

KENDRIYA VIDYALAYA MINAMBAKKAM, CHENNAI-27
COMMITTEES-2018-19

The following committees and clubs have been constituted for the smooth & effective functioning of various activities in the Vidyalaya during the academic year 2018-19.

The CONVENERs are requested to hold meeting of their committee / club under intimation to the undersigned. The committees will meet at regular intervals & review the progress of their activities. The CONVENER will maintain the record of their planning, implementation and follow up.

The current committee will come into effect from 01.04.2018. Changes / modification whenever applicable will be notified accordingly. Co-operation is solicited.

COMMITTEE	CONVENER & MEMBERS	NATURE OF DUTIES
ACADEMIC ADVISORY COMMITTEE	PRINCIPAL VICE PRINCIPAL MRS. RADHA MUKUNDAN MRS. SHANTHI-BACK TO BASICS MRS.SUSAN SANTHOSH, MRS. JAYASHREE- BACK TO BASICS HM MRS. USHA SHIVAJI MRS. SUMA	Monitor all the aspects of Scholastic domain. Provide inputs and guidance to teachers Monitor the monthly completion of syllabus. Suggestion for improvement of learning environment in the Vidyalaya. BACK TO BASICS
ACHIEVEMENTS RECORD COMMITTEE	MRS. JYOTI, PGT(HINDI) MRS. R.UMA MRS. SMITHA	Collecting the reports from various departments, committees and clubs, compile them in to a report, on monthly basis. Major achievements of Students and Teachers are to be informed to Press & Publication committee and also display in the website on a monthly basis.
ADMISSION COMMITTEE	1. MRS. RADHA MUKUNDAN-I/C 2. MR. KAMAL KISHORE 3. H.M 4.MRS. USHA SHIVAJI 5. MRS. SUMA 6.MRS. RUKMANI 7.MRS. RAMA, 8. MR. DHANUSH	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 VEC before the release of the merit list.f) Maintenance of admission registers. g) Admission of candidates based on KV TC as per KVS norms. h) Local transfer admissions. i) Admissions as per RTE Act. j) Maintenance of admission records as per KVS guidelines in the prescribed proformas. k) Details of admission uploading on the website.
ALUMNI	MRS.JYOTI	Collect the information from the Alumni, maintain the record

<p>UPDATION & ACTIVITIES COMMITTEE</p>	<p>MRS. JAYASHREE MR. ARAVAMUTHAN MRS. AMUTHAMBIGAI MRS. VASUMATHI</p>	<p>of their progress and position in society. Arrange Alumni meet regularly. Arrange talks in coordination with Guidance & Counselling (Career) committee.</p>
<p>TIME-TABLE COMMITTEE</p>	<p>MRS. JASMINE SELVARANI MRS. RADHA SARANG PGT HINDI TGT SANSKRIT MS. ARUNA MRS. ROHINI MS. SHEELA</p>	<p>To prepare the class time table and teachers time table as per KVS norms. and modification of time table as per specific need as per the vidyalaya. 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). 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.</p>
<p>TIMETABLE ARRANGEMENTS</p>	<p>MR. KAMAL KISHORE SHARMA DR. C.D.S YADAV MRS. RAJALAKSHMI MRS. RAMA</p>	<p>To maintain the arrangement register and ensuring the arrangement has been done properly and display the same in the vantage point.</p>
<p>CCA COMMITTEE</p>	<p>MRS. SHATNHI- I/C MRS. JAYASHREE DR. C.D.S YADAV MRS. BALA JOY DADY MRS. ROHINI SRIDHIRAN MR. VIKRAM SINGH</p>	<p>Preparation and execution of morning assembly schedule. Preparation and execution of CCA programme. Encouraging the students to take up various recognized local, district, state, national and international competitive examinations. Maintenance of record of house-wise competitions and all external competitions. CELEBRATION OF ALL DAYS STUDENTS COUNCIL COMMITTEE- a) Division of houses along with house master and Associate of house masters & distribution of students of various house b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. c) Procuring badges for Captains Monitors, prefects. d) Conduct of investiture(Badge presentation Ceremony) e) Assigning duties to all members of the Student Council House Wise. f) Conduct of monthly meetings with the members of student's council. g) Maintenance of Students council register/record</p>

