

COMMITTEE

SR NO.	NAME OF THE COMMITTEES	SCOPE OF WORK	SEC STAFF INCHARGE/MEMBERS	PRIMARY STAFF INCHARGE/ MEMBERS
1.	ADMISSION	Planning, guiding, online application, verification preparing the lists as per kvs rules and maintaining the records in time bound.	1.MR.DINNAKARAN PGT PHY (I/C) 2. MR. RAVI MAHADEVAN HM 3.MR.PURUSHOTTAM LIBRARIAN 4. COMPUTER INST.	1. MRS. M.V. SATHAYAVATHY PRT 2. MRS. S. SEETHA LAKSHMI PRT 3.C.SYLVIA JEYAKUMAR PRT
2.	TIMETABLE	Preparing Time-table as per KVS norms, putting daily arrangements, Preparing remedial Time-table {Time bound} .	1. DR. S. SUNDARVELU PGT BIO(I/C) 2. MRS. SUDHA BALAZI PGT CHEM 3. MS. ANJU RANI PGT CS 4. MRS. PUNITHAMANI TGT MATHS 5. MR. PURUSHOTAMAN LIB 6. MR. SANTOSH SR. COMP INST	1. MRS VANJANA MURALI PRT 2. CHELLAM THENMAZHI PRT 3. MRS. RATHANA .P. PRT
3.	INTRERNAL/ EXTERNAL EXAMINATION	Having sufficient stationary, collection and printing of Q. papers in time, maintaining confidentiality, conduct of various exams.	1. MR. PHILIP SAJAN PGT MATHS(I/C) 2. MRS. GEETHA PGT COMMERCE 3. MR. S. SESHADRI TGT SKT 4. MRS. PUNITHMANI TGT MATHS 5. MR. ANTO ISAC PET	1.MR. MADHAV REDDY,PRT 2. MRS. SHAMINBANU, PRT 3. MRS. S. SEETALAKSHMI,PRT 4. MRS. ANNIE BRENDA,PRT

COMMITTEE

			6. MR. INDULKAR TGT (WE) 7. MR. SANTOSH COMPUTER INST	
4.	CBSE	All CBSE work to be completed on time and touch with CBSE and ensure timely changed information etc.	1. MR. S. SESHADRI TGT SKT(I/C) 2. MRS. KAMINI GUPTA TGT ENG 3. MR. SANTOSH COMPUTER INST SEC 4. ALL CLASS TEACHERS	-----
5.	ACADEMICS	1. To convene Subject-committee meetings, regularly. 2. To ensure timely completion of syllabus. 3. To ensure timely conduct of periodical assessments, tests & exams and evaluation thereof as per CCE as well as CBSE, wherever applicable.	1.MR.DINNAKARAN PGT PHY (I/C) 2.DR. S. SUNDARAVELU PGT(BIO) 3.MRS. GEETHA PGT COMMERCE 4.JYOTHI SAINI TGT ART 5.ANJU RANI PGT CS 6.ALL SUBJECT TEACHERS	1.MR. RAVI MAHADEVAN, HM 2.MRS. R. VIJAYSITA, PRT 3.MRS. VANAJA MURALI,PRT 4. MRS. CHELLAM JHENMOZI, PRT 5.MRS. S. PANKAJAM, PRT
6.	COMPUTER DEPT/ICT/CAL TAL/E LEARNING/	1. Conduct committee meeting. 2. CAL/TAL time table prepare , maintain and monitor. 3. Get sign from all the teachers	1. ANJU RANI PGTCS(I/C) 2.MRS. GEETHA PGT COMMERCE 3.MRS PHILIP SAJAN PGT MATHS	1. MR MAHADEVAN REDDY,PRT 2. MRS. VANAJA MURALI ,PRT

