

KENDRIYA VIDYALAYA, DGQA, CHENNAI-114

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2019-20 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
1	Admission	Dr. S.Vasudhevan, PGTChem I/c Mrs.Padmavathy, HM Mr.Richard, PRT Mrs.Kamalambal, PRT Mr.Balasubramanian(Librarian) Mrs.Chitra (Adhoc – Comp) Mrs. Chandrakala, PRT Ms. Kiran Soni, PRT Ms. Graty Joseph, (Adhoc- Comp)	<ul style="list-style-type: none">• To initiate and complete all admission related work as per KVS guidelines.• A member to complete entries in admission register.• Registration work –record to be maintained.• Preparation of list and checking of registration forms• To conduct lottery and intimation to parents• Website updating of admission details-TC/New admissions• All fresh admissions including XI STD admissions• 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.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
1	Time Table	<p>Mrs. C.Padma, PGT(Eco) – I/c Mrs. Sripriya, PGT(Bio) Mr. Balasubramanian(Librarian) MRS.Chitra ,Adhoc Comp Ins</p> <p>Mrs. Kamakshi, PRT I/c Mrs. Sumathi Christy, PRT</p> <p>Mrs. Geetha, Sub-staff</p>	<ul style="list-style-type: none"> • 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.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
3 (a)	Examination (internal)	<p>Mr. Ramasamy, PGT(Math) – I/c Mrs. Mayilarasi, TGT(Eng) Mr. Mahaveer Jain, PGT(skt) Mrs. Krishna Priya, TGT(SST)</p> <p>Mr. Varadharajan, Sub staff Mr. Swaminathan, Sub staff</p> <p>Mrs. Jayalakshmi, PRT – I/c Mrs. Grishma Khaire, PRT Ms. Upasana Singh, PRT</p>	<ul style="list-style-type: none"> • To plan and conduct tests and exams as per KVS & CBSE guidelines • To plan and convene P-T meets on open day • To finalize results and carry out all related work. • Result Analysis of class X & XII be put up to the Principal every month • 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.

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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
3(b)	PT Meetings	Mrs.Nirmala,PGT(Geo)-I/C Mrs.Mayilarasi,TGT(Eng) Mr.Nakkeeran,TGT(SUPW) Mrs.Padmavathy,HM Mrs.Jacintha,PRT	<ul style="list-style-type: none">• To plan and convene P-T meets on open day• Intimation to Parents accordingly• Maintenance of records

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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
4	CBSE	Mrs. Vasanthi, PGT(His) – I/c only Board Exams Mrs. Bhuvanewari, TGT(Maths) Mrs. Chitra (Adhoc Comp Ins) Mr. Mahaveer Jain, PGT(Skt)	<ul style="list-style-type: none">• To complete the registration on time• To complete the verification error free• Uploading of marks• To inform the teaching faculty all the changes introduced in CBSE

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
5	CCA & Assembly	Mrs. K.Kanchana, PGT Eng – I/c Dr. B. U. Jain, PGT Hindi Mrs. P Kalamani, TGT Eng Mr. Ram Prasad Prajapat, PRT Shri.R.Mahaveer Jain, PGT Skt Mrs. Sindhu, PRT – I/c Mrs. K.M.Amirthaa, PRT	CCA activities- <ul style="list-style-type: none">• Plan and execute the year's CCA program;• ensure proper morning assembly program and full cooperation of all house- teachers• 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

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S.N	COMMITTEES	IN-CHARGE & MEMBERS	DUTIES
6	Academic monitoring	Vice Principal – I/c Mrs.Vasanthi , PGT(His) Mr.T.Murali , PGT (Phy) Mrs.Kalamani , TGT (Eng) TGT(Hin) – Adhoc 2 Mrs.Padmavathy ,HM Mrs.Kamalambal , PRT	<ul style="list-style-type: none"> • 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.Padma, PGT(Eco)	Mrs.Bhuwaneswari,TGT(Mat) Mrs.Mayilarasi,TGT(Eng)	<ul style="list-style-type: none"> • To make time table for the remedial class • To circulate attendance register • To monitor the remedial class

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
7	Library Committee	Mr. Balasubramanian(Librarian) – I/c Mrs.Vasanthi , PGT Hist Mrs.Kanchana, PGT Eng Mrs.Padmavathy , HM Mrs.Sumathy Christy , PRT Mr.Ram Prasad,PRT Ms. Gunjan Singh, PRT Ms. Kiran Soni, PRT	<ul style="list-style-type: none">• To suggest books to be purchased for Library• To suggest ways to improve Library services• To ensure proper class-library services in primary classes.

