

KENDRIYA VIDYALAYA, CLRI, ADYAR, CHENNAI-20

COMMITTEES 2020-21

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2020-21. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the In – charges or in absence of In – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the In – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the In – charge, the member in the committee will complete the handing and taking over procedure.

1. ACADEMIC AND ADMINISTRATIVE SUPPORT:- SECONDARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs L Shyamala	Vice Principal	I/C
2.	Mr Sanakara Subramanian	PGT (Maths)	Member
3.	Mrs Swarnalatha	PGT (English)	Member
4.	Mr Mahadevan	PGT (Maths)	Member

ACADEMIC AND ADMINISTRATIVE SUPPORT:- PRIMARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Latha Ramachandran	HM I/C	I/C
2.	Mr Khemchand Meena	PRT	Member
3.	Mr Samrat	PRT	Member

Duties:-

- The committee will help the Principal in all the day to day administrative matters.
- The committee to go through the circulars received from KVS RO Chennai and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS(RO) and other KVS(HQ) New Delhi and other organizations as per the directions of the Principal.
- Any other work assigned by the principal in day to day administrative matter.
- To inform the Principal about the lapses, deviations in any area.

NOTE:

As in-charge, you will be held responsible for non – submission of the record to the Principal.

1b) **ACADEMIC ADVISORY COMMITTEE**

Mrs.L.Shyamala I/c Mrs.Swarnalatha Mrs.Vijayakumari Mr.N.Sankara Subramanian Mr.K.Mahadevan Mrs.Renukadevi Ms.Kiran Mrs.Devi Meenambikai Mr.Mahendrakumar Mrs.Tandra Reddy Mrs.Latha Ramachandran Mrs.Sherly Vargese	1. Meet during the third week of every month to prepare the plan of action for the ensuing month during the subject committee meetings. 2. To record the action taken on plan of action of the previous month 3.for the smooth implementation of the day to day policies of KVS
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2. ADMISSION

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Sheeja Vinod	PGT (Biology)	I/C
2	Ms.S.Kiran	PGT(Comp.Sci)	Member
3.	Mrs Padmavathi. N	TGT (English)	Member
4.	Mrs Latha Ramachandran	HM I/C	Member
5.	Mrs Sherly Varghese	Librarian	Member
6.	Mr Sathe Machindra	PRT	Member
7.	Mr Vimlesh Meena	PRT	Member
8.	Ms Monika	PRT	Member

Duties:-

- a) Responsible for the complete admission process as per KVS norms.
To procure offline registration admission forms for classes 2 and above as per the schedule given by KVS.
- b) Scrutiny of registration forms as per the admission guidelines given by KVS
- c) Preparation of provisional list of selected candidates for all the classes.
- d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- e) To take the approval of VMC before the release of the merit list.
- f) Maintenance of admission registers.
- g) Admission of candidates based on KVTC as per KVS norms.
- h) Local transfer admissions.
- i) Uploading the details of admission on the website.

3. EXAMINATIONS (INTERNAL)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Mahadevan	PGT (Maths)	In-charge
2.	Mr Gangadhar Bode	TGT (Sanskrit)	Member
3.	Mr. Mahesh Kumar Saini	TGT (Hindi)	Member
4.	Mr. Pradeep Singh	TGT (SST)	Member
5.	Ms. Binita Rawat	TGT (Art)	Member
6.	Ms Sheela	Computer Instructor	Member
7.		German Teacher	Member
9	Mr.Istikar Ansari	PRT	In- charge
10	Mr.Satish Ramavath	PRT	Member
11	Mr.Chitranjan	PRT	Member
12	Mrs.Neelam Patil	PRT	Member

4. EXTERNAL EXAMS – NIOS/AIEEE/JEE etc.

S.NO	NAME	DESIGNATION	MEMBER
1	Mr.N.S Subramanian	PGT (Maths)	I/C
2	Mrs. Shilpi Khanduri	TGT(Science)	Member
3	Mr.Sathe Machindra	PRT	Member
4	Mr Samrat	PRT	Member

5. CBSE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Tandra Reddy	TGT (SST)	I/C
2	Mrs. Anu Vijayan	PGT(Bio-Tech)	Member
3	Dr. Prerana	PGT(Physics)	Member
4	Sri.N.Sankarasubramanian	PGT(Math)	Member
5	Mrs.Renuka Devi	PGT(Phy)	Member
6	Mrs.Sheeja Vinod	PGT(Bio)	Member
7	All the Class Teachers of Class IX and XII		

Duties:-

- To prepare an action plan for conducting assessments for classes III to V, VI to X and XI, XII including entry of grades / marks for NB and subject enrichment activities
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per KVS guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- To update examination details on website regularly.
- To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
- Correspondence for school affiliation.
- Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- Maintaining the record of shortage of attendance and correspondence with CBSE board.
- Framing the practical time table in liaison with other subject teachers.

NOTE: All the members will work with full cooperation and coordination in all these three Examination department irrespective of the In-chargeship.

