

KENDRIYA VIDYALAYA, DGQA, CHENNAI-114

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2018 -19 as listed below. **The first named** will be the **In-charge** and the others will extend all necessary help and support to ensure efficient discharge of the responsibilities entrusted.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
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1	Admission	<p>Dr. S.Vasudhevan, PGTChem.</p> <p>Mrs.Padmavathy, HM</p> <p>Mrs. R.Bhuvaneswari, TGT Math</p> <p>Mr.Richard, PRT</p> <p>Mrs.Kamakshi, PRT</p> <p>Mrs. Sumathy S Christy, PRT</p> <p>Mr.Balasubramanian(Librarian)</p> <p>Mrs.Chitra (Adhoc – Comp)</p> <p>Mr. Ganesan, SS</p> <p>Mr. Swaminathan, SS</p>	<p>To initiate and complete all admission related work as per KVS guidelines.</p> <p>A member to complete entries in admission register.</p> <p>Registration work – record to be maintained.</p> <p>Preparation of list and checking of registration forms</p> <p>To conduct lottery and intimation to parents</p> <p>Website updating of admission details- TC/New admissions</p> <p>All fresh admissions including XI STD admissions</p>
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			<p>To keep updating data regarding MP Quota / special dispensation / chairman quota and regular admission details category and class wise along with total number registered / admitted SC / ST / RTE details etc.</p>
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S.No **COMMITTEES**

**IN-CHARGE & MEMBERS
(SECONDARY)**

DUTIES

1	Time Table	Mr. Ramasamy,PGT(Maths) – I/C Mr. T.Arasu,TGT(Maths) Mr. Balasubramanian(Librarian) MRS.Chitra ,Adhoc Comp Ins	To prepare and distribute time table in the beginning of the academic session; make changes whenever necessary; make arrangements teachers who are on leave including marking attendance for the classes of absentee To prepare time table for inspection To prepare time table for special classes –IX to XII To prepare CAL / TAL time table
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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
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**3 (a) Examination
(internal)**

Mrs.Sripriya,PGT(BIO) – I/C	To plan and conduct tests and exams as per KVS & CBSEguidelines
Mrs.Rajalakshmi,TGT(MAT)	
Mrs.Bhuwaneswari TGT(MAT) – Addtional Hand when required.	To plan and convene P-T meets on open day
Mr.Mahaveer Jain,PGT(SKT)	To finalize results and carry out all related work.
Mrs.Krishna Priya, TGT SST	Result Analysis of class X & XII be put up to the Principal every month
Mr.Varadharajan,Sub Staff	
Mr.Swaminathan , Sub Staff	Preparation of progress reports
	Submission of monthly reports to Principal
	Regular checking of activities done by the teachers
	Regular checking of anecdotal records.
	To conduct retest whenever necessary

To conduct LAT & Periodic Tests

Progress Cards to be issued after every term

To maintain Result analysis and maintenance of all records and registers related to examination department.

To give suitable instructions to class teachers for maintaining all the relevant records.

To ensure strict confidentiality in the matters of examination.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
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3(b) PT Meetings	Mrs.Vasanthi,PGT(His)-I/C	To plan and convene P-T meets on open day
	Mrs.Bhuwaneswari(TGT MAT)	
	Mrs.Mayilarasi,TGT(Eng)	Intimation to Parents accordingly
	Mrs.Vijayalakshmi,TGT(Sci)	Maintenance of records
	Mr.Nakkeeran,TGT(SUPW)	
	Mrs.Padmavathy,HM	
	Mrs.Kamalambal,PRT	

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
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4	CBSE	Mr.Murali,PGT(Phy) – only Board Exams	
		Mrs.E.Nirmala,PGT(Geo)	To complete the registration on time
		Mrs. Bhuvaneswari,TGT(Maths)	To complete the verification error free
		Mrs.Chitra (Adhoc Comp Ins)	
		Mr.Balasubramaniam,Lib	Uploading of marks
			To inform the teaching faculty all the changes introduced in CBSE

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
5	CCA &Assembly	Mr. Prem Kumar Singh, PGT CS	CCA activities-
		Dr. B. U. Jain, PGT Hindi	
		Mrs. K.Kanchana, PGT Eng	Plan and execute the year’s CCA program;
		Mrs. G. Mayilarasi, TGT Eng	
		Mrs. R. Chitra, (Comp. Instr.)	ensure proper morning assembly program and

Mrs. N. Krishnapriya, TGT(S.St.)