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S.N	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
8	<p>Scouts</p> <p>Guides</p> <p>Cubs</p> <p>Bulbuls</p>	<p>Mr.Prem Kumar Singh,PGT(Comp) – I/c Mr. T.Murali,PGT(Phy)</p> <p>Mrs. Sripriya,PGT(Bio) – I/c Ms. Gunjan Singh, PRT</p> <p>Mrs.N.Kamalambal ,PRT – I/c Mr.Ramprasad,PRT Mr.Rajveer Meena,PRT</p> <p>Mrs.Amirthaa,PRT – I/c Mrs.Sindhuh , PRT Ms.Upasana Singh ,PRT Ms.Kiran Soni,PRT</p>	<ul style="list-style-type: none"> • Enroll students • To carry out activities once every week • To make students participate in testing camps • To conduct camps in school and ensure a vibrant scout movement at school level, undergo higher training. • To train for DSTC/TSTC/RP/Ra strapathi award etc • To maintain record for the activities conducted • To maintain list of Cub/Bul Bul/Scouts and Guides – Name/class/sec/D OB/Father's name / Mother's name / level (Pravesh ,Pratham , Divithiyam,Trithiya etc) / whether attended any camp / achievement / contact number • Also to keep two teams ever ready for colour party welcome • Everybody to involve in scout & guide activities sincerely and prepare the students

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9	NAEP	Mr.Murali , PGT(Phy) – I/c Mrs.Kanchana, PGT Eng – I/c Mrs.Mayilarasi,TGT Eng Counsellor	Carry out NAEP programs as per KVS instructions

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
10	Career Guidance & Counseling	Mr.Prem Kumar Singh , PGT CS – I/c Mr.Ramasamy , PGT Mat Mrs.Kanchana, PGT Eng Mr.Mahaveer , PGT SKT Counselor Mrs. Jacintha Felix, PRT	<ul style="list-style-type: none"> • To give necessary Career Guidance and counseling to students of class X, XI and XII • To arrange lectures by experts • To take up case studies for counseling of problematic students
	ACP	Mrs. Mayilarasi, TGT(Eng) – I/c – VII Mr. Balasubramanian, Lib – VII Mrs. Jyoti Singh, TGT(AE) - VIII Mrs. Kalamani, TGT(Eng) – IX Mr. Nakkeeran, TGT(WE) - IX	

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
11	1. Science Exhibition	Dr.Vasudhevan ,PGT Che I/C Mr.Murali,PGT Phy Mrs.Sripriya , PGT Bio TGT(Science) Adhoc 1	<ul style="list-style-type: none">• To plan and conduct school level exhibitions and select the best for regional / national KVS exhibition
	2. NCSC	Dr.Vasudhevan ,PGT Che – I/c Mrs.Savitha, TGT Sci	
	3. INSPIRE AWARD	Mr.Murali , PGT Phy – I/c	
	4.Social Sci. Exhibition	Mrs.Padma , PGT (Eco) – I/c Mrs.E.Nirmala , PGT (Geo) Mrs.Vasanthi , PGT Hist Mrs.Krishnapriya , TGT(SST) Mrs.Vathsala , TGT(SST)	

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
12	Olympiad & NTSE	Mr. Ramasamy, PGT(Maths) – I/c Mrs.Kanchana ,PGT (Eng) Mr.Mahaveer ,PGT SKT Mrs.Savitha,TGT Sci Mrs.Chitra , TGT Comp Ins Mr.Richard Ferdinand,PRT – I/c Mrs. Chandrakala	<ul style="list-style-type: none">• Disseminate information to students in time, ensure maximum participation in these, provide required training and learning material with the aim to have at least 5% of participants getting selection/ creditable ranks

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
13	Grievances	Mrs. T.Mirnalini, Principal – I/c Vice Principal Mrs.Padma , PGT Eco Mrs.Padmavathy , HM Mr.Richard , PRT	<ul style="list-style-type: none">• To install suggestion box & o open it every 4th tues/Wednesday in the presence of the Principal• To discuss with Principal & take steps to redress complaints.& maintain record of the same

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
14	Cleanliness & Sanitation	Mrs.E.Nirmala , PGT Geo I/C Mrs.Jyoti Singh ,TGT Art VI A,B,C Class Teachers VII A,B,C Class Teachers VIII A,B,C Class Teachers IX A,B,C Class Teachers X A,B,C Class Teachers XI A,B Class Teachers XII A,B Class Teachers	1. To ensure and maintain all basic facilities for students. 2. To monitor & maintain cleanliness with the help of the agency concerned.