COMMITTEE

	CLASS MONITORING	4. Condemnation of electronic items and purchase of required materials .	4. MRS. PUNITHAMANI TGT MATHS 5. MR. SANTOSH COMP INST SEC	3. MRS. SATHYAVATI, PRT 4. COMPT INST
7.	FURNITURE	Maintaining stock record , monitoring ,purchase and repair of furniture as per requirement .	1. MR. PURUSHOTAMAN LIB (I/C) 2. MR. RAKESH INDULKER TGT WE 3. MR. JB SING TGT ENG	1. MR. NELSON, PRT 2. MR. MADHAVA REDDY, PRT 3. MRS. MARIEA CELINE, PRT 4. MRS. S. PANKAJAM ,PRT
8.	UBI FEE COLLECTION AND WEBSITES	1. Verification of data and co-ordination. 2. Time to time verification with all the class teachers and co class teachers	1. MS. ANJU RANI PGT CS(I/C) 2. MR. ANBU DURAI 3. MR. SANTOSH COMP INST 4. ALL CLASS TEACHERS	1. MR. MAHADEVAN REDDY, PRT 2. MR. S.M.V SATYAVATHI, PRT 3. COMPT INST PRIMARY 4. ALL CLASS TEACHERS
9.	LAB INCHARGE	Keeping labs well equipped, maintaining stock register, purchase and condemnation of articles in time. Keeping the lab clean and neat.	1. PHY LAB-MR. D. DINAKARAN PGT PHY(I/C) 2. CHEM LAB-MR. SUDHA BALAZI PGT CHEM 3. BIO LAB-DR. S. SUNDERAVELU PGT(BIO) 4. MATHS LAB-MR. PHILIP SAJAN 5. SEC ELEARNING-MRS. GEETHA PGT COMMERCE 6. COMP LAB-ANJU RANI PGT CS	1. PRIMARY ELEARNING - MR. MADHAV REDDY PRT 2. COMPUTER LAB – RAJLAKASHMI COMP INST

COMMITTEE

			7. JUNIOR SCIENCE LAB-MRS. THILAKAM,TGT BIO	
10.	LIBRARY	Keeping library equipped with latest useful books, magazines and papers as per KVS norms, barcoding, motivating and issuing books to teachers and students, collection in time, conducting few competitions within library.	1.MR. PURUSHOTAMA N , LIB(I/C) 2. ALL SUBJECT INCHARGE TO BE MEMBER OF LIBRARY COMMITTEE AND TWO STUDENTS SHOULD BE THERE	1. MRS. MARIEA CELINE,PRT 2. MR. T. NELSON PERINBARAJ ,PRT 3. MRS. S. PANKAJAM, PRT 4. ADD 2 STUDENTS
11.	SCHOOL WEBSITE & BLOG	Keeping lab and school hardwares up-to-date, providing hardwares during events, maintenance, updating the web-site as per KVS norms	1. ANJU RANI PGT CS(I/C) 2. MR. JB SINGH TGT ENG 3. MRS. VINOLA WESLEY TGT SST 4. MRS. PUNITHAMANI TGT MATHS 5. MR. SANTOSH COMP INST	1.MRS. VIJAYSITA ,PRT 2.MR. MADHAVA REDDY,PRT 3.MR. M.V. SATHAYA VATHY 4.COMP INST
12.	SCOUT AND GUIDE CUBS & BULBUL	Preparing more scouts and guides for the puraskars, conducting activities, camps, etc. Maintaining records and	1.MRS. SUDHA BALAZI PGT CHEM(I/C) 2. MR. RAKESH INDULKER TGT WE 3.MR. KANNAN TGT HINDI	1.MRS. K.B. JOLLY 2.MR. BALA MURUGAN,PR T 3.MRS. ZETA MIRANDA,PRT 4.MRS. K.P. JAYASREE,PRT