full cooperation of all
house- teachers

Shri.R.Mahaveer Jain, PGT Skt

Updation of house
boards and CCA boards

Circulation of Assembly
duties

To check late comers

To give standing
instructions to all class
teachers & students
about assembly duties

To keep programme
within 20 Mts & to
screen the items of the
programme

S.No	COMMITTEES	IN-CHARGE & MEMBERS	DUTIES
6	Academic monitoring	Vice Principal Mrs.Vasanthi , PGT(His) Mr.T.Murali , PGT (Phy) Mrs.Rajalakshmi , TGT (Mat) Mrs.Kalamani , TGT (Eng) Mrs.Usharani Perumal , TGT(Hin) Mrs.Padmavathy ,HM Mrs.Kamalambal , PRT	To monitor academic performance of students continuously; plan remedial classes, monitoring of written work and other necessary academic programs; Supervise proper implementation with a view to achieve zero failure in all classes and quality results in board classes in particular.

REMEDIAL CLASS INCHARGE

XI & XII

IX & X

FUNCTION

Mr.Murali, PGT (Phy)	Mrs.Bhuwaneswari,TGT(Mat)	To make time table for the remedial class
Mrs.Padma, PGT(Eco)	Mrs.Mayilarasi,TGT(Eng)	To circulate attendance register
		To monitor the remedial class

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
7	Library Committee	Mr. Balasubramanian(Librarian)	To suggest books to be purchased for Library
		Mrs.Vasanthi , PGT Hist	
		Mrs.Kanchanaa, PGT Eng	To suggest ways to improve Library services
		Mrs.Vijayalakshmi , TGT Sci	
		Mrs.Padmavathy , HM	

Mrs.Sumathy Christy , PRT	To ensure proper class-library services in primary classes.
Mr.Ramprasad,PRT	

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
8	Scouts	Mr.Prem Kumar Singh,PGT(Comp) Mr. T.Murali,PGT(Phy)	Enroll students To carry out activities once every week
	Guides	Mrs. Sripriya,PGT(Bio) Mrs. Rajalakshmi,TGT(Maths)	To make students participate in testing camps To conduct camps in school and ensure a vibrant scout

Cubs

movement at school level,
undergo higher training.

Mrs.N.Kamalambal ,PRT

To train for
DSTC/TSTC/RP/Rastrapathi
award etc

Mrs.G.Savithri , PRT

Mr.Ramprasad,PRT

To maintain record for the
activities conducted

Bulbuls

Mr.Rajveer Meena,PRT

To maintain list of Cub/Bul
Bul/Scouts and Guides –
Name/class/sec/DOB/Father's
name / Mother's name / level
(Pravesh ,Pratham ,
Divithiyam,Trithiya etc) /
whether attended any camp /
achievement / contact number

Mrs.Amirthaa,PRT

Mrs.Sindhu , PRT

Ms.Upasana Singh ,PRT

Ms.Gunjan Singh,PRT

Also to keep two teams ever
ready for colour party welcome

Ms.Kiran Soni,PRT

Everybody to involve in scout &
guide activities sincerely and
prepare the students

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
9	NAEP	Mr.Murali , PGT(Phy) Mrs.Kanchana, PGT Eng Mrs.Mayilarasi,TGT Eng Mrs.Vijayalakshmi , TGT Sci MS.Keerthana , Counsellor	Carry out NAEP programs as per KVS instructions

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
10	Career Guidance & Counseling	Mr.Prem Kumar Singh , PGT CS Mr.Ramasamy , PGT Mat Mrs.Kanchana, PGT Eng	To give necessary Career Guidance and counseling to students of class X, XI and XII

Mr.Mahaveer , PGT SKT	To arrange lectures by experts
Ms.Keerthana , Counselor	To take up case studies for counseling of problematic students

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
11	Science Exhibition	Dr.Vasudhevan ,PGT Che I/C Mr.Murali,PGT Phy Mrs.Sripriya , PGT Bio Mrs.Vijayalakshmi , TGT Sci	To plan and conduct school level exhibitions and select the best for regional / national KVS exhibition

NCSC Dr.Vasudhevan ,PGT Che
Mrs.Savitha, TGT Sci

**3. INSPIRE
AWARD** Mr.Murali , PGT Phy

**4.Social Sci.
Exhibition** Mrs.Padma , PGT (Eco)
Mrs.E.Nirmala , PGT (Geo)
Mrs.Vasanthi , PGT Hist
Mrs.Krishnapriya , TGT(SST)
Mrs.Vathsala , TGT(SST)

S.No	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
13	Grievances	Ms.R.Vijayalakshmi,Principal Vice Principal Mrs.Padma , PGT Eco Mrs.Padmavathy , HM Mr.Richard , PRT	To install suggestion box & o open it every 4 th tues/Wednesday in the presence of the Principal To discuss with Principal & take steps to redress complaints.& maintain record of the same

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
14	Cleanliness & Sanitation	Mrs.Kanchana , Overall I/C Class VI A,B,C Mrs.Pushkala,TGT Hin Mrs.Poonam,TGT Skt	To ensure and maintain all basic facilities for students. To monitor & maintain cleanliness with the help of the agency concerned.

