KV OCF AVADI, CHENNAI -54

COMMITTEES 2023-2024

ALLOTEMENT OF DUTIES

SL NO.	NAME OF THE COMMITTEES	SCOPE OF WORK	SEC STAFF INCHARGE/MEMBERS	SIGN	PRIMARY STAFF INCHARGE/MEMBERS	SIGN
1.	ADMISSION	Planning, guiding, online application, verification preparing the lists as per kvs rules and maintaining the records in time bound.	1.MRS.SUDHA BALAJI, PGT CHEM 2.MRS. SUDHA SHARMA, PGT HIN 3.MRS. AJITHA, TGT BIO 4.COMP INS		1. MR. RAVI MAHADEVAN, HM I/C 2. MRS. P ARULSELVI 3. MRS. MARIA CELINE J 4. CLASS TEACHERS - I 5. COMP INS(P)	
2.	TIMETABLE	Preparing Time- table as per KVS norms, putting daily arrangements, Preparing remedial Time- table {Time bound}.	1. MRS. SARASWATHI TGT MATHS I/C 2. MS. ANJU RANI PGT CS 3. MRS. AJITHA 4. MR. ANUJ KUMAR YADAV 5. TGT MATHS		1. MRS. C SYLVIA JEYAKUMARI I/C 2. MRS. ANURADHA R 3. MR. M C MADHAVA REDDY	
3.	INTRERNAL/ EXTERNAL EXAMINATION	Having sufficient stationary, collection and printing of Q. papers in time, maintaining confidentiality, conduct of various exams.	1.MR.D DHINAKARAN PGT PHY (I/C) 2. DR. D SRINIVASAN TGT SKT 3. RAJANI DOKKU TGT MATHS 4. TGT MATHS		1. MRS. YAMUNA SURESH I/C 2. MRS. SYLVIA JEYAKUMARI	
4.	CBSE	All CBSE work to be completed on time and touch with CBSE and ensure timely changed information etc.	1. MRS.SUDHA BALAJI PGT CHEM (I/C) 2. MRS. ANJU RANI PGT CS 3. MR. D. SRINIVASAN 4. MRS. AJITHA S P		-	
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	1. MR.DHINAKARAN PGT PHY (I/C) 2. MRS.SUDHA BALAJI, PGT CHEM 3. MRS. SUDHA SHARMA PGT HIN 4. PGT MATHS 5. PGT ENG 6. PGT COMMERCE 7. ALL SUBJECT TEACHERS		1.MR. RAVI MAHADEVAN HM 2.MRS. C SYLVIA JEYAKUMARI (MATHS) 3.MRS. DEBORA THOMAS(ENG) 4.MRS. MANIMEKALAI(HINDI) 5.MRS. RAJASREE NAIR(EVS)	