COMMITTEE

		sending reports (time-bound).	4.MR. S. SESHADRI,TGT SKT 5.MS JYOTHI SAINI TGT ART	
13.	DISCIPLINE	To plan an effective program for ensuring overall disciplines. To execute the program by monitoring daily bases.	1.MR. ANTO ISSAC(I/C) 2.MS. KALYANI COACH 3.MRS. UMA YOGA 4. ALL STAFF MEMBERS	1.CLASS TEACHERS 2.SPORTS COACH PRIMARY
14.	COCURICULAR ACTIVITIES OR CCA	1. Maintenance, display of TLM, record maintenance of all the activities as per KVS norms. 2. Conducting morning assembly as well as time bound meeting to be conducted. 3.Sending students for various competitions	1.MRS. SOUNDARI RANI PGT ENG(I/C) 2.MR. GSG GUPTA PGT HINDI 3.MR. JB SINGH TGT ENG 4.MRS. KALAIARASI TGT ENG 5.MR. SESHADRI TGT SKT 6.MR. ANTO ISSAC PET 7.MR. RAKESH INDULKER TGT WE 8.MR. KABALISHVARAN SUBSTAFF	1.MRS. ZETA MIRANDA,PR T 2.MRS. C. PRASANA,PR T 3. MRS. R.VIJAYSITA-CMP 4.MRS. K.B.JOLY-CMP 5.MR. BALA MURUGAN,PR T

COMMITTEE

15.	SPORTS & GAMES	To plan an effective program as per class time-table for training the students in Games & Sports to execute the program effectively.	1.MR. ANTO ISAC PET (I/C) 2.KALYANI COACH 3.MRS. UMA YOGA 4.ALL CLASS TEACHERS	1.T. NELSON PERINBARAJ, PRT 2.MRS. MARIEA CELINE 3.PRIMARY COACH
16.	TEACHING AIDS & AUDIO VISUAL AIDS	Monitoring of Up gradation of ICT facilities, keeping the records of Purchasing items articles as per requirement of the teachers	1. MRS. VINOLA WESLEY TGT SST(I/C) 2. MR. JB SINGH TGT ENG 3. THILAGAM TGT BIO 4. ANJU RANI PGT CS 5. MR. SANTOSH COMP INST	1.MRS. VANAJA MURLI, PRT 2.MRS. M.V. SATHYAVATHY 3.COMPT INST
17.	GRIEVANCE	Making students aware of use of Grievance box , monitoring, timely action and record keeping	1.MRS. GEETHA PGT COMM(I/C) 2.MRS. SOUNDARI RANI PGT ENG 3.MR. S. SESHADRI TGT SKT 4.MR. PURUSHOTAMAN LIB 5.MRS. KAMINI GUPTA TGT ENG 6.MRS. DURGA COUNSELOR	1.RAVI MAHADEVAN, HM 2.MRS. VIJAYSITA PRT 3.MRS. VANAJA MURALI ,PRT

COMMITTEE

18.	EXCURSION & EDUCATIONAL TRIP	<ol style="list-style-type: none"> 1. Arrangement of excursion 2. Maintenance of records. 3. Arrangement of escort duty. 4. Maintain safety and security of students. 	<ol style="list-style-type: none"> 5. MR. PHILIP SAJAN PGT MATHS(I/C) 6. MRS. SUDHA BALAZI PGT CHEM 7. MR. ANTO ISSAC PET 8. MRS. GEETHA R PGT COMM 9. MR. JB SINGH TGT ENG 10. MRS. KAMINI GUPTA TGT ENG 11. MR. VINOLA WESLEY TGT SST 12. MR. RAKESH INDULKER TGT WET 	<ol style="list-style-type: none"> 1. MR. NELSON 2. MR. MADHAVAN REDDY 3. CLASS TEACHERS 4. SPORTS COACH PRIMARY
19.	PURCHASE & CONDEMNATION	<ol style="list-style-type: none"> 1. Conduction of meeting with all members. 2. Sending the advt. 3. Ask for quotation. 4. Maintain the records of purchase and condemnation. 	<ol style="list-style-type: none"> 1. MR. PHILIP SAJAN PGT MATHS(I/C) 2. DR. S. SUNDARVELU PGT BIO 3. MRS. S.T. SOUNDARI RANI PGT ENG 4. MRS. GEETHA R PGT COMM 5. MR. JB SINGH TGT ENG 6. MR. VENKATESWARULU UDC 7. MRS. PADMAVATHI ASST. 	<ol style="list-style-type: none"> 1. MR. NELSON, PRT 2. MR. MADHAVA REDDY, PRT 3. MRS. MAREIA CELINE, PRT 4. MRS. S. PANKAJAM, PRT
20.	FIRST AID & MEDICAL CHECK UP	To ensure proper checkup, maintenance of health cards and intimating the	<ol style="list-style-type: none"> 1. MR. SINTHIL DOCTOR(I/C) 2. MRS. RUPA NURSE 3. MR. ANTO ISSAC PET 	<ol style="list-style-type: none"> 1. MRS. ANNIE BRINDA, PRT 2. MRS. ZETA MIRANDA, PRT 3. NURSE