Mrs.Sherlimol,Nurse

Class VII A,B,C & XI ,XII A

Mrs.Vijayalakshmi , TGT Sci

Mrs.Savitha, TGT Sci

Mrs.Usha Perumal,TGT Hin

Class VIII A,B,C & IX A,B,C

Mrs.Kalamani , TGT Eng

Mrs.Krishnapriya , TGT SST

Mr.Mahaveer, PGT SKT

Class X A, B, C &

CLASS XI & XII B

Mrs.Jyoti Singh ,TGT Art

Mrs.E.Nirmala , PGT Geo

Mrs.Vasanthi, PGT Hist

Dr.B.U.Jain , PGT Hin

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
15	Gardening & Beautification	Mr.Vasudhevan ,PGT Che Mrs.Sripriya , PGT Bio Mr.Vijayalakshmi,TGT Sci Mrs.Savitha , TGT Sci	To ensure the maintenance of the whole campus as eco friendly, green& clean.

S.No	COMMITTEES	IN-CHARGE & MEMBERS	DUTIES
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16	Maintenance & Repair	<p>Mr.Nakkeeran , TGT WET</p> <p>MR.P.T.Arasu , TGT Mat</p> <p>Mr.Veera,TGT Ped</p> <p>Mr.Balasubramanian,TGT Lib</p> <p>Mrs. R.Jayalakshmi ,PRT</p> <p>Mr.Richard , PRT</p>	<p>To carry out repair, Maintenance & development work of the building including toilets, surroundings and play ground.</p> <p>To get AMC approval & do the follow up</p>
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S.No	COMMITTEES	IN-CHARGE & MEMBERS	DUTIES
17	Sports & Games &	<p>Mr. Veera , TGT PHE</p> <p>Mr.Sanjay Gandhi , Coach</p> <p>Mrs.Juliet Margaret, Yoga</p> <p>Mrs.Sumathy , PRT</p>	<p>To identify the talented students to participate in KVS games.</p> <p>To give special training through</p>

Discipline

coaches and maintain records.

Mr. T.R.Veera, TGT(PHE) – I/c

Mr. S.Ramasamy, PGT (Maths)

Mrs. S.Vasanthi, PGT(His)

Mr. P.Thanigaiarasu,
TGT(Maths)

Mrs. G.Mayilarasi, TGT(Eng)

Mr. R.Balasubramanian,
Librarian

Mr. K.Richard Ferdinand, PRT

Mrs. N.Kamalambal, PRT

To draw up class wise / house wise activities to be undertaken as per syllabus.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
18	Excursion & Adventure	Mr.Balasubramaniam,Librarian Dr.Jain ,PGT Hin Mrs.Kalamani , TGT Eng Mrs.Mayilarasi , TGT Eng Mr.P.T.Arasu,TGT Mat Mr.Mahaveer Jain ,PGT SKT	To identify places of visit as per suggestions received from KVS, plan trips, schedule & mode of transport for all classes.
		PRIMARY	
		Mr.Richard , PRT	
		Mrs.Sumathy ,PRT	
		Mrs.Jecintha,PRT	

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
19	Celebrations	Dr.Umapathi Jain,PGT(Hin) Mrs.Kanchana,PGT(Eng) Mrs.Kalamani,TGT(Eng) Mr.Chandrasekar,TGT(Eng)	To prepare list of celebrations for the academic year 2018-19. To plan for the activities of various celebration To apply for advance settling of the account. Invitations to be planned and distributed.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
20	CS- 54 / UBI	Mrs.Rajalakshmi ,TGT Mat Mr.Thanigai Arasu , TGT Mat Mrs.Bhuwaneswari,TGT Mat Mrs.Kamalambal , PRT	To maintain CS-54 register and tally entries with daily fee collection register every month.