		per CCE as well as CBSE, wherever applicable.			
6.	COMPUTER DEPT/ICT/CAL TAL/E LEARNING/ CLASS MONITORING	1.Conduct committee meeting. 2.CAL/TAL time table prepare, maintain and monitor. 3.Get sign from all the teachers 4.Condemnation of electronic items and purchase of required materials.	1. MRS. ANJU RANI PGT CS (I/C) 2. MR. ANUJ KUMAR YADAV 3. MRS. SUNIL KUMARI 4. PGT COMM 5. COMP INS	1. MRS. P ARULSELVI I/C 2.MRS. MARIA CELIN J 3.MRS. MANIMEKALAI	
7.	FURNITURE	Maintaining stock record, monitoring ,purchase and repair of furniture as per requirement.	1. MR. DEVENDRA KUMAR MEENA TGT HINDI 2. MR. DHIINAKARAN PGT PHY 3. MR. VARAPRASAD TGT PHE 4. MR. RAKESH INDULKAR 5. MRS. RAJANI DOKKU	1. MRS. ANURADHA R 2. MRS. MARIA CELIN J	
8.	UBI FEE COLLECTION ANDWEBSITES	2. Time to time verification with all the class teachers and co class teachers	 MRS. ANJU RANI PGT CS I/C MR. DHINAKRAN PGT PHY MRS.SARASWATHI TGT MATHS COMP INS(SEC) ALL CLASS TEACHERS 	1.MR.RAVI MAHADEVAN HM 2.MRS. P ARUL SELVI 3.COMP INS(P) 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. DHINAKARAN PGT PHY(I/C) 2. CHEM LAB-MR. SUDHA BALAJI PGT CHEM 3. BIO LAB- PGT (BIO) 4. MATHS LAB - PGT MATHS 5. SEC E LEARNING- MRS. VINOLA WESLEY TGT SST 6. COMP LAB-ANJU RANI PGT CS 7. JUNIOR SCIENCE LAB-MRS. AJITHA TGT BIO 8. ATAL TINKERING LAB – MRS SUDHA BALAJI PGT CHEM	-	
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.MRS. KAMINI I/C / LIBRARIAN 2. ALL SUBJECT INCHARGE TO BE MEMBER OF LIBRARY COMMITTEE AND TWO STUDENTS SHOULD BE THERE	1.MRS. MANIMEKALAI 2.MRS. ANURADHA R	
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	 ANJU RANI PGT CS(I/C) MRS. SUDHA SHARMA PGT HIN MRS. SUMATHI SAMUEL TGT ENG MRS. VINOLA WESLEY TGT SST MR. VARAPRASAD TGT PHE MR RAKESH INDULKAR TGT WE MRS. JYOTHI SAINI TGT AE COMP INST(SEC) 	1.MRS. P ARUL SELVI 2. MRS. RAJASREE NAIR 3.COMP INS(P)	

12.	SCOUT AND GUIDE CUBS & BULBUL	Preparing more scouts and guides for the puraskars, conducting activities, camps, etc. Maintaining records and sending reports (time-bound).	1. MRS. SUDHA BALAJI PGT CHEM(I/C) 2. MR. RAKESH INDULKAR TGT WE (S) I/C 3. MRS. SUDHA SHARMA PGT HINDI 4. MRS JYOTI SAINI TGT ART 5. MRS. AJITHA S P TGT SCI 6. MR. DEVENDRA KUMAR MEENA TGT HIN	1. MRS. MANIMEGALAI
13.	DISCIPLINE	To plan an effective program for ensuring overall disciplines. To execute the program by monitoring daily bases.	1. MR. VARAPRASAD TGT PHE I/C 2.MR. DHINAKARAN PGT PHY 3.MR. RAKESH INDULKAR TGT WE 4.MRS. SUMATHI SAMUEL TGT ENG 5.MR. ANUJ KUMAR YADAV TGT SST 6.ALL STAF MEMBERS	1. MRS. MARIA CELINE J 2. MRS. ANURADHA R 3. MRS. DEBORAH THOMAS 4. ALL TEACHERS
14.	COCURRICULAR ACTIVITIES OR CCA	Maintenance, display of TLM, record maintenance of all the activities as per KVS norms. Conducting morning assembly as well as time bound meeting to be conducted. 3.Sending students for various competitions	1. MRS. SUMATHI SAMUEL TGT ENG I/C 2. MRS. SUDHA SHARMA PGT HIN 3. DR. D SRINIVASAN TGT SKT 4. MR. VARAPRASAD TGT PHE 5. MRS. KAMINI GUPTA TGT ENG 6. PGT ENG	1. MRS. DEBORAH THOMAS 2.MRS. RAJASREE NAIR
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. VARAPRASAD TGT PHE I/C 2. COACH 3. ALL CLASS TEACHERS	1.MRS. ANURADHA R 2.MRS. RAJASREE NAIR