<p>INTERNAL EXAMINATIONS COMMITTEE</p>	<p>MR. KUMARESAN MRS. AMUTHAMIGAI MR.P.B.RAJESH MR. AJAY KUMAR SINGH MR.RAJENDRAN, SUBSTAFF MR.NATARAJAN, SUBSTAFF, MR. GANESAN, SUB STAFF PRIMARY MRS.UMA MRS.VASUMATHI MRS.SUJATHA MR.AMIT SINGH YADAV</p>	<p>Plan and conduct all internal examinations as per KVS norms. Maintain the records, preparation & consolidation of results.</p>
<p>CBSE COMMITTEE</p>	<p>MRS. HEMATHILAGA-I/C MRS.RADHA MUKUNDAN MR. ARAVAMUTHAN ALLCOMPUTER INSTRUCTORS</p>	<ol style="list-style-type: none"> 1. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 2. Registration -Class IX to XII registration, filling of the forms and completing the formalities time bound. 3. Correspondence for school affiliation. 4. Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time. 5. Maintaining the record of shortage of attendance and correspondence with CBSE board. 6. Framing the practical time table in liaison with other subject teachers. 7. Conducting the CBSE board exam as per the CBSE norms. 8. Updating school website regularly. 9. To conduct the exams as per the norms 10. To maintain the record and send the data from time to time to the concerned.
<p>EXTERNAL EXAMINATION COMMITTEE</p>	<p>MRS.ANNAMMA MATHEW-GREEN OLYMPIOD MRS. RADHA SARANG-ALL OLYMPIODS MRS.BALA JOY DADY MRS.ROHINI SRIDHIRAN MR.VIKRAM SINGH</p>	<p>Making arrangements for smooth conduct of all Olympiads and other external exams.</p>

SUBJECT COMMITTEE

ENGLISH	MRS.A.JYOTHI PGT ENG AND ALL MEMBERS	Subject conveners will discuss the following issues during the meeting : i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split up syllabus approved by KVS iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students & bright students ix). Remedial teaching for weak students x). Decoration of bulletin boards in corridors / class rooms with educational charts. Xi). Club activity / Science and social exhibition NOTE: The subject convener will be held responsible for non – submission of the record to the Principal.
HINDI	DR.C.D.S.YADAVTGT PGT HIN AND ALL MEMBERS	
MATHEMATICS	SMT.JASMINE SELVARANI,PGT AND ALL MEMBERS	
SCIENCE	SMT.ANNAMMA MATHEW PGT AND ALL MEMBERS	
SOCIAL SCIENCE	SMT.SANKARA SUBRAMONIUM, PGT AND ALL MEMBERS	