4. TIME TABLE & SUBSTITUTION

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Anu Vijayan *	PGT (Bio Tech)	I/C
2	Dr. Jayanthan N.M	TGT (Sanskrit)	Member
3	Mrs Sherly Varghese	Librarian	Member
4	Ms. Binita Rawat	TGT (Art)	Member
5	Mr.Samrat	PRT	In-charge
6	Mr.Sathe Machindra	PRT	Member
7	CT 1	PRT	Member

Duties:-

- a). To prepare the class time table and teachers time table as per KVS norms.
- b). To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- c). To prepare the special time table for remedial teaching (weak students in all classes).
- d). To give arrangement work for the teachers.
- e). To display copy of arrangement work in the notice board.
- f). To call PTCT as and when needed; giving appointment order with the approval of the chair
- g) Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers
- h). To maintain the arrangement register.

NOTE:

Undersigned reserve the right to change the class Teacher ship and co-class Teacher ship anytime during the year.

5. WEBSITE UPDATING:

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Kiran	PGT (Comp Sc.)	I/C
2.	Ms. Sheela	Computer Instructor	Member
3.	Mrs Habiba	Computer Instructor	Member

Duties:-

- a). To update the Vidyalaya website from time to time as per the directions of KVS. No column should be left blank in the Vidyalaya website.
- b)The required information can be collected from the teachers / department in-charges.
- c). Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.
- d). To invite quotations from reputed firms for AMC of computers.
- e). To take initiative to see that all the computers are in functional condition/LAN connection
- f). To provide the data(subject specific) to the PGT(Comp. Sci.) and helping him in updating the data from time to time.
- g) Complete in charge for ICT / e class rooms and CAL /TAL classes - to guide the staff members to maintain the record ,and to submit monthly report to the principal for follow up

6. FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Ambilamma	TGT (WE)	I/C
2.	Mrs P. Usha	PET	Member
3.	Mr Vimlesh Meena	PRT	Member
4.	Mr Istikar Ansari	PRT	Member

Duties:-

- a). To maintain the record of room wise/dept. wise distribution of furniture.
- b). To take initiative to see that the broken furniture is repaired regularly.
- c). To Prepare the list of broken furniture which are to be condemned.
- d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- e). To see any shortages, deficiency of furniture and report to the Principal.
- f). To ensure regularly that no furniture is lying in the corridors or in the open space.
- g). To store and stock the broken or old furniture properly.
- h). To maintain the stock register.

7. CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Ambilamma	TGT (WE)	I/C
2.	Ms. Kanishka	TGT (English)	Member
3.	Mr Chitranjan	PRT	I/C
4.	Mrs.Priyanka Yadav	PRT	Member
5.	Mrs.Neelam Patil	PRT	Member

Duties:

- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b). To ensure the provision of dustbins in all the class rooms.
- c). To appraise the Principal about the cleanliness of school building from time to time.
- d). To supervise the work of the people deployed under housekeeping.
- e). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g). To clear the wild bushes and thorny plants that are growing in different parts of school campus.
- h). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- i). To ensure cleanliness of area around the staff quarters.
- j). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
- k) The In – charge will be held responsible for the lapses and the deviations of the orders.

8. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS :

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Sheeja Vinod	PGT (Biology)	I/C
2.	Mrs Shilpi Khanduri	TGT (Science)	Member
3.	Ms Kajal Samant	PRT	Member
4.	Mrs Habiba	Computer Instructor	Member

Duties:

- a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b). To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e). Preparation of placards in different areas of garden.
- f). Numbering of trees and potted plants.
- g). Celebration of Vanmahostav in consultation with principal and forest dept.
- h). To motivate the children for gardening and beautification.
- i). To develop medicinal plant garden in the campus.

9. SCIENCE CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Dr. Prerana	PGT (Physics)	I/C
2.	Mrs. Renuka Devi	PGT (Physics)	Member
3.	Mrs S. Chitra	PGT (Chemistry)	Member
4.	Mrs Anu Vijayan	PGT (Bio Tech)	Member
5.	Mrs Sheeja Vinod	PGT (Biology)	Member
6.	Mrs Shilpi Khanduri	TGT (Science)	Member
7.	Mr Samrat	PRT	Member

Duties:-

- To Motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.

10. Atal Tinkering Lab :

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Prerana	PGT (Phy)	I/C
2.	Mrs Renuka Devi	PGT (Phy)	Member
3.	Mrs S Chitra	PGT (Phy)	Member
4.	Mrs Anu Vijayna	PGT (Biotech)	Member
5.	Mrs Sheeja Vinod	PGT (Bio)	Member
6.	Mrs Shilpi Khanduri	TGT (Sci)	Member

Duties:-

- To motivate children to prepare projects/model based on country/state allotted to the region
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To encourage the students to submit online projects on project Think.com.
- To ensure project based learning in all the classes.

11. MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:

S.NO	NAME	DESIGNATION	MEMBER
1	Mrs Ambili Amma	TGT (WE)	I/C
2	Mrs Sherly Varghese	Librarian	Member
3	Mr Pradeep Singh	TGT (SST)	Member

Duties:-

- a). To maintain a register related with deficiencies noted in the Vidyalaya building.
- b). To undertake maintenance of school building on war footing basis.
- c). To procure the material required by following purchase procedure.
- d). To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- e). To maintain the labour register.
- f) To ensure the proper functioning of Aqua guard installed in school building
- g) To ensure the cleaning of over head tanks in school building
- h) To ensure the chlorination of water stored in tanks after cleaning
- i) To ensure the proper functioning of water coolers.

12. MEDICAL CHECKUP and FIRST AID:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs P Usha	PET	I/C
2	Mrs Neelam Patil	PRT	I/C
3	Mr.Chitranjan	PRT	Member
4	Ms.Monika	PRT	Member
5	Mrs. Vatsala	Nurse	Member
6	All Class Teachers of Class 1 to 12		

Duties:

- a). To procure the required number of medical cards in the beginning of the academic session.
- b). To distributes the medical cards to the class teachers based on strength.
- c). To arrange the medical checkup twice in a year (in the month of August and Feb)
- d). To ensure the follow up action after the medical checkup.
- e). To ensure emergency medical assistance to the child.
- f). To procure the first aid material and giving first aid to the students in case of bums, cuts, minor injures
- g). To provide medical assistant to the students during sports day, annual day and other important functions.

13. **BEAUTIFICATION OF SCHOOL BUILDING – PAINTINGS AND DRAWINGS:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Binita Rawat	TGT (Art)	I/C
2.	Mrs Sherly Varghese	Librarian	Member
3.	Ms. Monika	PRT	Member

Duties:-

- To display the quotations in the corridors and class rooms.
- To fix bulletin board in the class room for display of educational charts.
- To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- To ensure the display of material in the bulletin boards.

14. **EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Sheeja Vinod	PGT (Biology)	I/C
2	Mrs Tandra Reddy	TGT(SST)	Member
3	Dr. Jayanthan N.M	TGT(Sanskrit)	Member
4	Mrs P Usha	PET	Member
5	Mr.Khemchand Meena	PRT	I/C
6	Mrs.Girija	PRT(Music)	Member
7	Mr.Satish Ramavath	PRT	Member
8		Primary Coach	Member

Duties:

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the Venue.
- To provide hygienic food / potable water to the students who are participating in tour.

15. SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs P Usha	PET	I/C
2		Coach	Member
3.		Coach	Member
4	Ms.Kiran Madan	PRT	Member
5	Ms.Kajal Samant	PRT	Member

Duties :

- To prepare annual plan for the conduct of the inter house competition in Sports / Games
- To prepare the list of prize winner in various inter house competition
- To procure the prizes for the prize winners
- To plan the celebration of annual sports day in consultation with principal
- To encourage the students to participate in the competitions organized by the state Govt.

16.DISCIPLINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Swarnalatha	PGT (English)	I/C
2.	Mrs S. Chitra	PGT (Chemistry)	Member
3	Ms. Kiran	PGT (CS)	Member
4.	Mrs Tandra Reddy	TGT (SST)	Member
5.	Mr Gangadhar Bode	TGT (Sanskrit)	Member
6.	Mrs P Usha	PET	Member
7.	Mrs. Vatsala	Nurse	Member
8	Mr.Vimlesh Meena	PRT	I/C
9	Mr.Samrat	PRT	Member
10	Mr.Sathe Machindra	PRT	Member
11	Mrs.Priyanka Yadav	PRT	Member
12.	All Class teachers		

Duties :

- To check personal turn of students during assembly
- To check the late comers during morning assembly
- To observe the behavior of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To take the regular meeting of student councils, prefect, monitors.
- To ensure discipline
- To refer the problematic cases to the counselor for diagnosis
- To inform the parents immediately
 - The gates will be closed sharp at 08:30 AM.
 - No teachers and students will be allowed to enter.
 - Half Casual leave will be debited for every late coming.