17.	GRIEVANCE	Making students aware of use of Grievance box, monitoring, timely action and record keeping	1. MR. DHINAKARAN PGT PHY I/C 2. MRS. SUDHA BALAJI PGT CHEM 3. DR. D SRINIVASAN TGT SKT 4. MR. VINOLA WESELY TGT SST 5. MRS. SARASWATHY M TGT MATHS 6. MRS. AJITHA S P, TGT SCI 7. MRS. RAJANI DOKKU TGT MATHS 8. COUNSELLOR	1. MR. RAVI MAHADEVAN HM 2. MRS. C SYLVIA JEYAKUMARI 3. MRS. R ANURADHA 4. MRS. DEBORAH THOMAS
18.	EXCURSION & EDUCATIONAL TRIP	1.Arrangement of excursion 2.Maintenance of records. 3.Arrangement of escort duty. 4.Maintain safety and security of students.	1. MR. VARAPRASAD TGT PHE I/C 2. MRS. SUDHA BALAJI PGT CHEM 3. MRS. ANUJ KUMAR YADAV TGT SST 4. MRS. KAMINI GUPTA TGT ENG 5. MR. RAKESH INDULKAR TGT WE 6. PGT MATHS 7. PGT COMMERCE	1. MRS. DEBORAH THOMAS 2. MRS. RAJASREE NAIR 3. MRS. MARIA CELINE J
19.	PURCHASE & CONDEMNATION	Conduction of meeting with all members. Sending the advt. Ask for quotation. Maintain the records of purchase and condemnation.	1. MR. D DHINAKARAN PGT PHY I/C 2. MRS. SUDHA BALAJI PGT CHEM 3. MRS. ANJU RANI PGT CS 4. MRS. RAJANI DOKKU TGT MATHS 5. MR. RAJENDRAN ASO 6. PGT ENG 7. UDC	1.MRS. MARIA CELINE J 2.MRS. RAJASREE NAIR 3.MRS. MANIMEKALAI 4.MRS. ANURADHA R
20.	FIRST AID & MEDICAL CHECK UP	To ensure proper checkup, maintenance of health cards and intimating the parent as per need. Separately maintain for students have specific diseases.	1.DOCTOR(I/C) 2. NURSE 3. MR. VARAPRASAD TGT PHE 4. PGT BIO 5. ALL CLASS TEACHERS 6. COACH 7. COUNSELLOR	1. MRS. MARIA CELINE J 2. MRS. ANURADHA R 3. MRS. P ARULSELVI

21.	SCIENCE CLUB	1.Conduction of committee meeting. 2.Maintenance records 3.Conduction of Olympiad exams. 4.Sending students for Science competitions.	1. MR. D. DINAKARAN, PGT PHY(I/C) 2. MRS. SUDHA BALAJI, PGT CHEM 3. PGT BIO 4. MRS. AJITHA TGT SCI 5. TGT SCI	_	
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. MRS. SARASWATHY TGT MAT I/C 2. PGT MATHS 3. MRS. REJANI DOKKU TGT MAT 4. TGT MATHS	1. MRS. P ARULSELVI 2. MRS. C SYLVIA JEYAKUMARI	
23.	LITERARY CLUB	1.Conduction of committee meeting. 2.Conduction of club activity. 3.Arrange competitions.	1. SUDHA SHARMA PGT HIN I/C 2. PGT ENG 3. DR. D SRINIVASAN TGT SKT 4. MRS. SUMATHI SAMUEL S TGT ENG 5. MRS. KAMINI GUPTA TGT ENG 6. MR. DEVENDRA KUMAR MEENA TGT HIN 7. TGT HIN 8. TAMIL INS	1. MRS. DEBORAH THOMAS 2. MRS. MANIMEKALAI	
24.	FINE ART CLUB & PHOTOGRAPHY CLUB	1.Selection of students for competitions. 2.Keep the photos of all occasions.	1. MRS. JYOTHI SAINI TGT AE I/C 2. MRS. SUNIL KUMARI TGT SST 3. MR. ANUJ KUMAR YADAV TGT SST 4. MR. RAKESH INDULKAR TGT WE 5. TGT ENGLISH 6. COMP INS 7. KAMINI GUPTA	1.MRS. MARIA CELINE J 2.MRS. ANURADHA R	