PRIMARY

SUBJECT TEACHER CONVENORS AND MENTOR	Mrs.Rukmani -Hindi MrsUma- EVS Mrs.Rohini Sridharen-English Mrs.Sujatha-Maths
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ANTI-BULLYING & DISCIPLINE	1.VICE PRINCIPAL 2.SMT.ANNAMMA MATHEW 3.SMT. AMUTHAMBIHAI 4.SMT. SHANTHI 5.COUNSELLOR 6. YOGA 7. Coach 7. HM 8.SMT. USHA SHIVAJI 9.SMT. VASUMATHI 10. MISS. SHEELA 11. MR. VIKRAM SINGH	<u>Duties :</u> To check personal turn of students during assembly a) To check the late comers during morning assembly b) To observe the behavior of students inside and outside class room c) To ensure provision of out pass in all classes and their utilization d) To initiate proper action as per KVS norms against indiscipline students e) To check the girls and boys uniform daily. f) To check the bags once in a week. g) To confiscate the mobiles and other prohibited appliances. h) To take the regular meeting of student councils, prefect, monitors. i) To ensure discipline j) To refer the problematic cases to the counselor for diagnosis k) To inform the parents immediately.
UBI FEE COLLECTION & CS-54 SHALA DARPAN	MR.SANKARA SUBRAMAIAN MR.SUDALAI A. RAJESH Mrs.Suma ,AMIT SINGH ALLCOMPUTER INSTRUCTORS	Ensuring the quarterly verification of student data, by class teachers, in UBI portal. Ensuring the payment of fees by all students. Informing the parents who have not paid fees in time. Verifying and certifying the quarterly fee collected and deposited in to schools account, in coordination with Accounts section.
GRIEVANCE REDRESSAL COMMITTEE	VICE PRINCIPAL MR.SANKARA SURAMANIAN MRS. JASMINE SELVARANI	Record the grievances, internal complaints and suggestions. Discuss and take decisions regarding bullying, gender inequality, personal complaints or any other girl or lady teacher related issues. Work in coordination with AEP, Discipline committee and Guidance & Counselling (Psychology) committees.
INCOME TAX / TDS VERIFICATION COMMITTEE	MR. KUMARESAN MR. P.B.RAJESH, OFFICE	Calculation of Income Tax and informing the Accounts section to make TDS on monthly basis. Collecting the supporting documents from the staff and verifying them. Calculating and finalizing the Income Tax of all members of staff. Printing and distributing the Form-16 to all members of staff for e-filing the returns.

LOCAL PURCHASE COMMITTEE	1.SRI.SANKARASUBRAMONIUM , PGT 2. SRI.S.ARAVAMUTHAN , 3.DR.C.D.S.YADAV 4.SRI.KAMALKISHORE SHARMA , PGT 5..MR.RAJESH , TGT (LIB) 6. MRS.R.UMA 7.MRS.SUMA 8.MRS.RADHAVENKATESAN. Y.PADMA , SSA ALL DEPT IN-CHARGES	Registering the firms who supply the required articles for the Vidyalaya. Inviting and opening the quotations following the KVS norms. Preparation of comparative statements and placing the supply order as per the request from Department In-charge. Survey the local market, procure the quotations, check the veracity of the same and recommend the authorities to place supply order, as per norms laid for Local Purchase.
MAINTENANCE & REPAIR COMMITTEE	1. SRI.SANKARA SUBRAMANIAN I/C 2.DR.C.D.S.YADAV 3.SRI.S.ARAVAMUTHAN, 4.SMT.S.AMUTHAMBIHAI , P&HE 5.SRI.P.B.RAJESH , LIB 6. SRI.AJAY KUMAR SINGH , MRS.SUMA MRS.MEENAKSHI MS.SHEELA	Plan the maintenance works required. Obtaining the Administrative approval from The Chairman for all works. Inviting the quotations, if required. Monitor the work and certify its quality and completion.
STAFF AND PARENT TEACHER MEETINGS RECORDS COMMITTEE	MRS. HEMATHILAGA MRS. PRABHA MRS. KAVTA KUMARI MRS. ROHINI MRS. RADHA VENKATESAN	Maintain and update the Staff Meeting, Parent-Teacher Meeting, Inspection Meetings and any other meetings' record.
PRESS-PUBLICATION COMMITTEE	MRS. JYOTI PGT(HINDI) MR. S.ARAVAMUTHAN MRS. RAJALAKSHMI MR. AJAY KUMAR SINGH MRS. RUKMANI COMPUTER INSTRUCTOR	Publication of student's diary, teacher's diary and other magazines. Informing the press the progress of Vidyalaya and publication of articles or event news. Work in coordination with Achievement record committee. SCHOOL MAGAZINE/NEWSLETTER
TRANSPORTATION & EXCURSION COMMITTEE	1.SRI.S.ARAVAMUTHAN,TGT 2.SMT AMUTHAMBIHAI TGT 3.SMT.SUSAN SANTHOSH , TGT	Inviting the quotations for transportation and finalizing the firm.