COMMITTEE

		parent as per need. Separately maintain for students have specific diseases.	4.ALL CLASS TEACHERS 5.MR. KALYANI COACH	
21.	SCIENCE CLUB/AQUARIUM MAINTENANCE	1. Conduction of committee meeting. 2. Maintenance records 3. Conduction of Olympiad exams. 4. Sending students for Science competitions.	1. DR. S. SUNDARVELU PGT BIO(I/C) 2. MR. D. DINAKARAN, PGT PHY 3. MRS. SUDHABALAZI, PGT CHEM 4. MRS. SHEELA RANGANATHAN, TGT SCI 5. MRS. THILAGAM.K. TGT SCI 6. MR. ANBUDURAI, LDC	1. MRS. S. SEETHALAKSHMI, PRT 2. MRS. M.V. SATHYAVATHY 3. MRS. VANAJA MURALI, PRT
22.	MATHS CLUB	To issue Maths Lab Material and Maintain Records 2. To Plan and Organize Maths Club Activities. 3. To Train and organize Maths Olympiad etc	1. MR. PHILIP SAJAN PGT MATHS(I/C) 2. MRS. PUNITHAMANI TGT MATHS 3. MS. SHIPRA DIXIT TGT MATHS 4.	
23.	LITERARY CLUB	1. Conduction of committee meeting. 2. Conduction of club activity. 3. Arrange competitions.	1. MRS. SOUNDARI RANI PGT ENG(I/C) 2. DR. G.S. GUPTA PGT HIN 3. MR. JB SING TGT ENG	1. MRS. ZETA MIRANDA, PRT 2. MRS. RATHNA PRT 3. MRS. CHELLAM THENMOZH I PRT

COMMITTEE

			<p>4. MR. G. KANNAN TGT HIN</p> <p>5. MRS. KAMINI GUPTA, TGT ENG</p> <p>6.MR. PRASAD ,TGT HIN</p> <p>7.MR. S. SESHADRI TGT SKT</p> <p>8. GERMAN TEACHER</p> <p>9.TAMIL TEACHER</p>	<p>4.MRS. B. SHAMI BANU,PRT</p>
24.	FINE ART CLUB & PHOTOGRAPHY CLUB	<p>1. Selection of students for competitions.</p> <p>2. Keep the photos of all occasions.</p>	<p>3. MR. RAKESH INDULKAR TGT WE(I/C)</p> <p>4. MR. JB SINGH TGT ENG</p> <p>5. MR. SANTOSH COMP INST SEC</p> <p>6. MUSIC TEACHER</p>	<p>1. MRS. C.SYLVIA JEYAKUMARI</p> <p>2. MRS. S.PANKAJAM</p> <p>3. MR. MADHAVA REDDY</p> <p>4. MRS. M.V.SATHYA VATHY</p>
25.	NATURE CLUB	<p>1. Maintain a club for growing greenery.</p> <p>2. Planting more saplings of trees.</p> <p>3. Prepare the school for Harithvidyalaya</p>	<p>1.DR. S. SUNDARVELU PGT BIO(I/C)</p> <p>2. MRS. GEETHA R PGT COMM</p> <p>3.. MRS. SHEELA RANGNATHAN TGT SCI</p> <p>4.MRS. K.THILAGAM TGT BIO</p>	<p>1.MRS. S. SEETHALAK SHMI,PRT</p> <p>2.MRS. M.V. SATHYAVATHY,PRT</p> <p>3.MRS. VANAJA MURALI, PRT</p>