25.	NATURE CLUB	1.Maintain a club for growing greenery. 2.Planting more saplings of trees. 3.Prepare the school for Harith vidyalaya	1 PGT BIO I/C 2 MRS. AJITHA SP, TGT SCI 3 MR. RAKESH INDULKAR TGT WE 3 MRS. JYOTHI SAINI TGT AE 4 TGT SCI 5 ALL STAFF MEMEBRS	1.MRS. RAJASREE NAIR 2.MRS. YAMUNA SURESH
26.	INTEGRITY CLUB	E	I MRS. VINOLA WESELY TGT SST I/C 2MR. ANUJ KUMAR YADA TGT SST 3MRS. SUNIL KUMARI TGT SST 4PGT ECONOMICS 5PGT COMMERCE	-
27.	PTA COMMITTEE	Planning, intimating the parent, conduct of meeting as per KVS rule and maintaining the record.	1.MR. D DHINAKARAN PGT PHY(I/C) 2.MRS. SUDHA BALAJI PGT CHE 3. ANJU RANI PGT CS 4. MRS. VINOLA WESLEY TGT SST 5.MRS. RAJANI DOKKU TGT MAT 6. JYOTI SAINI TGT ART	1.MRS. YAMUNA SURESH 2.MRS. DEBORAH THOMAS
28.	AEP	To educate and create awareness regarding adolescence related problems, effects and solutions.	1.MRS. KAMINI GUPTA TGT ENG(I/C) 2.MR. D. DHINAKARAN, PGT PHY 3.MRS. SUDHA BALAJI, PGT CHEM 4.MRS. AJITHA S P TGT SCI 5. MRS.VINOLA WESELY TGT SST 6. MRS. SARASWATHI TGT MATHS	-
29.	SWACHH VIDAYALAYA & HARITH VDALAYA	1.Kepping the vidyalaya clean and green. 2.Maintain the records	1.PGT BIO I/C 2.MRS. SUDHA BALAJI PGT CHEM 3.MR. RAKESH INDULKAR TGT 4.MRS. JYOTHI SAINI TGT AE 5.ALL STAFF MEMBERS AND SUB STAFF	1. MRS. YAMUNA SURESH 2. MRS. RAJASREE NAIR
30.	FIT INDIA	Measurement the health of students Maintain the health records.	1. MR. VARAPRASAD TGT PHE I/C 2. COACH 3. ALL CLASS TEACHERS	1.MRS. P ARULSELVI 2.MRS. MARIA CELIN J 3.MRS. ANURADHA R 4.MRS. RAJASREE NAIR