	4.SMT.T.V.VASUMATHI I/C 5., SMT.P.SUMA , PRT 6. PRT 3	Identifying the places to visit, mutual agreement with Student Council. Arranging for educational tour and liaising with the agency. Ensuring safety and security of the students during excursion.
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CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES(SWACHH BHARAT ABHIYAN)Water points, toilets, corridors:

S.NO	NAME	DUTIES OF INCHARGES – AS PER THEIR DUTY ALLOTMENT
1.	MRS. SASIREGA-OVERALL INCHARGE TGT SCIENCE MRS.KAVITHA KUMARI MR.P.B RAJESH TGT S.ST 1 AND 2	a). To ensure the cleanliness of the class rooms, corridor, toilet and 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.
2.	PRIMARY- OVERALL CLEANLINESS-Mrs.Usha Sivaji - Convenor Mrs.Suma - I/C Mrs.Meenakshi Mrs.Vasumathi Mr.Amit singh yadav	a).To supervise the work of the people deployed under housekeeping. b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
3	STAFFROOM (NEARPRIMARY COMP.ROOM) MRS.SHANTHI-I/C,MRS. JYOTI,MRS.RUKMANI& MRS.SUJATHA MAHADEVAN-	d).To clear the wild bushes and thorny plants that are growing in different parts of school campus. e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
4	STAFFROOM MRS. RAJALAKSHMI-I/C, MRS.JAYASHREE,MRS.KAVITHA KUMARI-	f). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness. g). In – charge can deligate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.
5	SECONDARY CORRIDOR-MRS. SAMUNDESWARI	h) CLEANLINESS REGISTER TO BE MAINTAINED AND SHIELD TO BE GIVEN FOR THE BEST CLASS EVERY FORTNIGHT
6	LOBBY AND XII CLASS WING TILL LIBRARY- CLASS TEACHERS	
7	LAB WING – TILL PRIMARY MRS. RADHA SARANG	
8	SECONDARY GIRLS TOILETS- MRS. AMUTHA PRIYA BOYS TOILET- MR. AJAY KUMAR SINGH	
9	SECONDARY COMPUTER WING- MR. KAMALL KISHORE SHARMA	

	MRS.RAMA	
10	ALL DEPARTMENT HOLDERS ALL CLASS TEACHERS, CO CLASS TEACHERS and class monitors	
11	GROUND- MRS. AMUTHAMBIGAI COACHCOUNSELLOR & GARDENER	

	NAME	Duties:
SCOUTS AND GUIDES / CUBS AND BULBULS	1.SRI.ARAVAMUT HAN,TGT (INCHARGE) 2.SRI.P.B.RAJESH (LIB) 3..SMT.RADHA SARANG,TGT 4.SMT.N.C.MEEN AKSHI, MUSIC TR 5. SMT.P.PRABHA TGT 6. SMT.V.JAYASHRE E TGT 7.SMT.SASIREGA , TGT 8.SMT.SUMA, PRT 9.SMT.ARUNA , PRT 10.SMT.T.V.VASU MATHI , PRT	a) To ensure minimum enrolment (50%) in the movement before 31 st August b) To organize investiture ceremony for the new recruits c) To conduct the parade after school hours and class on every Thursday. d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charn a / Tritiya Charan / ChaturdhaCharan e) To issue the merit certificate after the conduct of test f) Celebration of thinking day g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
1.NTSE 2. NCSC 3. SCIENCE EXHIBITION 4. IAPT 5. MATHS OLYMPIOD 6. SOCIAL SCIENCE EXHIBITION	1.MRS. RAJALAKSHMI 2. MRS. HEMATHILAGA 3.MRS. RADHA MUKUNDAN 4. MR. SANKARA RAMAN 5. MR. KUMARESAN 6. MR. SANKARA SUBRAMANION	SMOOTH CONDUCTION OF ALL THE EXAMS/ PREPARING AND MOTIVATING THE STUDENTS FOR EXHIBITION
LITERARY	.MRS.P.PRABHA	To develop the language skills like reading, writing,