17.SUBJECT COMMITTEE

SI.NO	Subject	Subject Convener	Members
1.	English	Mrs Swarna Latha, PGT (English) Ms.Monika, PRT	Mr George, TGT (English)
			Mrs Padmavathy, TGT (English)
			Ms Kanishka, TGT (English)
2.	Maths	Mr N.S Subramanian, PGT (Maths) Mr.Sathe Machindra, PRT	Mr Mahadevan, PGT (Maths)
			Mrs Ranjini, TGT (Maths)
			Mrs N Chitra, TGT (Maths)
			Mrs A R Kankshini
3.	Science	Mrs Renuka Devi,PGT (Physics) Mr.Samrat, PRT	Mrs S. Chitra, PGT (Chem)
			Mrs Anu Vijayan, PGT (Bio Tech)
			Ms Kiran, PGT (CS)
			Mrs Sheeja Vindo, PGT (Bio)
			Dr. Prerana, PGT (Physis)
			Mrs Shilpi Khanduri TGT (Sci)
			PGT(Chem)
			Mrs Ambiliamma, TGT (WE
4.	Social Science	Mrs Devi Meenambigai, PGT (Commerce)	Mrs Neelu Mishra, PGT (Eco)
			Mrs Tandra Reddy, TGT (SST)
			Mr Pradeep Singh, TGT (SST)
			TGT (SST)
5.	Hindi	Mrs Vijay Kumari, PGT (Hindi) Mr.Vimlesh Meena,PRT	Mr Mahendra Kumar, TGT (Hindi)
			Mr. M K Saini, TGT (Hindi)
6	Sanskrit	Dr.Jayanthan, TGT (Sanskrit)	Mr. Gangadhar Bode, TGT (SKT)
7	Games & Sports	Mrs P Usha, PET	Coaches

Duties:

a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.

Monday – English

Tuesday – Hindi

Wednesday – Maths

Thursday – Science/Discipline

Friday-S.Studies and games

Saturday-Computer Science/IP/Library/Sports

b) Subject conveners will discuss the following issues during the meeting :

c) Guidance regarding the maintenance of teacher diary

d) Coverage of syllabus as per the split up syllabus approved by KVS

e) Conducting the practical for classes IX to XII as per the split up syllabus approved by

f) Demo classes by rotation during the subject committee meeting

g) Uses of computers and other audio visual aids in teaching learning process

h) Plan of evaluation of home assignment

i) To discuss guidelines regarding, setting of question paper, blue print, marking s(Chemistry) as per KVS norms

j) Plan of action for weak students & bright students

k) Remedial teaching for weak students

l) Contribution towards project Think.com by the teacher & students.

m) Decoration of bulletin boards in corridors / class rooms with educational charts.

n) Club activity / Science and social exhibition

18. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Sherly Varghese	Librarian	I/C
2.	Mrs Renuka Devi	PGT (Phsyics)	Member
3.	Mr Mahadevan	PGT (Maths)	Member
4.	Mr Mahendra Kumar	TGT (Hindi)	Member
5.	Mrs Padmavathy	TGT (English)	Member
6.	Mrs Tandra Reddy	TGT (SST)	Member
7.	Mrs Latha Ramachandran	HM I/c	Member

Duties:

- a) The meeting(s) is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions

19. IMPLEMETATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Mahesh Kumar Saini	TGT (Hindi)	I/C
2.	Mr Mahendra Kumar	TGT (Hindi)	Member
3.	Mr Vijay Raj Rao	SSA	Member
4.	Mr Khem Chand Meena	PRT	Member
5.	Mr Vimlesh Meena	PRT	Member

Duties:

- a) To implement the decision taken during Nagar Raj Bhasha committee meeting
- b) To attend Nagar Raj Bhasha committee as and when required
- c) To send periodical report to the KVS RO Chennai, KVS New Delhi, Nagar Rajbhasha committee
- d) To take initiative to see that correspondence is made in Hindi.

20. SCOUTS / GUIDES and CUBS/BULBULS

S.NO	NAME	DESIGNATION	MEMBER
1	Mrs. P Usha	PET	Overall In-charge
2.	Mrs Priyanka Yadav	PRT	I/C Bulbul
3.	Mrs. B. Swarnalatha	PGT(Eng)	Member
3.	Mis Kiran Madan	PRT	Member
4.	Mr Vimlesh Meena	PRT	I/C – Cubs
5.	Mr Chitranjan	PRT	Member - Scouts
6.	Mrs P Usha	PET	I/C – GUIDES
7.	Ms Kiran	PGT (CS)	Member
8.	Ms Binita Rawat	TGT (Art)	Member
9.	Mr Mahendra Kumar	TGT (Hindi)	I/C – Scouts
10	Mr T George	TGT (English)	Member

Duties:

- To ensure minimum enrolment (50%) in the movement before 31st August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students or Pratham / Dwitiya / Tritiya /Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honor.

21. SUGGESTION BOX

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs L. Shymala	Vice Principal	I/C
2.	Mrs Latha Ramachandran	HM I/c	Member
3.	Mr. N Sankara Subramanian	PGT (Maths)	Member
4.	Mr Pradeep Singh	TGT (SST)	Member

Duties:

- Box meant for general complaints / suggestion, should be opened on the last working day of the month
- Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened
- Corrective, measures are to be taken immediately in consultation with principal