31.	READING SKILL/COMMUNI CATIVE SKILLS	To give practice to all students for improving their communicative skills.	1. MRS.SUDHA SHARMA PGT HIN I/C 2 MRS. SUMATHY SAMUEL TGT ENG 3 MRS KAMINI GUPTA TGT ENG 4 MR DEVENDRA KUMAR MEENA 5 MR. D SRINIVASAN TGT SKT 6 TAMIL INS	1. MRS. DEBORAH THOMAS 2. MRS. MANIMEKALAI 3. MRS. C SYLVIA JEYAKUMARI
32.	AWAKENED CITIZENSHIP PROGRAM	To show the video modules and discuss. Sending the reports regularly to ACP.	1. MRS. VINOLA WESELY SST I/C 2. JYOTHI SAINI TGT AE 3. RAKESH INDULKAR TGT WE 4. MRS. KAMINI GUPTA TGT ENG 5. MRS SARASWATHY TGT MATHS 6. MRS. AJITHA TGT SCI 7. MRS. RAJANI DOKKU TGT MATHS 8. MR. DEVENDRA KUMAR MEENA TGT HIN 9 MR. ANUJ KUMAR YADAV TGT SST MRS. SUNIL KUMARY TGT SST	-
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.MRS. SUMATHY SAMUEL S TGT ENG 2. MR. VARAPRASAD TGT PHE 3. MR. RAKESH INDULAKR TGT WE	1. MRS. MARIA CELINE J 2. MRS. DEBORAH THOMAS
34.	OLYMPIAD AND OTHER EXTERNAL EXAMS	1. Conduct all exams and maintain the records.	1.MRS. SUDHA BALAJI PGT CHEM(I/C) 2. MRS. ANJU RANI PGT CS 3. PGT BIO 4. PGT MATHS 5. MRS. AJITHA S P 6. MRS. SARASWATHY TGT MATHS 7. TGT SCI 8.TGT ENG 9. TAMIL INS	1. MRS. C SYLVIA JEYAKUMARI
35	MAINTENANCE & REPAIR WORK INCLUDING RO PLANT	Find out the faults and complete the repair work as per kvs norms. RO plant to be checked often by tem members.	1. MR. RAKESH INDULKER TGT WE I/C 2. MR D DHINAKARAN PGT PHY 3. MR VARAPRASAD TGT PHE 4. COMP INS(SEC)	1.MRS. MARIA CELINE J 2.MRS. ANURADHA R
37.	TIMAHI & RAJBHASA	1.To conduct meeting and implementing the rajbhasa in entire school.	1 MRS. SUDHA SHARMA PGT HIN I/C 2 MR DEVENDRA KUMAR MEENA TGT HIN 3 TGT HINDI	_

38.	VMC/ VEC/ PTA EX ORGANIZATION	Vidyalaya building , campus, departments, Class rooms, water supply and drainage system	1 MR D DHINAKARAN PGT PHY I/C 2 MRS SUMATHI SAMUEL S TGT ENG 3 MRS. SUDHA BALAJI PGT CHEM	1 MRS SYLVIA JEYAKUMAR 2 MRS. ARULSELVI
40.	CCTV CAMERA COMMITTEE	Monitor CCTV installed and their status. Get the CCTV repaired now and then when it is not functioning properly.	1. MR RAKESH INDULKAR TGT WE I/C 2. MRS. ANJU RANI PGT CS 3. COMP INS(SEC)	COMPUTER INS (PRI)
41.	HOUSEKEEPING/ SANITATION SECURITY	Monitor the Cleanliness of the Vidyalaya. Assign duties to the supervisor and monitor the work.	1.MR RAKESH INDULKAR I/C 2. PGT ECONOMICS 3. KAMINI GUPTA TGT ENG 4. OFFICE STAFF	-
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 DR D SRINIVASAN TGT SKT I/C 2 MRS SUDHA SHARMA PGT HIN 3 MRS SUMATHI SAMUEL TGT ENG 4 MR VARAPARASAD TGT PHE 5 MR RAKESH INDULKAR TGT WE 6 TAMIL INS 7 ALL CLASS TEACHERS	1.MRS. DEBORAH THOMAS 2.MRS. MANIMEKALAI 3.MRS. RAJASREE NAIR 4.ALL CLASS TEACHERS
43.	BACK TO BASICS/BRIDGE COURSE	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.	1 MRS SARASWATHY TGT MATHS I/C 2 ALL SUBJECT TEACHERS 1 TO VIII	1. MR. RAVI MAHADEVAN HM 2. MRS. P ARULSELVI 3.MRS. C SYLVIA JEYAKUMARI
45.	IDENTITY CARDS, BUS PASS/TRAIN PASS	1.Prepare identity cards for all students from 6 th to 12 th from the academic year beginning. 2. Arrange bus pass and train pass for required students.	1. MR VARAPRASAD TGT PHE I/C 2. MR RAKESH INDULKAR TGT WE 3. COMP INST. 4. KABALI SWARAN SUBSTAFF	MRS. MARIA CELINE J MRS. YAMUNA SURESH ALL CLASS TEACHERS
47.	MEDICAL CHECK UP / HEALTH &WELLNESS CLUB	1.Time to time medical checkup for all the students.	1. MR VARAPRASAD TGT PHE I/C 2. DOCTOR 3. NURSE	1. MRS. P ARULSELVI