Mrs.Savithri, PRT

Mr.Richard Ferdinand,PRT

Mrs.Chitra,TGT Comp Ins

S.No	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
21	Furniture	Mr.Richard , PRT Mr.P.T.Arasu , TGT Mat Mr.Nakkeeran , TGT WET Mrs.R.Jayalakshmi, PRT Mrs.Kamakshi , PRT Mrs.Savithri, PRT	1. To ensure proper & adequate furniture in all class rooms 2. To main class & dept. wise inventory 3. To ensure proper upkeep of furniture 4. To prepare demands for purchase & submit to purchase committee

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
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22 Vidyalaya Magazine

Dr.Umapathi Jain , PGT Hin

Mrs.Kanchana , PGT Eng

Mr.Balasubramanian, Lib

Mrs.Mayilarasi , TGT Eng

Mrs.Kalamani, TGT Eng

Mr.Chandrasekar, TGT Eng

Mr.Mahaveer Jain,PGT SKT

To collect articles and plan soft-copy of the Vidyalaya patrika / CMP magazines & release in time.

To give publicity to functions, to send reports with photos to KVS publications.

PRIMARY

Mr.Richard Ferdinand , PRT

Mrs.G.Savithri,PRT

S.No COMMITTEES IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)

23 Photography Mr.Richard , PRT

ID Card

Mr.Balasubramaniam , Lib

Mr.Richard , PRT

Mrs.Juliet , Yoga Teacher

Ms.Keerthana, Counselor

Mrs.Vaidehi,German Teacher

Bus Pass

Mr.Nakeeran , TGT WET

Ms.Graty , Pri Comp.Ins

S.No COMMITTEES IN-CHARGE & MEMBERS (SECONDARY)

24	Official Language implementation	Dr.B.U.Jain , PGT Hin
		Mrs.Usharani Perumal , TGT Hin
		Mrs.Pushkala,TGT Hin

Mrs.Mahaveer Jain , PGT Skt

Mrs.Bharathy, SSA

Ms.Graty Joseph , PRT Comp Ins

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
25	Vidyalaya website	Mr.Prem Kumar Singh , PGT CS Mrs.Chitra , TGT Comp Ins Ms.Graty , Primary Comp Ins	To update the website periodically.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
26	Press and Publications	Dr.UmapathiJain,PGT(Hin) Ms.Kanchana,PGT(Eng) Mr.Balasubramanian(Lib) Mr.Chandrasekar,TGT(Eng) Mrs.Mayilarasi,TGT(Eng) Mr.Mahaveer(Adhoc PGT-Skt)	To give publicity to functions, to send reports with photos to KVS publications.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
27	APIO	Mr.Murali , PGT Phy Mr.Nakkeeran , TGT WET

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
28	External Exams	Mr.Vasudhevan,PGT(Chem)	To conduct external exams
		Mrs.Sripriya , PGT Bio	To maintain file
		Mr.Balasubramaniam , Lib	To settle the account
		Mr.Richard,PRT	to see that all related works are timely conducted
		Mrs.Chitra,Comp.Instructor	Letter to police station- and
		Mrs.Juliet(Yoga)	EB Dept, Acceptance letter
		Mr.Mahaveer Jain , PGT SKT	

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
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29 HOUSE I/C	Dr. S. Vasudevan, PGT (Chem.)	
	Mrs. E. Nirmala, PGT(Geo)	To maintain the house boards
Shivaji	Mr. N. Nakkeeran TGT(WET)	To train the students for the house activities
	Mrs. R. Bhuvaneswari TGT(Maths)	
	Smt.V.Pushkala, TGT(Hin)	To select the students for competitions
Ashoka	Mr. T. Murali, PGT(Phy.)	To maintain the record of CCA activities
	Mrs. S.Sripriya, PGT(Bio)	To encourage the students for participation in various activities
	Mrs. D. Vijayalakshmi, TGT(Sc.)	
	Shri.P.Thanigaiarasu, TGT(Math)	
	Smt.Usharani Perumal, TGT(Hin)	
Tagore	Mrs. C.Padma, PGT (Eco.)	
	Mrs. M. Rajalakshmi, TGT(Maths)	
	Mr. Chandrasekar, TGT(Eng.)	

Mr. T. Veera, TGT(PET)

Smt. Vathsala, TGT(SST)

Mrs. S. Vasanthi, PGT (His.)

Mr. S. Ramasamy, PGT(Maths)

Raman

Mrs. P. Kalamani, TGT(Eng.)

Mrs. Jyoti Singh, TGT(Art)

Smt. Savitha, TGT (Sci.)

