

KENDRIYA VIDYALAYA, C.L.R.I., ADYAR, CHENNAI-20
COMMITTEES FOR SCHOOL ACTIVITIES
FOR THE ACADEMIC YEAR 2019-20

S. No	DEPARTMENT	NAME OF THE TEACHER	DESIGNATION	DESCRIPTION
1	ADMISSION	Mr.K.Mahadevan I/C	PGT(Maths)	Class I , Class XI - Co-opted Class Teachers Admissions Guidelines to be implemented in letter and spirit for fresh Admission/TC. T verify TC and statements attached. Class Teachers of Class XI
		Mrs.Latha Ramachandran	PRT	
		Mrs. Padmavathi N	TGT	
		Mrs.Sherly Vargheese	LIB	
		Ms.B.Prema	PRT	
		Mr. Machindra	PRT	
		Ms. Monika	PRT	
2	INTERNAL EXAM	Mr. N. Sankara Subramanian I/C	PGT (Maths)	Maintaining Circular file, Plan of Test and examination, medical file, absentees List, Re-examination result for all internal exams.
		Mr. Gangadhar Bode	TGT(SKT)	
		Mr. Mahendra Kumar	TGT(Hindi)	
		Mrs. Savithri Kalidas	TGT(English)	
3	CBSE	Ms. Neelu Mishra I/C CBSE	PGT(Eco)	CBSE: All CBSE related intimation, information and Communication file, LOC, subject option and CBSE related implementation of schedules. To work as a Team.
		Mrs. Tandra Reddy	TGT(SST)	
		Mrs. Jayashree	PGT	
		IX - XII class teachers		
4	EXTERNAL EXAMINATION (Outside Agency)	Mr.K Mahadevan I/C	PGT(Maths)	Conduct of all External Examination following the prescribed guidelines. Inform office on rent received. Make seating plan.
		Mr.Shankara Subramanian	PGT(Maths)	
		Mr. Jayanthan	TGT(SKT)	
		Mr.Mahendra Kumar	TGT(Hindi)	
		Mr.Samrat	PRT	
5	TIME TABLE AND SUBSTITUTION	Mrs.Anu Vijayan - I/C	PGT(Bio-Tech)	Framing of Time Table as per KVS Guidelines Daily substitution-Sherly and VP Making block TT & Zero period TT
		Mr. N.M Jayanthan	TGT (SKT)	
		Mrs. Sheeja Vinod	PGT(Bio)	
		Mrs. Tandra Reddy	TGT(SST)	
		Mrs. Sherly vargheese	Librarian	
6	MORNING ASSEMBLY,	Mrs.Swarnalatha Assembly I/C	PGT(Eng)	Record of Special announcement in the morning assembly. All the associate teachers shall actively conduct the clubs / CCA programmes. Internal & achievement register, maintenance of club activities, Student council. Plan and Conduct of Competitions and Activites arrange Annual Day and Special Occasions Celebrations . House Masters to Maintain the Display Boards
		Mr. Mahendra Kumar (CCA)	TGT(Hindi)	
		Mrs.N.Padmavathy	TGT(Eng)	
7	CCA, STUDENT COUNCIL House Masters	Mrs. Sheeja Vinod CCA I/C	PGT(Bio)	Record of Special announcement in the morning assembly. All the associate teachers shall actively conduct the clubs / CCA programmes. Internal & achievement register, maintenance of club activities, Student council. Plan and Conduct of Competitions and Activites arrange Annual Day and Special Occasions Celebrations . House Masters to Maintain the Display Boards
		Mr.George.T.T	TGT(Eng)	
		Mrs. Vijaya Kumari CCA	PGT(Hindi)	
		Mrs. Sherly Vargheese	Librarian	
		Mrs. Anu Vijayan Mrs. Renuka Devi Mrs. S. Chitra Mrs. N. Devi Meenambigai	PGT(Bio-Tech) PGT (Phy) PGT(Che) PGT(Comm)	
8	EXTERNAL CCA	Mr. Mahendra Kumar I/C Mrs.		
8	AUDIO VISUAL TEACHING AIDS	Mrs. Devi Meenambikai- I/C	PGT (Comm)	Purchase and Maintenance of A.V Teaching Aids
		Mrs.Ambili Amma	TGT(WET)	
9	COMPUTER & SCHOOL WEBSITE BIOMERTRIC CCTV SHAALADARPAN & UBI	Ms.S.Kiran I/C	PGT(CS)	Update Website on Every 1 st of the Month and when ever required. Computer Consumables Post latest developments from time to time guidance of VP. EMIS / UDISE Data by all Class Teachers
		Mr. Mahendra Kumar	TGT (Hindi)	
		Ms.S.Sheela	Comp.Ins-TGT	
		Mrs.Habiba	Comp.Ins-PRT	