COMMITTEE	<p>,TGT 2.MRS.P.B.RAJES H LIB</p> <p>3.SMT. RADHA VENKATESAN</p> <p>DR.C.D.S YADHAV</p> <p>PGT(HINDI)</p> <p>TGT(HINDI)</p> <p>4.SMT. SUJATHA MAHADEVAN , PRT</p> <p>5MR. AMIT SINGH YADHAV</p>	<p>speaking, listening skills among the students</p> <p>b) To develop the proper reading habits among the children.</p> <p>c) To give required guidance in the planning and execution of project to students</p> <p>d) To encourage the use of Audio Visual aids in teaching learning process</p> <p>e) To conduct the language games during the teaching periods.</p> <p>f) To preserve the projects prepared by the children.</p> <p>g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.</p> <p>h) Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.</p>
SUGGESTION BOX	<p>MRS. RADHA MUKUNDAN</p> <p>MRS. AMUTHAMBIGAI</p> <p>COUNSELLOR</p>	<p>)Box meant for general complaints / suggestion, should be opened fortnightly</p> <p>b)Register for recording the complaints / suggestions should be maintained</p> <p>c) Corrective measures are to be taken immediately in consultation with Principal.</p>
WEBSITE UPDATION	<p>MR. KAMAL KISHORE</p> <p>COMPUTER INSRUCTORS</p>	<p>TO ENSURE UPDATION OF VIDYALAYA WEBSITE BY DISPLAYING LATEST INFORMATIONS</p>
LIBRARY COMMITTEE	<p>SRI.RAJESH TGT (Lib)</p> <p>SMT.A.JYOTHI</p> <p>PGT SMT.RADHA MUKUNDAN</p> <p>SMT.P.PRABHA</p> <p>TGT DR.C.D.S YADAV TGT HM</p>	<p>Duties:</p> <p>a) The meeting are to be convened at least once in a month</p> <p>b) Committee will submit the list of books to be procured subject wise in the beginning of academic session</p> <p>c) Books review</p> <p>d) To inculcate reading habits among the staff & children</p> <p>e) To organize books exhibition on important occasions</p>
LUNCH BREAK	<p>MR. DHANUSH</p>	<p>Duties:-</p> <p>a). To mind the discipline of the students during the lunch</p>

SUPERVISIO N:	MRS. SAMUNDESWARI MRS. AMUTHAPRIYA COUNSELLOR MRS. RAJESWAI	break b). To see that the students reach their respective class after the lunch.
<u>FURNITURE:</u>	SRI. SANKARA RAMAN, PGT 2. SRI.RAJESH , TGT (LIB) 3.SRI.AJAY KUMAR SINGH , TGT 4.SRI.SUDALAI , TGT MRS.MEENAKSHI MR.AMIT MRS.RADHA VENKATAESAN	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 furnitures 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.
<u>GARDENING AND BEAUTIFICA TION OF THE VIDYALAYA CAMPUS</u>	MRS. ANNAMMA MATHEW SMT.RADHA SARANG,TGT SMT.SASIREGHA TGT SMT.AMUTHAMB IHAI TGT .SRI.RAJEST TGT (LIB). SRLAJAY KUMAR SINGH TGT ART .SMT.T.V.VASUM ATHI PRT . SMT.USHA SHIVAJI PRT	<u>Duties:</u> 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 tress and potted plants. g). Celebration of Vanamahostava 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. j). To display the quotations in the corridors and class rooms. k). To fix bulletin board in the class room for display of educational charts. l). To decorate the corridor and common areas with