S.No	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
30	Assembly,	Mr.Prem Kumar Singh,PGT(CS) – I/C	1.To check late comers
	Class Assembly,	Mrs.Kanchanaa,PGT(Eng)	2.To give standing
	Assembly	Mrs.Mayilarasi,TGT(Eng)	instructions to all class

Programme	Mr.Mahaveer Jain (TGT SKT) Mrs.Jayalakshmi , PRT	teachers & students about assembly duties. 3. To keep programme within 20 Mts& to screen the items of the programme.
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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
31	Club Activities Eco/ Science Club:	Mr.Murali , PGT Phy Mrs. S.Sripriya, PGT Bio Mr.Vasudhevan , PGT Che	Teachers are requested to make a note of the name of the club they are attached with and prepare a list of

Mrs.Vijayalakshmi , TGT
Sci

activities for the academic
year 2018 -19.

Mrs.Savitha,TGT Sci

2. Maths Club

Mr. S.Ramasamy, PGT
Math

Note: Clubs will be
conducted once in a month
(Wednesday –Zero period).

Mrs. Bhuvaneswari, TGT
Mat

Mrs. Rajalakshmi, TGT
Mat

Mr. Thanigai Arasu, TGT
Mat

**3.Art/Hobby/
Music/
Integrity Club**

Mr. Prem Kumar Singh,
PGT CS

Mrs.Padma,PGT Eco

Mrs.Vasanthi ,PGT His

Mrs. E.Nirmala, PGT Geo

Mrs.KrishnaPriya , TGT
SST

Mrs. Vathsala, TGT SST

Mrs. V.Pushkala, TGT Hin

4. Literary
Club-English /
Hindi
(Reading,
Writing,
creative
writing)

Mrs.Kanchana,PGT Eng

Dr.B.Umapathi Jain, PGT
Hin

Mrs.Kalamani , TGT Eng

Mrs.Mayilarasi , TGT Eng

Mr.Chandrasekar , TGT
Eng

Mr. Mahaveer Jain, PGT

Mrs. Poonam Awasthi, TGT

Mrs. Usharani Perumal,
TGT

5. Wellness

Mr. M.Nakkeeran, TGT WE

Mr. S.Keerthana C&G

Mr. Sanjai Gandhi, Coach

Mrs. Juliet, Yoga

Mrs. Sherli Moll, Nurse

S.No COMMITTEES IN-CHARGE & MEMBERS (SECONDARY)

32 SOP

Mr.Ramasamy ,PGT Mat

Mr.Nakkeeran , TGT WET

Mr.Richard , PRT

Mrs.Bharathi,SSA

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
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33	GARBALOGY	Mrs.Vijayalaksmi , TGT(sci) Mr.Nakeeran , TGT WET Mr.Balasubramaniam, Lib Mr.Richard , PRT Mrs.Juliet , Yoga Teacher
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Note:

All the teachers are advised to note the committees allotted and responsibilities assigned in the teacher's diary and discharge the same without fail for the smooth functioning of the Vidyalaya.

S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
34	AWAKEN CITIZEN PROGRAMME (ACP)	<p data-bbox="781 316 846 339">VII:-</p> <p data-bbox="781 389 1205 419">Mrs. P.Kalamani, TGT(Eng)</p> <p data-bbox="781 541 860 564">VIII:-</p> <p data-bbox="781 614 1167 644">Mr.Nakeeran , TGT WET</p> <p data-bbox="781 764 824 788">IX:</p> <p data-bbox="781 837 1223 868">Mrs. G.Mayilarasi, TGT(Eng)</p> <p data-bbox="781 917 1218 948">Mrs.Vijayalaksmi , TGT(Sci)</p> <p data-bbox="781 1067 958 1098">Overall I/c:</p> <p data-bbox="781 1137 1223 1168">Mrs. G.Mayilarasi, TGT(Eng)</p> <p data-bbox="781 1208 1223 1238">Mr. T.MURALI, PGT(Physics)</p> <p data-bbox="781 1278 1261 1308">Dr. S.Vasudhevan, PGT(Chem)</p>
	JIGYASA	

Mrs. S.Sripriya, PGT(Biology)

TARUNOTSAVA

Mrs. K.Kanchana, PGT(English)

Mrs. G.Mayilarasi, TGT(Eng)

TECHNOTHLON

Mr. Prem Kumar Singh, PGT(CS)

Mrs. R.Chitra, Comp Instructor –
TGT

Mrs Upasana Singh, PRT

Mr. Ram Prasad Prajapat, PRT