10	CAREER COUNSELLING	Mrs. Renuka Devi - I/C	PGT(Physics)	To provide opportunities for interaction on career.
		Mrs.Jayashree	PGT(CHEM)	
		Mrs. N. Chitra	TGT(Maths)	
11	AEP	Mrs. Sheeja Vinod I/C Mrs. Tandra Reddy	PGT(BIO) TGT(SST)	To conduct Adolescent Education Programme and provide constructive counsel.
12	GUIDENCE AND COUNSELING	Mrs. B. Swarnalatha I/C Mr. T.T. George Counselor	PGT (English) TGT (English)	To conduct student awareness programmes and keep records and Photos
13	AWAKENED CITIZEN PROGRAM	Mr.Mahendra Kumar I/C ALL ACP trained teachers.	TGT(Hindi)	Awakened Citizen Programme report to be submitted every month end to VP.
14	SCOUTS & GUIDES	Mrs.Vijayakumari, I/C	PGT (Hindi)	Mark attendance. Keep record of action plan. Send annual fund.
		Mrs.P.Usha	TGT(PH &E)	
		All Scouts & Guide Trs		
15	CUBS & BULBULS	Ms. Priyanka I/C	PRT	Train for guard of honour. Train students for all levels. Conduct of Regular Scout & Guide activities as per BS&G Calender of activities
		Mr. Vimlesh	PRT	
		Mr. Chitrnanjan	PRT	
16	KVS ACTIVITIES, GREEN OLYMPIADS, & TALENT TEST (JIGYASA / SCIENCE ACTIVITIES/ KVS JNNMSE/ INSPIRE,etc)	Ms. S. Chitra - I/C	PGT (Chem)	All KVS sponsored Science activities and also other activities conducted by outside Agencies. Maintain month wise record of events, participation & results and Pictures
		All other Science teachers PGT's and TGTS	PGT(Bio)	
17	ART&CRAFT/ WET -GARBOLOGY	Mrs.Ambli Amma I/C TGT ART	TGT(WET)	Implementation of Waste Managment Programme on monthly basis. Maintain record and pictures
18	FIRST AID & MEDICAL CHECK UP	Mrs.P.Usha - I/C	TGT(PHE)	Medical Checkup
		Mrs.Vatsala	Nurse	SBSB Implementation
19	EXCURSION & ADVENTURE	Mrs.Devi Meenambigai I/C	PGT(ENG)	To select safe trips safe places in phased manner
		Mrs.N. Chitra	TGT(Maths)	
		Mr. Jayanthan	TGT(SST)	
20	SPORTS ACTIVITIES	Mrs. P. Usha I/C Coaches	PET	To conduct all KVS and School Activitis and Maintain Records
21	CS-54 / CS.12 UBI	Mr. Shankara Subramanian I/C	PGT(Maths)	Office to facilitate in verification
		Mr. Vijai Raj Rao	SSA	
		Mrs. Latha Ramachandran	PRT	
22	SUBJECT COMMITTEE CONVENER VP & HM	Mrs.B.Swaranalatha	PGT(Eng)	To record the discussion each month and follow up of KVS guidelines in the presence of Principal/VP/HM
		Mrs.C.Vijayakumari	PGT(Hindi)	
		Mr. Sankara Subramanian	PGT(Maths)	
		Mrs. Renuka Devi	PGT(Phy)	
		Mrs. Devi Meenambikai	PGT(Comm)	
23	FURNITURE	Mrs.Ambili Amma I/C	TGT(WET)	Maintenance and Repair of Furniture
		Mrs. P. Usha	PET	
		Mr. Gangadhar Bode	TGT(SKT)	
24	BUS PASS & TRAIN PASS	Mr. Singara Velan	SCD	To collect data and facilitate
		Mr. Murugan	SS	
25	DISCIPLINE AND SOP ON DAILY BAISIS	Mr. Mahadevan I/C	PGT(Maths)	To impart good values and conduct .
		Mrs. P. Usha	PET	To check students and safety of school property. All Class teachers and coaches must check. Uniform,
		Mrs. Savithri Kalidas	TGT(English)	

