	SWACHHATHON/CLEANLINESS SCHOOL AND STAFF QUARTERS	SH T VELU, PGT (CHEM) I/C	TO SUPERVISE THE CLEANLINESS IN VIDYALAYA AS WELL AS STAFF QUARTERS
		SH S MALAICHAMY,TGT (P&HE)	
		MS DEEKSHA GANGWAR, PRT	
52	GEM	SH S ARUMUGAM, PGT (COMMERCE) I/C	TO PURCHASE REQUIRED ITEMS AS PER THE NEED OF THE VIDYALYA.
		SH S NAGENDRAN, PGT (PHY), PAO	
		SMT TOM JOSINA, PGT (CS)	
		MR N RAMESH , ASO , BUYER & CONSIGNEEE	
53	PURCHASING COMMITTEE	SH. R SHEMBANATHAN, PGT (ENG) I/C	TO PURCHASE AND VERIFY THE ITEMS PURCHASE IN THE VIDYALAYA
		SH. S ARUMUGAM, PGT (COMMERCE)	
		SH. P. SIVA KUMAR, PGT(BIO)	
		SMT R KOTHAIMANI, TGT (MAT)	
		SH S S GANAPATHY, TGT (SST)	
		SH. SACHIN GUPTA, TGT (AE)	
		SMT C SHANTHI, PRT	
		SH N RAMESH, ASO	

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54	MEDICAL CHECK UP & FIRST AID	SH. P. SIVA KUMAR, PGT(BIO) I/C	TO PURCHASE AND USE OF FIRST AID KIT AS AND WHEN REQUIRED IN THE VIDYALAYA ORGANISING, MEDICAL CAMP IN CONSULTATION WITH HEALTH AUTHORITIES FOR MEDICAL CHECK UP.
		SMT S MATHANGI, TGT (SANSKRIT)	
		SH S MALAICHAMY, TGT (P&HE)	
		MS.DIKSHA MAURYA,PRT	
		NURSE	
55	ENROLLMENT POSITION & DAILY ATTENDANCE	SMT R KOTHAIMANI, TGT (MAT) I/C	TO KEEP RECORD OF ENROLLMENT POSITION
		SMT FEBIN JALAL, PGT (CS)	
		ALL CLASS TEACHERS	
		COMPUTER INSTRUCTOR-1,2,AND 3	
56	STUDENT DIARY and TEACHERS DIARY	SH R SHEMBANATHAN, PGT (ENG) I/C	TO PURCHASE AND DISTRIBUTE STUDENTS DIARY IN THE MONTH OF APRIL
		SMT. SREEJA VIJAYAN, TGT (ENG)	
		SMT.C.SHANTHI,PRT	
57	DISPLAY BOARD	SMT. T ASHA DEVI, TGT (ENG)	DISPLAY BOARD TO BE MAINTAINED THROUGHOUT THE YEAR
		SMT S MATHANGI,TGT (SANSKRIT)	
		SH SACHIN GUPTA, TGT (AE)	
		ALL CLASS TEACHERS	
		ALL HOUSE MASTERS	
58	SCHOOL INNOVATION COUNCIL	SMT FEBIN JALAL, PGT (CS) I/C	AS PER INSTRUCTION RECEIVED FROM KVS
		SH T VELU, PGT (CHEM)	
		MS. KIRTI SINGH, TGT (SCI)	
		MS AAKANCHA SRIVASTAVA, TGT (SCI)	
59	ATAL TINKERING LAB	SMT FEBIN JALAL, PGT (CS) I/C	UTILISING ATL LAB APPROPRIATELY AND CONVERT IT INTO AN INNOVATION HUB.
		MS KIRTI SINGH,TGT SCIECNE	
		COMPUTER INSTRUCTORS-1,2,3	
60	INCOME TAX	SH S ARUMUGAM, PGT (COMMERCE) I/C	INCOME TAX CALCULATION AND TAX DEDUCTION
		SMT P RAMALAXMI, PGT (MAT)	
		SMT R KOTHAIMANI, TGT (MAT)	
61	SOCIAL MEDIA UPDATES(YOUTUBE, FACEBOOK, TWITTER and OTHERS)	SMT TOM JOSINA, PGT (CS) I/C	TO UPDATE THE ACTIVITIES CONDUCTED IN VIDYALAYA
		SMT FEBIN JALAL, PGT (CS)	
		SMT SUNITA, LIBRARIAN	