22. CCA & MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER
A.	CCA		
1.	Ms Neelu Mishra	PGT (Economics)	I/C
2.	Mrs Padmavathy	TGT (English)	Member
3.	Mr Mahendra Kumar	TGT (Hindi)	Member
4.	Ms Kanishka	TGT (English)	Member
5.	All House Masters		Members
6	Ms.Monika	PRT	I/C
7	Ms.Kiran	PRT	Member
8	Ms.Kajal	PRT	Member
9	Mrs.Girija	PRT(Music)	Member
B.	<u>Morning Assembly</u>		
1.	Mrs Devi Meenambigai	PGT (Commerce)	I/C
2.	Mr George	TGT (English)	Member
3.	Mr Mahesh Kumar Saini	TGT (Hindi)	Member
4	Mr.Satish Ramavath	PRT	I/C
5	Mr.Hitesh Chouhan	PRT	Member
6	Mr.Khemchand Meena	PRT	Member
7	Mrs.Girija	PRT (Music)	Member

Duties:

- a) To see that morning assembly programme is to conduct within stipulated time.
- b) To evaluate the various items of morning assembly programme on five point scale –
Excellent: Very good; Good; Average; Below Average
- c) To prepare the schedule for conducting morning assembly programme, class teachers of secondary, must be given responsibility of conducting morning assembly programme.
- d) To arrange the PA system, musical instrument well in advance before the start of morning assembly.

23. LITERARY CLUBS

S. No	Subject	Incharge	Members
1	English	Mr T.T. George, TGT (English)	Mrs Swarnalatha, PGT (Eng)
			Mrs Padmavathy, TGT (Eng)
			Ms Kanishka, TGT (Eng)
2	Hindi	Mr Mahesh Kumar Saini, TGT (Hindi)	Mrs Vijaykumari, PGT (Hindi)
			Mr Mahendra Kumar, TGT (Hindi)
3	Sanskrit	Mr Gangadhar Bode, TGT (Saskrit)	Dr. Jayanthan, TGT (Skt)
4	Tamil		
5	German		

Duties:

- a) To develop the language skills like reading, writing, speaking, listening skills among the students.
- b) To develop the proper reading habits among the children.
- c) To give required guidance in the planning and execution of project to students
- d) To encourage the use of Audio Visual aids in teaching learning process
- e) To conduct the language games during the teaching periods.
- f) To preserve the projects prepared by the children.
- g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.
- h) To train the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.

24. NATURE CLUB/ ECO CLUB **(Gardening and Beautification)**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Anu Vijayan	PGT (Bio Tech)	I/C
2.	Mrs Sheeja Vinod	PGT (Biology)	Member
3.	Mrs Shilpi Khanduri	TGT (Science)	Member
4	Mrs.Rajni Choudary	PRT	Member
5	Ms.Kajal Samant	PRT	Member

Duties:-

- a). To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.
- b). To utilize funds released by the state. Govt. under Eco club.
- c). To celebrate Vana Mahostasava in consultation with state forest dept.
- d). to preserve the beauty of the Vidyalaya campus by taking up the project clean and Green.
- e). To see that blocks allotted to each class are kept neat and tidy . to encourage the student to plant the sapling in the bocks allotted to them.
- f). To ensure the watering of plants growing in different parts of the Vidyalaya campus.

25. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY/ EBSB Newsletter,

S.NO	NAME	DESIGNATION	MEMBER
A.	SECONDARY		
1.	Mrs Swarnalatha	PGT (English)	I/C
2.	Mr Mahandra Kumar	TGT (Hindi)	Member
3.	Mrs Sherly	Librarian	Member
4.	Mrs.Rajni	PRT	I/C
5	Mrs.Girija	PRT	Member
6	Mrs.Habiba	PRT	Member
7	Ms.Kiran	PRT	Member
8.	Ms Binitha Rawat	TGT (AE)	Member

Duties:-

- a). Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- b). Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc.
- c). Editorial board should take concerted efforts to bring about class magazine by the end of the August 2011.
- d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.
- e). Editorial board select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers side also.
- f). School magazine should contain total 82 pages(30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.
- g). The editorial board should make concerted effort to bring about the school magazine in time.
- h) The editorial board should also include the activities of EBSB in newsletter and school magazine.

26. SEXUAL HARASSMENT OF STUDENTS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs L. Shymala	Vice Principal	I/C
2.	Mrs S. Chitra	PGT (Chem)	Member
3.	Mrs Tandra Reddy	TGT (SST)	Member
4.	Ms Kiran Madan	PRT	Member
5.	Mrs Vatsala	Nurse	Member
6.	Mr M. K Saini	TGT (Hin)	Member

Duties :-

1. If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.

27. GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX and GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPS and STAFF GRIEVANCE CELL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs L Shyamala	Vice Principal	I/C
2	Mr.N.Sankara Subramanian	PGT (Math)	Member
3	Mr.K.Mahadevan	PGT(Math)	Member
4	Mrs Renuka Devi	PGT (Physics)	Member
5	Mrs Tandra Reddy	TGT (SST)	Member
6	Mrs.Latha Ramachandran	HM I/C	Member
7	Mr Sathe Machindra	PRT	Member