COMMITTEE

			5. JYOTI SAINI TGT ART	
			6. ALL STAFF MEMBERS	
26.	INTEGRITY CLUB	<p>1. Conduction of committee meeting.</p> <p>2. Conduction of club activity.</p> <p>3. Arrange competitions.</p> <p>4. Take the children to some places like orphanage and old days home</p>	<p>1. MRS. GEETHA PGT COMM(I/C)</p> <p>2. MS. ANJU RANI PGT CS</p> <p>3. MRS. PUNITHAMANI TGT MATHS</p> <p>4. MRS. VINOLA WESLEY TGT SST</p> <p>5. MR. JB SINGH TGT ENG</p> <p>6. MS. JYOTHI TGT ART</p>	-----
27.	PTA COMMITTEE	<p>Planning, intimating the parent, conduct of meeting as per KVS rule and maintaining the record.</p>	<p>1. MRS. GEETHA R PGT COMM(I/C)</p> <p>2. ANJU RANI PGT CS</p> <p>3. MRS. VINOLA WESLEY</p> <p>4. MR. JB SINGH TGT ENG</p> <p>5. MRS. KALAIARASI TGT ENG</p> <p>6. JYOTI SAINI TGT ART</p>	<p>1. MRS. S. PANKAJAM</p> <p>2. MRS. ANNIE ,PRTBRINDA,P RT</p> <p>3. MRS. MARIEA CELINE,PRT</p> <p>4. MRS. SHAMI BANU,PRT</p>

COMMITTEE

28.	NAEP	To educate and create awareness regarding adolescence related problems, effects and solutions.	<p>1.MRS. GEETHA R PGT COMM(I/C)</p> <p>3.DR. S. SUNDARVELU PGT BIO(I/C)</p> <p>4.MR. D. DINAKARAN,PGT PHY</p> <p>5.MRS. SUDHABALAZI,P GT CHEM</p> <p>6. MR. PHILIP SAJAN PGT MATHS</p>	-----
29.	SWATCH VIDAYAL AYA & HARITH VDALAYA	<p>1.Kepping the vidyalaya clean and green.</p> <p>2.Maintain the records</p>	<p>1.DR. S. SUNDARVELU PGT BIO(I/C)</p> <p>2.MS. JYOTHI TGT ART</p> <p>3. PGT ECONOMICS</p> <p>4.ALL STAF MEMBERS AND SUB STAFF</p>	<p>1. MRS. CHELLAM THENMOZHI, PRT</p> <p>2. MRS. K.B. JOLY,PRT</p> <p>3. MRS. RATHNA,PRT</p> <p>4. MRS. C. PRASANNA, PRT</p>
30.	SBSB	<p>1. Measurement the health of students .</p> <p>2. Maintain the health records.</p>	<p>1. MR. ANTO ISSAC TGT PET</p> <p>2. MR. SENTHIL DOCTOR</p> <p>3. MS. KALYANI COACH</p> <p>4. MRS. RUPA NURSE</p> <p>5. ALL CLASS TEACHERS</p>	-----