		2. Record is to be maintained and some health program should be conducted.	4. TGT BIOLOGY	
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.	MRS ANJU RANI PGT CS I/C TIME TABLE COMMITTEE	1.ALL TEACHERS
50.	INSPECTION TOOL COMMITTEE	Collect the information according to the requirements of inspection. It should be prepared before 3 days on commencement of inspection either panel inspection or surprise inspection	I.MRS. SUDHA BALAJI PGT CHEM I/C 2.MR D DHINAKARAN PGT PHY 3.DR D SRINIVASAN TGT SKT 4.MRS AJITHA S P TGT SCI 5.TIME TABLE COMMITTEE	1. MRS. C SYLVIA JEYAKUMAR 2. MRS. ANURADHA R
51.	HOUSE MASTER'S	To give scope to all the members of the House to grow. To identity the latent talent and potential of each member. To give equal opportunity to all the members to show case their talent.	1. BLUE – MRS ANJU RANI 2. GREEN – MRS SUDHA BALAJI 3. RED – MR D DINAKARAN PGT PHY 4. YELLOW – MRS AJITHA TGT SCI / (PGT MATHS)	1.MRS. C SYLVIA JEYAKUMARI 2.MRS. MARIA CELINE J 3.MRS. ANURADHA R 4.MRS. YAMUNA SURESH
52.	WOMEN & GIRL CHILDREN GRIVENANCE WELFARE COMMITTEE	 Time to time meeting to be conducted. Counselling session to be arranged according to the requirement If any grievance comes, to be solved immediately. 	 MS. RENU OFFG PRINCIPAL I/C MR D DHINAKARAN PGT PHY MRS SUDHA BALAJI PGT CHEM PGT BIO NURSE 	1. MRS. DEBORAH THOMAS 2. MRS. MARIA CELINE J 3. MRS. ANURADHA R
53.	ADVENTURE CLUB	Name list of the students to be collected List of activities for the academic year to be prepared and get signed from the authority. Reports of the club meeting to be maintained and get sign by the authority. Club activities to be conducted according to schedule.	 MR. MR VARAPRASAD TGT PHE I/C MR. RAKESH INDULKAR MR ANUJ KUMAR YADAV TGT SST MRS SUNIL KUMARI TGT SST MRS JOTHI SAINI TGT AE 	-

54.	CAREER GUIDANCE & COUNSELLING	Conduct of activities, classroom modules, Disha club activities and sending reports in time Planning and conducting sessions by self and outside agency, interacting with parent, Maintaining the record.	1. MRS. SUDHA BALAJI PGT CHEM I/C 2. COUNSELLOR 3. MRS VINOLA WESLEY TGT SST' 4. MRS KAMINI GUPTA TGT ENG 5. MRS. AJITHA S P TGT SCI	1. MRS. C SYLVIA JEYAKUMARI 2.MRS. DEBORAH THOMAS	
55.	RSP(ROAD SIDE PATROL)	Conduct program and drill for traffic management. Maintain the record.	1. MR. RAKESH INDULKAR TGT WE (I/C) 2. ALL SCOUTS AND GUIDES SEC TEACHERS	-	
56	JIGYASA		1. MR D DHINAKARAN PGT PHY I/C 2. MRS SUDHA BALAJI PGT CHEM 3. PGT BIO 4. MRS AJITHA TGT SCI	-	
57	CCT		MRS RAJANI DOKKU TGT MATHS I/C TGT MATHS	-	
58	PISA		1 MRS KAMINI GUPTA TGT ENG I/C	-	
59	EBSB & AKAM		1 MR ANUJ KUMAR YADAV TGT SST I/C 2 ALL TEACHERS OF THE SOSCI DEPT.	-	