Duties:-

If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

11. A written complaint may be obtained from the students/parents.
12. Case may be brought to the notice of Chairman, VMC.
13. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher
14. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
15. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
16. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
17. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
18. The committee may discuss the issue with the accused teacher and his statement may be recorded.
19. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
20. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
21. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
22. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

28. CS-54 / CS- 12 CHECKING/PAYBILL CHECKING

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr N. S. Subramanian	PGT (Maths)	I/C
2.	Mr Samrat	PRT	Member
3.	Mr Hitesh Chauhan	PRT	Member

Duties:-

1. Pay bill should be checked thoroughly before uploading in UBI Web Portal.
2. Fee collection tally

29. P A SYSTEM- MORNING ASSEMBLY AND OTHER FUNCTIONS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Ambilamma	TGT (WE)	I/C
2.	Mr Pradeep Singh	TGT (SST)	Member
3.	Mrs Girija	PRT (Music)	I/C
4	Mr.Hitesh Chouhan	PRT	Member

30. EK BHARAT SHRESHT BHARAT

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Tandra Reddy	TGT (SST)	I/C
2.	Mrs Devi Meenambigai	PGT (Commerce)	Member
3.	Mrs Padmavathy	TGT (English)	Member
4.	Mr M. K Saini	TGT (Hindi)	Member
4.	Mr Pradeep Singh	TGT (SST)	Member
5.	Mrs Girija Rani	PRT (Music)	I/C
6.	Mis Kiran Madan	PRT	Member
7.	Ms.Satish Ramavath	PRT	Member
8	Mr.Istikar Ansari	PRT	Member
9	Mrs. Habiba	Computer Inst	Member

Duties:-

1. All the activities suggested by KVS HQ and KVS RO for Chennai Region with a paired stated to planned in consultation with CCA department. A calendar of activities for both Primary and Secondary to be formulated for the complete year and to be conducted in the assembly activities and also during CCA period.

2.All the activities to be photographed and video graphed. Report to be sent to KVS RO on monthly basis and as and when required.

They will also select the students for EBSB Cluster level, Regional Level and National Level.

31. SOP

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs P Usha	PET	I/C
2.	Mrs Sherly Varghese	Librarian	Member
3.	Ms Binita Rawat	TGT (Art)	Member
4.	Coach 1		
5.	German Teacher		
6.	Nurse		
7	Mr.Vimlesh Meena	PRT	Member

Duties:-

To make SOP month wise allotting duties in consultation with Vice Principal during Lunch break and during the arrival 8.15 A. M to check the movement of the vehicles at the gate and during dispersal of students at 2.40 P.M.

To look after the general safety and security of the students during the break, arrival and departure.

32. PISA

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs S. Chitra	PGT (Chemistry)	I/C
2.	Ms Kanishka	TGT (English)	Member
3.	Mr Pradeep Singh	TGT (SST)	Member
4.	Ms Sheela	Computer Instructor	Member
5.	Mrs Habeeba	Computer Instructor	Member

Duties:-

1. To make the list of all eligible candidates for PISA and the list of candidates of PISA from class IX to XII. To follow the instructions given by KVS HQ and KVS RO in distributing the materials provided.

2. To conduct the PISA CCT tests on the dates given by KVS HQ and RO.

3. To upload the marks and other details in Samgraha website and to keep the records ready for checking by the inspection team.

4. To monitor that the teachers of Class IX to XII incorporate CCT type questions in their lesson plans. To update undersigned on the progress of PISA activities in the Vidyalaya.

33. INTEGRITY CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Neelu Mishra	PGT (Eco)	I/C
2.	Mrs N Chitra	TGT (Maths)	Member
3.	Mr Gangadhar Bode	TGT (Sanskrit)	Member

34. NCC

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Pradeep Singh	TGT (SST)	I/C
2.	Mr Hitesh Chauhan	PRT	Member

Duties:-

- 1.To liaison with NCC office for any updates and circulars.
- 2.To conduct drills as per the schedule given by the NCC office.
- 3.To enroll the students, to send the cadets for camp and to prepare them for NCC tests. To conduct the parades. To engage the cadets on special days and special programme in reception of guests.

35. KVS Activities, Olympiads, Talent Test, Jigyasa, Science Activities, KVS JNNMSE, Inspire etc.,

S.NO	NAME	DESIGNATION	MEMBER	OLYMPIADS
1.	Mrs Renuka Devi	PGT (Physics)	Overall I/C	JNMSSE
2.	Ms Kiran	PGT (CS)	I/C	Cyber & KVPY
3.	Mrs N Chitra	TGT (Maths)	I/C	Maths
4.	Mrs Anu Vijyanan	PGT (Bio Tech)	I/C	Green & NTSC
5.	Mrs Shilpi Khanduri	TGT(Science)	I/C	Science & Inspire
6	Ms Kanishka	TGT (English)	I/C	English
7	Mrs Sheeja Vinod	PGT(Bio)	I/C	JIGYASA & NCSC
8	Mrs S Chitra	PGT (Chemistry)	I/C	SPOT & JSO
9	Dr Prerana	PGT (Physics)	I/C	ATL
10	Mrs Ambaliamma	TGT (WE	I/C	
11	Mr.Hitesh Chouhan	PRT	I/C	
12	Mr.Samrat	PRT	Member	
13	Mr.Istikar	PRT	Member	

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Duties:

To plan and conduct the activities as per the schedule.