COMMITTEE

31.	COMMUNICATIVE SKILLS	To give practice to all students for improving their communicative skills.	<p>1.MRS. SOUNDARI RANI PGT ENG(I/C)</p> <p>2.DR. G.S. GUPTA PGT HIN</p> <p>3MR. JB SINGH TGT ENG</p> <p>4.MR. G. KANNAN TGT HIN</p> <p>5. MRS. KAMINI GUPTA,TGT ENG</p> <p>6.MR. PRASAD ,TGT HIN</p> <p>7.MR. S. SESHADRI TGT SKT</p> <p>8. GERMAN TEACHER</p> <p>9.TAMIL TEACHER</p>	----- -
32.	AWAKENED CITIZENSHIP PROGRAM	<p>1. To show the video modules and discuss.</p> <p>2. Sending the reports regularly to ACP.</p>	<p>1.MRS VINOLA WESLEY TGT SST(I/C)</p> <p>2. MRS. KAMINI GUPTA TGT ENG</p> <p>3.MRS. THILAGAM .K TGT SCI</p> <p>4. MRS. SHEELA RANGATHAN TGT SCI</p> <p>5. MR. JB SINGH TGT ENG</p>	

COMMITTEE

33.	LOST AND FOUND PROPERTY	1. Lost property to be found and handed over to respective person immediately then and there and report to principal.	1.MR. ANTO ISSAC PET(I/C) 2. MRS. THILAGAM.K TGT SCI	1. MRS. K.P. JAYASREE,PR T 2. MRS. ZETA MIRANDA,PRT
34.	OLYMPIAD AND OTHER EXTERNAL EXAMS	1. Conduct all exams and maintain the records.	1.MRS. SUDHA BALAZI PGT CHEM(I/C) 2. MRS.GEETHA R PGT COMM 3.DR. S. SUNDARVELU PGT BIO 4. MRS. VINOLA WESLEY TGT SST 5. MRS. KAMINI GUPTA TGT ENG	1. MRS. SATHYAVATHY , PRT
35	MAINTENANCE & REPAIR WORK INCLUDING RO PLANT	1. Find out the faults and complete the repair work as per kvs norms. 2. RO plant to be checked often by tem members.	1.DR. S. SUNDARVELU PGT BIO 2.MR. ANTO ISAC TGT PET 3.MR. RAKESH INDULKER TGT WE	1. MR. NELSON, PRT 2. MR. MADHAVA REDDY,PRT 3. MRS. SEETHA LAKSHMI,PRT 4. MRS. PANKAJAM,PR T
36.	CS-11 &CS-54	To check the records of cs-11 & cs-54 time to time by the members of team.	1.MR. PHILIP SAJAN PGT MATHS (I/C) 2.MRS. PUNITHMANI TGT MATHS 3.MS. SHIPRA DIXIT	-----

COMMITTEE

37.	TIMAHI & RAJBHASA	1. To conduct meeting and implementing the rajbhasa in entire school.	2. MR. G. KANNAN TGT HIN(I/C) 3. MR. PRASAD R.S. TGT HIN 4. MR. ANBUDURAI LDC	1. MRS.S.VIJAY SITA,PRT 2. MRS. RATHNA, PRT
38.	VMC/ VEC/ PTA EX ORGANIZATION	Vidyalaya building , campus, departments, Class rooms, water supply and drainage system	1. DR. S.SUNDARVELU PGT BIO(I/C) 2. MRS. SOUNDARI RANI PGT ENG(I/C) 3. MR. KANNAN TGT HIN	
39.	LATE COMERS CHECKING	1. To Maintain Late Comer Register & Get signed either by VP or Principal. 2. Identify the regular late comers and the reason for delay.	1.MRS. GEETHA R PGT COMM(I/C) 2.MR. ANTO ISAC TGT PET 3.MRS. THILAGAM.K TGT BIO 4.GERMAN TEACHER 5.COACHES 6.ALL CLASS TEACHERS IN ROTATION	CLASS TEACHERS IN ROTATION
40.	CCTV CAMERA COMMITTEE	1. Monitor CCTV installed and their status. 2. Get the CCTV repaired now and then when it is not functioning properly.	1. DR. S.SUNDARVELU PGT BIO(I/C) 2. MR. PRASAD TGT HIN 3. MRS. KAMINI GUPTA TGT ENG 4. MR. VENKATESHWARALU UDC	1.MRS. K.B. JOLY,PRT 2. MRS. VIJYASITHA ,PRT
41.	HOUSEKEEPING/SANITATION SECURITY	1. Monitor the Cleanliness of the Vidyalaya. 2. Assign duties to the supervisor	1.MRS. GEETHA R PGT COMM(I/C) 2. MR. KANNAN TGT HIN	1.MRS. SYLIA PRT 2.MRS. JAYASREE,PRT 3.MRS.VIJAYSEETHA,PRT