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15	Gardening & Beautification	Mrs.Jyoti Singh ,TGT Art - I/c Mrs.Sripriya , PGT Bio Mrs.Savitha , TGT Sci TGT(Sci) Adhoc -2 Mrs. Sindhu, PRT - I/c Ms. Kiran Soni, PRT Ms. Gunjan Singh, PRT	<ul style="list-style-type: none">• To ensure the maintenance of the whole campus as eco friendly, green& clean.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS	DUTIES
16	Maintenance & Repair	Mr.Nakkeeran , TGT WET – I/c Mr.Veera,TGT PET Mr.Balasubramanian,TGT Lib Mr.Richard , PRT Mr. Rajveer Meena, PRT Mr. Ram Prasad Prajapat, PRT Ms. Upasana Singh, PRT	<ul style="list-style-type: none">• To carry out repair, Maintenance & development work of the building including toilets, surroundings and play ground.• To get AMC approval & do the follow up

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS	DUTIES
17	Sports & Games & Discipline	Mr. Veera , TGT PHE – I/c PET Coach Yoga Coach Mr. T.R.Veera, TGT(PHE) – I/c Mr. S.Ramasamy, PGT (Maths) Mrs. S.Vasanthi, PGT(His) Mrs. G.Mayilarasi, TGT(Eng) Mr. R.Balasubramanian, Librarian Mr. K.Richard Ferdinand, PRT Mrs. N.Kamalambal, PRT Mr. Rajveer Meena, PRT	<ul style="list-style-type: none">• To identify the talented students to participate in KVS games.• To give special training through coaches and maintain records.• To draw up class wise / house wise activities to be undertaken as per syllabus.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
18	Excursion & Adventure	Mr.Balasubramaniam,Lib – I/c Dr.Jain ,PGT Hin Mrs.Kalamani , TGT Eng Mrs.Mayilarasi , TGT Eng Mr.Mahaveer Jain ,PGT SKT PRIMARY Mr.Richard , PRT – I/c Mrs. K.Kamakshi, PRT Mrs.Sumathy ,PRT Mrs.Jecintha,PRT	<ul style="list-style-type: none">• To identify places of visit as per suggestions received from KVS, plan trips, schedule & mode of transport for all classes.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
19	Celebrations	Mrs.Kanchana,PGT(Eng) – I/c Dr.Umapathi Jain,PGT(Hin) Mrs.Kalamani,TGT(Eng) TGT(Eng) - Contract	<ul style="list-style-type: none">• To prepare list of celebrations for the academic year 2019-20.• To plan for the activities of various celebration• To apply for advance settling of the account.• Invitations to be planned and distributed.

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S.No	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
20	CS- 54 / UBI	Mr. Prem Kumar Singh PGT CS – I/c Mrs.Chitra,TGT Comp Ins Mrs. K M Amirthaa, PRT – I/c Mrs.Kamalambal , PRT	<ul style="list-style-type: none">To maintain CS-54 register and tally entries with daily fee collection register every month.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)	DUTIES
21	Furniture	Mr.Richard , PRT – I/c Mr.Nakkeeran , TGT WET Mr. Mahaveer Jain, PGT Skt Mrs.R.Jayalakshmi, PRT Mrs.Kamalambal , 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

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
22	Vidyalaya Magazine	Mrs.Kanchana , PGT Eng – I/c Dr.Umapathi Jain , PGT Hin Mr.Balasubramanian, Lib Mrs.Mayilarasi , TGT Eng Mrs.Kalamani, TGT Eng TGT Eng Contract Mr.Mahaveer Jain,PGT SKT PRIMARY Mr.Richard Ferdinand , PRT Mrs.Sumathy Christy, PRT Mrs. Grishma Khaire, PRT Ms. Gunjan Singh, PRT	<ul style="list-style-type: none">• 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.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (PRIMARY & SECONDARY)
23	Photography	Mr.Richard , PRT - I/c
	ID Card	Mr.Balasubramaniam , Lib - I/c Mr.Richard , PRT Yoga Teacher Counselor German Teacher
	Bus Pass	Mr.Nakeeran , TGT WET - I/c Ms.Graty , Pri Comp.Ins

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
24	Official Language implementation	Dr.B.U.Jain , PGT Hin – I/c TGT Hin (Adhoc – 2) Mrs.Pushkala,TGT Hin Mrs.Mahaveer Jain , PGT Skt Mr. Ram Prasad Prajapat, PRT Ms. Upasana Singh, PRT Mrs.Bharathy, SSA Ms.Graty Joseph , PRT Comp Ins