36. FIT INDIA / SBSB

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs P Usha	PET	I/C
2.	Mrs Sathe Machindra	PRT	Member
3.		Coach	Member
4.		Coach	Member
5	Ms Habiba	Computer Instructor 1	Member
6	Ms. Sheela	Computer Instructor 2	Member

Duties:

To conduct the activities as per FIT India circulars and to send the report to KVS HQ/ KV RO as and when needed.

To keep a record of all the activities conducted.

37. Art and Craft & WET- Garbology :

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Binita Rawat	TGT (Art)	I/C
2.	Mrs Ambili Amma	TGT (WE)	Member

Duties:

Implementation of waste management programme monthly basis. Maintain records and pictures

38. Bus Pass

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Padeep Singh	TGT (SST)	I/C
2.	Mr Murugan	Conservancy Staff	Member
All class teachers of class 1 to 12			

39. ACP

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Padmavathy	TGT (English)	Member
2.	All ACP Trained Teaches	Members	Member

40. AEP

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Sheeja Vinod	PGT (Biology)	I/C
2.	Mrs Tandra Reddy	TGT (SST)	Member

41. GUIDANCE AND COUNSELING

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.N.S.Subramanian	PGT (Maths)	I/C
2.	Mr George	TGT (English)	Member
3.	Counselor		

42. SWACTHA ABIYAN

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Pradeep Singh	TGT (SST)	I/C
2.	Ms Kanishka	TGT (English)	Member
3.	Ms Kiran Madan	PRT	Member

Duties:

1. To conduct the activities in the school as per the circulars issued from KVS HQ/KVS RO from time to time.
2. To record all the activities conducted under Swachtha Abiyan in the form of report, photo graphs, video and send the report to RO as and when required.

43. SARVASHIKSHA ABIYAN (EMIS)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs A. R Kankshini	TGT (Maths)	I/C
2.	Mr Samrat	PRT	Member
3.	Mrs. Kohila	DEO	Member

Duties:

To assist the office in compilation of Data required by State Govt. under Sarvashiksha Abiyan and to send the report as and when required.

44. HOUSE MASTERS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. B. Swarnalatha (Tagore)	PGT(English)	Member
2.	Mrs.S Renuka Devi (Raman)	PGT(Physics)	Member
3.	Ms.Kiran (Ashoka)	PGT(CS)	Member
4.	Mr. N.S. Subramanian (Shivaji)	PGT(Maths)	Member
5	Mr.Khemchand Meena (Ashoka)	PRT	I/C
6	Mr.Satish Ramavath (Tagore)	PRT	I/C
7	Mr.Chitranjan (Raman)	PRT	I/C
8	Mr.Hitesh Chouhan (Shivaji)	PRT	I/C

45. LOCAL PURCHASE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	DEPARTMENT
1.	Mrs Devi Meenambigai	PGT (Commerce)	Member	SST
2.	Mrs Renuka Devi	PGT (Physics)	Member	Science
3.	Mrs Neelu Mishra	PGT (Eco)	Member	CCA
4.	Mr Istikar Ansari	PRT	Member	Resource Room/Primary
5.	Mrs Ambilamma	TGT (WE)	Member	M & R
6.	Ms Binita Rawat	TGT (Art)	Member	M & R

46. SHAALA DARPAN

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Kiran	PGT (CS)	I/C
2.	Ms Sheela	Computer Ins.	Member
3.	Ms Habiba	Computer Ins.	Member
4.	All class teachers from class 1 to 12		

47. UBI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Kiran	PGT (CS)	I/C
2.	Ms Sheela	Computer Ins.	Member
3.	Ms Habiba	Computer Ins.	Member
4.	All class teachers from class 1 to 12		

48. Audio – Visual Lab/LCD Projectors/Screen E-Learning/E-Classrooms

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Kiran	PGT (CS)	I/C
2.	Ms Sheela	Computer Ins.	Member
3.	Ms Habiba	Computer Ins.	Member
4.	Class teachers and lab in-charges wherever LCD projectors are installed		

Duties:

1. Responsible for safety and security of the LCD Projectors installed in Classrooms. Daily monitoring of the same.

2. Taking feedback from the Class Teachers and Subject Teachers of these classes and submission of report to HM, Vice Principal and Principal.