COMMITTEE

		and monitor the work.	3. COUNSELLOR 4. MRS. PADMAVATHI	4.MRS.ZETA MIRANDA,PRT
42.	SCHOOL MAGAZINE COMMITTEE	To invite contributions from the Students & staff by motivating words for exhibiting their creative talents. To review the content of the contributions received and to edit it if necessary to avoid any mistakes	1. MRS. SOUNDARI RANI PGT ENG(I/C) 2. MR.SESHADRI TGT SKT 3. TAMIL TEACHER 4. GERMAN TEACHER	1.MRS. SYLIA PRT 2.MRS. RATHNA ,PRT 3.MRS.ZETA MIRANDA PRT
43.	BACK TO BASICS	1. 6 TH TO 8 TH handling teachers must follow the rules and regulation of back to basic. 2. Record should be maintained and get sign to the authority.	3.MR. JB SINGH TGT ENG (I/C) 4.ALL SUBJECT TEACHERS 1TO VIII	-----
44.	SHALA DARPAN	Work to be completed time to time on shaladarpan website and get approval from the authority.	1. MS. ANJU RANI PGT(I/C) 2. MR. J.B SINGH ENG TGT 3. MR. VENKATESHWA RULU UDC 4. ALL SR. & SR. SEC TEACHERS 5. SEC. COMP INST	1. ALL PRIMARY CLASS TEACHERS 2. PRIMARY COMP INST
45.	IDENTITY CARDS, BUS	1.Prepare identity cards for all	1.MR. PURUSHOTTAMA N LIB(I/C)	1. MRS. MARIA CELINE PRT 2. ALL CLASS TEACHERS

COMMITTEE

	PASS/TRAIN PASS	<p>students from 6th to 12th</p> <p>from the academic year beginning.</p> <p>2. Arrange bus pass and train pass for required students.</p>	<p>2.MRS. PUNITHAMANI TGT MATHS</p> <p>3MR. SANTOSH COMP INST.</p> <p>4. KABALI SWARAN SUBSTAFF</p>	
46.	NCC	<p>1.Collect the name list from students and register them with in time.</p> <p>2. Maintain the records and get sign from the authority.</p>	<p>1.MRS. KAMINI GUPTA,TGT ENG(I/C)</p> <p>2.MR. ANTO ISSAC TGT PET</p> <p>3. MR. RAKESH INDULKAR TGT WET</p> <p>4. MS. KALYANI COACH</p>	
47.	HEALTH &WELLNESS CLUB	<p>1.Time to time medical checkup for all the students.</p> <p>2. Record is to be maintained and some health program should be conducted.</p>	<p>1.DR. SENTHIL</p> <p>2.MRS. DURGA COUNSELLOR</p> <p>3.MRS. RUPA NURSE</p>	<p>1.MRS. MARIEA CELINE,PRT</p> <p>2.MRS. SATHYAVATHI,PRT</p>
48.	ALUMINI ASSOCIATION COMMITTEE	<p>1. Name and contact no. to be collected and maintain the register and convey the requirements .</p>	<p>3. MR. D. DINAKARAN PGT PHY(I/C)</p> <p>4. MR. PHILIP SAJAN PGT MATHS</p>	<p>1.MRS. MARIEA CELINE PRT</p> <p>2.MRS. ZETA MIRANDA, PRT</p>