		<p>paintings photographs of National leaders, Scientists.</p> <p>m). To ensure the display of material in the bulletin boards.</p>
<p>MEDICAL CHECKUP AND SBSB</p> <p>STUDENTS FITNESS SCORE</p>	<p>SMT.S.AMUTHAM BIHAI,TGT (PHE)</p> <p>2. NURSE</p> <p>3. MRS. SASIREGA</p> <p>MRS. ARUNA</p> <p>MR. AMIT SINGH YADHAV</p>	<p><u>Duties:</u></p> <p>a). To procure the required number of medical cards in the beginning of the academic session.</p> <p>b). To distributes the medical cards to the class teachers based on strength.</p> <p>c). To arrange the medical checkup twice in a year (in the month of August and Feb)</p> <p>d). To ensure the follow up action after the medical checkup.</p> <p><u>e) MAINTAINING SBSB RECORDS</u></p>
<p>IMPLEMENTATION OF RAJ BASHA</p>	<p>DR.C.D.S YADHAV</p> <p>MRS. SUMA</p> <p>MRS. RUKMANI</p> <p>MRS. KAVITHA KUMARI</p> <p>PGT (HINDI)</p>	<p><u>Duties:</u></p> <p>a) To implement the decision taken during Nagar Raj Basha committee meeting</p> <p>b) To attend Nagar Raj Basha committee as and when required</p> <p>c) To send periodical report to the KVS RO Mumbi, KVS New Delhi, Nagar Rajbasha committee</p> <p>d) To take initiative to see that correspondence is made in Hindi.</p>
<p>SEXUAL HARASSEMMENT COMMITTEE / IMPLEMENTATION OF POCSO ACT/ COUNSELLING</p> <p>CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE</p>	<p>VICE PRINCIPAL</p> <p>MRS. SHANTHI</p> <p>MRS. AMUTHABIGAI</p> <p>COUNSELLOR</p> <p>MR. ARAVAMUTHAN</p>	<p><u>Duties :-</u></p> <p>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.</p> <p>VIDYALAYA LEVEL</p> <ol style="list-style-type: none"> 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

<p>TEACHERS</p>		<p>preliminary inquiry.</p> <ol style="list-style-type: none"> 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. 11. 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. 12. 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.
<p>SAFETY AND SECURITY OF THE STUDENTS</p>	<p>VP ALL THE STAFF MEMBERS OFFICE STAFF, SUBSTAFF AND SECURITY</p>	<p>IT IS THE DUTY OF ALL THE STAFF MEMEBERS OF THE VIDYALAYA TO ENSURE: Restricting the entry of parents/ visitors during school hours. UNNECESSARY MOVEMENT OF VISITORS / PARENTS TO BE BROUGHT TO THE KNOWLEDGE OF PRINCIPAL IMMEDIATELY</p>

<p><u>STRENGTHIN G OF PRIMARY EDUCATION (CMP): CMP INTIATIVES, UPDATING WEBSITES BLOG MAINTENAN CE & CREATION</u></p> <p>CMP MINUTES</p>	<p>MRS.RUKMANI & COMPUTER INSTRUCTOR & PRT 1 & MRS.RADHA VENKATESAN</p> <p>MS.ARUNA MRS.SUMA MRS.SMITHA</p>	<p><u>Duties:-</u> a). To ensure the implementation of CMP as per KVS norms.</p>
<p><u>TLM & RESOURCE ROOM</u></p>	<p>MRS. ROHINI SRIDHAREN MRS.SMITHA MRS.BALA MR.VIKRAM SINGH</p>	<p>). To take the requirement of TLM from teachers well in advance every month. c). to procure TLM for the local market by taking an amount of Rs. 2000/- every month. d). To ensure the distribution of TLM to all the teachers as per requirements. e). To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.</p>
<p><u>PHOTOGRAP HY & PHOTO DISPLAY BOARD:</u></p>	<p>MR.AJAY KUMAR SINGH</p> <p>MRS. RAMA</p> <p>MR. DHANUSH</p> <p>MR.VIKARAM SINGH I/C MS.SHEELA</p> <p>MRS.BALA</p>	<p>To ensure the photography/Video grapy as important occasions days/ functions.</p>
<p><u>SPORTS COMMITTEE</u></p> <p>⋮</p>	<p>1.SMT.S.AMUTHA MBIHAI,TGT(PHE)</p> <p>COACH</p> <p>.SMT. R.UMA ,</p>	<p>CONDUCTING EVENTS AND ARRANGING THE SPORTS DAY</p>