49. CCTV/Fire Instrument/ Alarm System

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs Ambilamma	TGT (WE)	I/C
2.	Ms Binita Rawat	TGT (Art)	Member
3.	Mr Sathe Machindra	PRT	Member

50.PUBLIC Relation / Alumni

S.NO	NAME	DESIGNATION	
1.	Mr.Mahendra Kumar	TGT (Hin)	I/C
2.	Mrs. Renuka Devi	PGT(Phy)	Member
3.	Ms.Kiran.S	PGT(Comp Sci)	Member
4.	Mrs.Tandra Reddy	TGT(SST)	Member

51. Children's Park

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Satish Ramavath	PRT	I/C
2.	Ms Monika	PRT	Member

Duties:

- 1.Daily upkeep and monitoring of the Children's Park.
- 2.Ensuring safety and security of the students.
- 3.Ensuring proper maintenance of the children's park regularly.

52. FUNDAY (Primary)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr Chitranjan	PRT	I/C
2.	Mr.Vimlesh Meena	PRT	Member
3	Mr Samrat	PRT	Member
4.	Mr.Hitesh Chouhan	PRT	Member

53. Celebrations(Primary)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs.Girija	PRT (Music)	I/C
2.	Ms.Kiran Madan	PRT	Member
3	Ms.Monika	PRT	Member
4.	Ms.Kajal Samant	PRT	Member

54.ID card

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs.Priyanka Yadav	PRT	I/C
2.	Mrs.Rajni Chaudary	PRT	Member
3	Mrs.Neelam	PRT	Member
4.	Mr.Vimlesh	PRT	Member
5.	Mrs Ambaliamma	TGT (WE	IC
6	Ms Binitha Rawat	TGT (Art)	Member
7	Mrs Sherly	Librarian	Member

55. Photography and Videography

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms Binitha Rawat	TGT (Art)	I/C
2.	Ms Neelu Mishra	PGT (Eco)	Member
3	Mr Samrat	PRT	Member

56. Class Teachers and Co- Class Teachers :

S.NO	Class	Class Teacher	Co- Class Teacher	Co-coordinator
1	VIA	Mr Pradeep Singh	Mr Gangadhar Bode	Mrs Ambaliamma
2	VIB	Mr Mahendra Kumar	Mrs Kankshini	
3	VIC	Mrs Anu Vijayan	Mr N. M Jayanthan	
4	VIIA	Mrs Prerana	Mr Pradeep Singh	Ms Binitha Rawat
5	VIIIB	TGT SST	Mrs Renuka Devi	
6	VIIIC	Mrs Kankshini	Ms Kanishka	
7	VIIIA	Mrs Shilpi Kanduri	TGT SST	German Teacher
8	VIIIB	Mr T T George	Mrs N Chitra	
9	VIIIC	Ms Kanishka	PGT Chem	
10	IXA	Mr N S Subramanian	Mr Mahendra Kumar	PT Coach
11	IXB	Mrs N Chitra	Mr Mahesh Kumar Saini	
12	IXC	Mr Mahesh Kumar Saini	Mr Mahadevan	
13	XA	Mr Gangadhar Bode	Mr T T George	Computer Instructor
14	XB	Mrs Padmavathy	Mrs Shilpi Kanduri	
15	XC	Mrs G Tandra Reddy	Mrs Padmavathy	
16	XIA	Mrs S. Chitra	Mrs Prerana	Mrs P Usha
17	XIB	Mrs Sheeja Vindo	Mrs B Swarnalatha	
18	XIC	Ms Neelu Mishra	Mrs Devi Menambigai	
19	XIIA	Mrs S Renuka Devi	Ms Kiran	Mrs Sherly
20	XIIB	Mrs B Swarnalatha	Mrs Sheeja	
21	XIIC	Mrs Devi Menambigai	Ms Neelu Mishra	

1. To take the attendance twice daily in forenoon before morning assembly starts and after the recess and submit to the Shaala Darpan team for updating of attendance on Shaala Darpan.
2. To make attendances by marking "P" for present and "A" for absent both times.
3. To complete attendance register at the end of the month and to get the Principal's signature on the last working day.
4. To enter all the particulars of student's viz. parents' name, address, contact no. etc. and keep the students profile updated in class register as well as on Shaala Darpan with the help of Shaala Darpan team.
5. To keep the leave letters, study certificates etc. Issued to students in a file.
6. To enter the details of the fee and fine paid / suspension etc./ any punishment accorded to the student.
7. To record good / bad/ achievement / and the traits of the students in the register.
8. To choose / select/a very effective class leader and to train the child for leadership qualities with added responsibility, if needed on rotation basis.
9. To encourage / motivate children to participate in CCA/ sports/ internal/ external competitions and to keep track records of their participation throughout the year.
10. To co- ordinate / cooperate with the students to try to solve their problems like indiscipline/ low scores in any subjects.
11. To keep record of the parent – teacher meeting as when such meeting takes place.
12. Please check the cleanliness of the class – room. Not a single paper piece should be seen inside the class room thrown carelessly. If cleanliness is not up to the mark, please inform the undersigned / Office and get it cleaned immediately.
13. Students must be trained to turn off light / fans as and when they leave the class room.
14. In the absence of class teacher and co class teacher, coordinator will look after their respective classes.