25	AS PER THE DUTY CHART	Mrs.G. Tandra Reddy	TGT(SST)	Haircut, Shoes Nails. To collect letters on any sort of indiscipline, call parents, send advisory note, maintain monthly report.
		Mr. Jayanthan	TGT(SKT)	
		All Class Teachers.		
26	LOCAL PURCHASE COMMITTEE	Mrs.B.Swaranalatha I/C	PGT(Eng)	To call for quotation To review need and purchase/hiring of goods and services for all departments & Library
		Mrs.C.Vijayakumari	PGT(Hindi)	
		Mr. Sankara Subramanian	PGT(Maths)	
		Mrs. Renuka Devi	PGT(Phy)	
		Mrs.Tandra Reddy	TGT(SST)	
		Mrs. Ambili Amma	TGT (WE)	
		Two student members	SPL (B & G)/Class	
27	MATHS CLUB AND MAINTENANCE OF MATHS DISPLAY BOARD	Sub-Convenor I/C and All Maths Teachers	PGT(Maths)	Maths Olympiad and Promotion of Maths through club activities
	BEAUTIFICATION & NATURE CLUB MAINTENANCE OF DISPLAY BOARD	Mrs.Anu Vijayan - I/C Mrs. Sheeja Vinod Mrs. Ambili Amma	PGT(Bio.Tech) PGT(Bio) TGT WET	Cleanliness and Beautification of Health and Hygiene Maintenance of toilets under the supervision of VP & HM
	SCIENCE CLUB ACTIVITIES MAINTENANCE OF SCINCE DISPLAY BOARD	Mrs.S. Chitra I/C All Science Teachers	PGT(Chem)	To engage in External & Internal competitions to develop Scientific temper in students.
	INTEGRITY CLUB	Mrs.Devi Meenambikai - I/C Mrs. N. Chitra Mr. Jayanthan	PGT(Com) TGT(Maths) TGT(SKT)	To maintain record of students and organize various competitions and to arrange for guest lectures
	LANGUAGE CLUB	sub convenor of English/ Hindi/SKT/Tamil/German	PGT (Eng) PGT(Hindi) TGT (SKT) Tamil teacher German Tr.	To conduct Laguage club related activities and maintain records
28	1.CLEANLINESS AND SANITATION MAIN BLOCK 2. DRINKING WATER 3.MAINTENANCE &REPAIR	Mrs. Ambili Amma I/C	TGT (WE)	To be monitored on a daily basis and to up keep of cleanliness and Sanitation
		Mr.Singaravelan	Office(LDC)	
		All Class Teachers.		
29	ARRANGEMENT FOR STAFF MEETING / VMC	Mrs.B.Swarnalatha - I/C	PGT(Eng)	To record and implement . Discuss MAM & other important circulars
		Mrs.N.Padmavathy	TGT(Eng)	
		Mrs. Ambili Amma	TGT(AE)	
		Ms. Prema	PRT	
30	GREEN SCHOOL PROGRAMME	Mrs. Anu Vijayan I/C Mrs. Renuka Devi - Energy Mrs. S. Chitra- Air Mrs.Sheeja Vinod -Food Mrs. Ambili Amma -Water Mr. Samrat-Waste Management Mrs. G. Tandra Reddy-Land	PGT(Bio-Tech) PGT(PHY) PGT(Chem) PGT(Bio) TGTN (WET) PRT TGT(SST)	To carry out and complete the audit, collect relevant information and pictures for uploading in the GSP portal.
31	PHOTOGRAPHY DECORATION FOR ALL OCCASIONS & PA SYSTEM	Mrs. ART I/C		All Class Teacher to List out the names for ID card in Aprily / July. To develop selected photos & put on display /website.
		Mrs.Ambili Amma	TGT(WE)	
		Mr. Samrat	PRT	
32	SUGGESTION BOX	Vice Principal		To open the box Monthly once and to maintain a record of the same and submit it to the Principal for the perusal
		Principal		

PRINCIPAL