	PRT -3	
<u>TEACHING AIDS AND RESOURCE ROOM</u>	SANKARA SUBRAMANIOM MRS.SMITHA MRS.AMIT SINGH YADAV MRS.RADHA VENKATESAN	MAINTAINING THE RECORDS PROPER UTILISATION OF TEACHING AIDS ROOMS
<u>P A SYSTEM</u>	SMT.SASIREGA,W .E.T. SRIAJAY KUAMR SINGH, TGT ART MRS.MEENAKSHI MRS.SUMA COMPUTER INSTRUCTOR & PRT- 2	CONDUCTION OF ASSEMBLY PURCHASING PA SYTEM AVAILBILITY OF PA SYSTEM
FILM SHOW/ CAL TAL/ E CLASS	MRS. JASMINE SELVARANI- CAL/ TAL E CLASS MR. KAMAL KISHORE MRS. RAMA MR. DHANUSH- MRS.SUJATHA MS.SHEELA &PRT -2	SUPERVISION OF CAL/ TAL CLASSES MAINTENANCE OF E CLASS REGISTERS AND SUBMISSION TO PRINCIPAL EVERY FORTNIGHT
DISPLAY BOARD TOPIC I/C	MRS. SHANTHI- CCA I/C MRS.ROHINI SRIDHAREN	ASSIGNING THE RELEVANT TOPICS JUDGEMENT OF DISPLAY BOARD ONCE IN A MONTH AND ANNOUNCING THE POSITION IN THE

	MRS.MEENAKSHI I\C	ASSEMBLY
<u>MAINTENANCE AND REPAIR OF STAFF QUARTERS</u>	MR. P.B.RAJESD MRS. HEMATHILAGA DR.C.D.S.YADHAV MR. VIKRAM SINGH	UPDATING ABOUT THE MAINTENANCE OF STAFF QUARTERS
LATE COMERS <u>UNIFORM CHECKING</u>	MS.SHEELA MRS.UMA MR. VIKRAM SINGH MR.AMIT MS.SHEELA MS.ARUNA & PRT-2	ENSURE THAT STUDENTS REACH VIDYALAYA BEFORE TIME RECORDS TO BE MAINTAINED ENSURE THE STUDENTS COME IN PROPER UNIFORM INFORM THE PARENTS ACCORDINGLY ABOUT IMPROPER UNIFORM
TARUNOTSAVA	MRS. JYOTI MRS. RADHA VENKATESAN MRS. RADHA MUKUNDAN	VARIOUS ACTIVITIES UNDER TARUNOTSAVA TO BE PLANNED AND TO BE IMPLEMENTED
JIGYASA	MRS. RADHA SARANG TGT(SCIENCE)	VISITING CSIRLABS – EXPERIENCES AND IMPRESSIONS TO BE PHOTOGRAPHED AND VIDEOGRAPHED AND TO BE SHARED WITH THE REGIONAL OFFICE.
PUSTAKOPHAR	MR.P.B.RAJESH MRS. R.UMA MRS. RADHA VENKATESAN MRS. ROHINI	GIFTING OLD TEXTBOOKS TO THEIR JUNIORS KEEPING RECORD

PARTNERSHIP WITH LINKED SCHOOLS	MRS. SAMUNDESWARI MRS. SHANTHI	ENHANCED ROLE OF YOUR VIDYALAYA AND RESOURCE TO THE LINKED SCHOOL
VIDYALAYA PLAN	MRS. RADHA MUKUNDAN MRS. RADHA VENKATESAN MRS. RAMA	KEEPING ALL THE RECORDS READY FOR INSPECTION

PRINCIPAL