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
25	Vidyalaya website	Mr.Prem Kumar Singh , PGT CS – I/c Mrs.Chitra , TGT Comp Ins Ms.Graty , Primary Comp Ins	To update the website periodically.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
26	Press and Publications	Dr.UmapathiJain,PGT(Hin) – I/c Ms.Kanchana,PGT(Eng) Mr.Balasubramanian(Lib) TGT(Eng) Contract Mrs.Mayilarasi,TGT(Eng) Mr.Mahaveer(Adhoc PGT-Skt)	To give publicity to functions, to send reports with photos to KVS publications.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
27	APIO	Mr.Murali , PGT Phy – I/c Mr.Nakkeeran , TGT WET

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
28	External Exams	Mr.Vasudhevan,PGT(Chem)- I/c Mrs.Sripriya , PGT Bio Mr.Balasubramaniam , Lib Mr.Richard,PRT Mrs.Chitra,Comp.Instructor Yoga Teacher Mr.Mahaveer Jain , PGT SKT	<ul style="list-style-type: none">• To conduct external exams• To maintain file• To settle the account• to see that all related works are timely conducted• Letter to police station- and EB Dept, Acceptance letter

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29	HOUSE I/C Shivaji	Mrs. Jyoti Singh, TGT AE – I/C	<ul style="list-style-type: none">• To maintain the house boards• To train the students for the house activities• To select the students for competitions• To maintain the record of CCA activities• To encourage the students for participation in various activities
	Ashoka	Mr. Balasubramanian, Lib – I/c	
	Tagore	Mr. M.Nakkeeran, TGT WE -I/c	
	Raman	Yoga Teacher – I/c	

Note: The other house teachers will be decided by lot.

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
30	Club Activities	Mr.Vasudhevan , PGT Che – I/c Mrs. C.Padma, PGT(Eco) Mrs.Savitha,TGT Sci Mrs. S.Sandhya, TGT Sci	Teachers are requested to make a note of the name of the club they are attached with and prepare a list of activities for the academic year 2019-20. Note: Clubs will be conducted once in a month (Wednesday –Zero period).
	1. <u>Eco/ Science Club:</u>		
	2. <u>Maths Club</u>	Mr. S.Ramasamy, PGT Math – I/C Mrs. Bhuvaneswari, TGT Mat Maths Contract Maths Contract	
	3.<u>Art/Hobby/ Music/ Integrity Club</u>	Mrs.Vasanthi ,PGT His – I/c Mrs.Jyoti Singh TGT AE Mrs. E.Nirmala, PGT Geo Mrs.KrishnaPriya , TGT SST Mrs. Vathsala, TGT SST	
	4. <u>Literary Club-English / Hindi (Reading, Writing, creative writing)</u>	Mrs.Kanchana,PGT Eng – I/C Dr.B.Umapathi Jain, PGT Hin Mrs.Kalamani , TGT Eng Mrs.Mayilarasi , TGT Eng Mr.Chandrasekar , TGT Eng Mr. Mahaveer Jain, PGT TGT SKT Hin 1 Hin 2	
	5. <u>Wellness</u>	Mr. M.Nakkeeran, TGT WE – I/c Guidance & Counseling PET Coach Yoga Nurse	
	6. <u>Scouts / Guides</u>	Mr. Prem Kumar Singh, PGT CS I/c Scouts Mrs. S.Sripriya, PGT Bio – I/c Guides Mr. T. Murali PGT Phy	

KENDRIYA VIDYALAYA, DGQA, CHENNAI-114

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2019-20 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.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
31	SOP	Mr.Ramasamy ,PGT Mat – I/C Mr.Nakkeeran , TGT WET Mr.Richard , PRT Mrs.Bharathi,SSA

KENDRIYA VIDYALAYA, DGQA, CHENNAI-114

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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
32	Sexual Harassment of women employees	Mrs. C.Padma, PGT (Eco) Mrs R.Padmavathy HM Mr. M.Nakkeeran, TGT(WE)

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.

PRINCIPAL

KENDRIYA VIDYALAYA, DGQA, CHENNAI-114

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S.N o	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)
33	JIGYASA	Mr. T.MURALI, PGT(Physics) – I/c Dr. S.Vasudhevan, PGT(Chem) Mrs. S.Sripriya, PGT(Biology)
	TARUNOTSAVA	Mrs. K.Kanchana, PGT(English) – I/c Dr. Umapathi Jain, PGT Hin Mrs. S.Vasanthi, PGT His Mrs. G.Mayilarasi TGT Eng
	TECHNOTHLON	Mr. Prem Kumar Singh, PGT(CS) – I/c Mrs. R.Chitra, Comp Instructor – TGT Mrs Upasana Singh, PRT Mr. Ram Prasad Prajapat, PRT

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.

PRINCIPAL