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62	STAFF QUARTER ALLOTMENT AND STAFF QUARTER MAINTAINANCE	SH. P. SIVA KUMAR, PGT(BIO) I/C	TO ALLOT QUARTER AS PER NORMS AND MAINTAINACE OF STAFF QUARTERS
		SH Dr C SELAVARAJ, PGT (ECO)	
		SMT. FEBIN JALAL, PGT (CS)	
		SMT. SHALINI YADAV, PRT	
		SMT S SHANTHI, SSA	
63	RESTRICTED HOLIDAY COMMITTEE	SH S NAGENDRAN, PGT (PHY) I/C	RESTRICTED HOLIDAY TO BE DECIDED IN THE MONTH OF DECEMBER
		SH N RAMESH, ASO	
64	FLN	SMT.C.SHANTHI, PRT	TO ACHIEVE FLN FOR CLASS 2 AND 3 STUDENTS AS PER NEP 2020
		MS.JYOTI YADAV ,PRT	
		MS.SWECHCHHA,PRT	
		MS.SHUBHRA SHUKLA,PRT	
65	PM SHRI	SH. RISHI YADAV, TGT (SST)) I/C	TO PURCHASE ALL ITEMS AS PER THE INSTRUCTION
		MS. AAKANCHA SRIVASTAVA, TGT (SCI)	
		SMT. M DEVAKI, TGT (MAT)	
		SH S MALAICHAMY, TGT (P&HE)	
		SH SACHIN GUPTA, TGT (AE)	
		SMT SUNITA ,LIBRARAIN	
66	NIPAM/PRERNA/ SATHEE ETC.	SH. B ARIKUMAR, TGT (MAT) I/C	TO GET STUDENTS CONNECTED WITH YUVA MANTHAN/NIPAM
		SMT. SREEJA VIJAYAN, TGT (ENG)	
		MS. PRIYANKA, TGT (HINDI)	
		ALL CLASS TEACHERS	
67	PMKVY	SMT FEBIN JALAL, PGT (CS) I/C	IMPLEMENTATION OF NATIONAL CURRICULUM FRAMEWORK
		SMT.TOM JOSINA , PGT (CS)	
		SMT. KIRTI SINGH,TGT (SCI)	
		SH. S MALAICHAMY, TGT (P&HE)	
		ALL COMPUTER INSTRUCTORS	
68	WELCOME COMMITTEE	SMT. M DEVAKI, TGT (MAT)	TO WELCOME THE GUESTS/DIGNITARIES ON VARIOUS OCCASSIONS
		SMT. R KOTHAIMANI, TGT (MAT)	
		SMT PRAGADEESHWARI P S , TGT (ENG)	
		SMT S MATHANGI, TGT (SANSKRIT)	
		SMT PRIYANKA TGT (HIN)	

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69	NIOS	SH. P. SIVA KUMAR, PGT(BIO) I/C	TO CONDUCT NIOS EXAM AS PER SCHEDULE
		SH. RISHI YADAV, TGT (SST)	
		SH SACHIN GUPTA, TGT (AE)	
		OFFICE STAFF	
70	SCHOOL ART ACTIVITY AND DECORATION	SH. SACHIN GUPTA, TGT (AE) I/C	TO UPKEEP ALL DECORATION WORK RELATED TO VIDYALAYA
		SH. S ARUMUGAM, PGT (COMMERCE)	
		SMT. S MATHANGI, TGT (SANSKRIT)	
		MS.JYOTI YADAV ,PRT	
		MS.SWECHCHHA,PRT	
		MS.SHUBHRA SHUKLA,PRT	
71	AWAKENED CITIZEN PROGRAMME	SH B ARIKUMAR TGT MATHS I/C	TO CONDUCT ALL SESSIONS AS PER SCHEDULE
		SMT. SREEJA VIJAYANA, TGT (ENG)	
		SMT. SANDHYA KUMARI, TGT (HINDI)	
		ALL TRAINED TEACHERS	
72	PARENT TEACHER MEETING	SMT S. PRAGDESHWARI P , TGT ENGLISH I/C	CONDUCTING PTM AND KEEPING RECORD.
		MS PRIYANKA, TGT HINDI	
		MS KIRTI SINGH, TGT SCIECNE	
		ALL CLASS TEACERS AND CO CLASS TEACHERS	
73	YOUTH PARLIAMENT	SH Dr. C SELVARAJ, PGT ECO I/C	TO CONDUCT ALL SESSIONS AS PER SCHEDULE
		SMT SUGUNA RAJESHWARI, PGT GEOG	
		SH K GANAPATHY SS, TGT SST	
		SOCIAL SCIENCE COMMITTEE MEMEBERS	

NOTE:1. SH RAMKUMAR R, VICE PRINCIPAL AND SH G S MURUGAN, HM WILL BE PART OF ALL COMMITTEES BY DEFAULT.

NOTE: Members of the committee can be changed as per the situation.