COMMITTEE

		2. Conduct the meeting.	5. MRS. GEETHA PGT COMM 6. MRS. SUDHA BALAZI PGT CHEM 7. UDC/LDC/ASST.	
49.	EXTRA CLASS/ SPECIAL CLASS/ REMEDIAL CLASS COMMITTEE	1. To arrange and maintain the time table for remedial and special classes then and there according to the requirement. 2. Maintain the records and get sign from the authority.	6. DR. S. SUNDARVELU PGT BIO(I/C) 7. MRS. SUDHA BALAZI PGT CHEM 8. MS. ANJU RANI PGT CS 9. MRS. PUNITHAMANI TGT MATHS 10. MR. PURUSHOTAMAN LIB 11. MR. SANTOSH SR. COMP INST	ALL SUBJECT TEACHERS
50.	INSPECTION TOOL COMMITTEE	1. Collect the information according to the requirements of inspection. 2. It should be prepared before 3 days on commencement of inspection either panel inspection or surprise inspection	3. MRS. GEETHA R PGT COMM(I/C) 4. MRS. KAMINI GUPTA TGT ENG 5. MRS. PADAMAVATHI ASST. 6. MR. VENKATESHWAR ULU UDC 7. MR. ANBUDURAI LDC 8. MR. KABALI SUBSTAFF	1. MR. RAVI MAHADEVAN HM 2. MR. NELSON PRT
51.	HOUSE MASTER'S	To give scope to all the members of the House to grow. To identify the latent talent and potential of each member. To give equal opportunity to all the members	1 ABDUL KALAM -(I/C). 2 C.V. RAMAN- (I/C) 3. RAMANUJAN- (I/C) 4. SALIM ALI- (I/C)	

COMMITTEE

		to show case their talent.		
52.	WOMEN & GIRL CHILDREN GRIVENANCE WELFARE COMMITTEE	<p>1. Time to time meeting to be conducted.</p> <p>2. Counselling session to be arranged according to the requirement</p> <p>3. If any grievance comes , to be solved immediately.</p>	<p>4. MRS. P. MALARVIZHI, VP(I/C)</p> <p>5. MR. PUNITHAMANI TGT MATHS</p> <p>6. DR. SENTHIL DOCTOR</p> <p>7. MRS. RUPA NURSE</p> <p>8. MR. DURGA COUNSELLOR</p>	1. MRS. VIJAYSITA,PRT
53.	ADVENTURE CLUB	<p>1. Name list of the students to be collected</p> <p>2. List of activities for the academic year to be prepared and get signed from the authority.</p> <p>Reports of the club meeting to be maintained and get sign by the authority.</p> <p>3. Club activities to be conducted according to schedule.</p>	<p>1. MR. ANTO ISSAC TGT PET</p> <p>2. JYOTHI SAINI TGT ART</p> <p>3. MR RAKESH. INDULKER TGT WET</p> <p>4. MS. KALYANI COACH</p> <p>5. MR. BALA SUBHRAMANI MUSIC</p> <p>6. MS. SHIPRA DIXIT TGT MATHS</p> <p>7. MRS. SUSHMA TGT SST</p> <p>8. MRS. UMA YOGA</p>	-----
54.	CAREER GUIDANCE &	Conduct of activities, classroom modules, Disha club activities and	<p>1. MRS. GEETHA PGT COMM</p> <p>2. MR. PHILIP SAJAN PGT MATHS</p>	

COMMITTEE

	COUNSEL LING	sending reports in time Planning and conducting sessions by self and outside agency, interacting with parent, Maintaining the record.	3. MRS. DURGA COUNSELLOR	-----
55.	RSP(ROAD SIDE PATROL)	1. Conduct program and drill for traffic management. 2. Maintain the record.	1. MR. RAKESH INDULKER TGT WET(I/C) 2. ALL SCOUTS AND GUIDES SEC TEACHERS	-----