

**KENDRIYA VIDYALAYA, DGQA, CHENNAI-114**

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2020-21 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.

<b>S. No</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>	<b>DUTIES</b>
1	<b>Admission</b>	<b>Dr. S.Vasudhevan, PGTChem I/c</b> Mrs.Kamalambal,PRT Mrs. K.Kamakshi, PRT Mr.Richard,PRT Mr.Balasubramanian(Librarian) Mrs.Chitra (Adhoc – Comp) Mrs. Chandrakala, PRT Ms. Kiran Soni, PRT Mrs. Manu Jaglan, PRT Comp Instructor Primary	<ul style="list-style-type: none"><li>• To initiate and complete all admission related work as per KVS guidelines.</li><li>• A member to complete entries in admission register.</li><li>• Registration work –record to be maintained.</li><li>• Preparation of list and checking of registration forms</li><li>• To conduct lottery and intimation to parents</li><li>• Website updating of admission details-TC/New admissions</li><li>• All fresh admissions including XI STD admissions</li><li>• 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.</li></ul>

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1	<b>Time Table</b>	<b>Mrs. C.Padma, PGT(Eco) – I/c</b> Mrs. Sripriya, PGT(Bio) Mr. Balasubramanian(Librarian) Mrs.Chitra ,Adhoc Comp Ins  <b>Mrs. M.R.Sindhu, PRT I/c</b> Ms. Gunjan Singh, PRT Mrs. Geetha, Sub-staff	<ul style="list-style-type: none"><li>• To prepare and distribute time table in the beginning of the academic session;</li><li>• make changes whenever necessary;</li><li>• make arrangements teachers who are on leave including marking attendance for the classes of absentee</li><li>• To prepare time table for inspection</li><li>• To prepare time table for special classes – IX to XII</li><li>• To prepare CAL / TAL time table</li></ul>

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<b>1</b>	<b>PISA</b>	Mr. T.Murali, PGT Phy – I/c Ms Asmita Malik TGT Science Ms. Shivangi TGT Maths	To update the Shagun site and carry out instructions as and when given by RO.

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<b>1</b>	<b>Scrutiny of Income Tax forms.</b>	<b>Mr. Deepak Bhartwal, VP - I/c</b> Mrs. Sripriya, PGT Bio Mr. Ram Prasad Prajapat, PRT0	To Scrutinize all the IT documents and propose required deductions.

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<b>3 (a)</b>	<b>Examination (internal)</b>	<p><b>Mr. Ramasamy, PGT(Math) – I/c</b> Mrs. Mayilarasi, TGT(Eng) Mr. Mahaveer Jain, PGT(skt) Mrs. Mayuri Kiran, TGT(SKT)</p> <p>Mr. Varadharajan, Sub staff Mr. Swaminathan, Sub staff</p> <p><b>Mrs. Jayalakshmi, PRT – I/c</b> Mrs. Grishma Khaire, PRT Ms. Upasana Singh, PRT</p>	<ul style="list-style-type: none"> <li>• To plan and conduct tests and exams as per KVS &amp; CBSE guidelines</li> <li>• To plan and convene P-T meets on open day</li> <li>• To finalize results and carry out all related work.</li> <li>• Result Analysis of class X &amp; XII be put up to the Principal every month</li> <li>• Preparation of progress reports</li> <li>• Submission of monthly reports to Principal</li> <li>• Regular checking of activities done by the teachers</li> <li>• Regular checking of anecdotal records.</li> <li>• To conduct retest whenever necessary</li> <li>• To conduct LAT &amp; Periodic Tests</li> <li>• Progress Cards to be issued after every term</li> <li>• To maintain Result analysis and maintenance of all records and registers related to examination department.</li> <li>• To give suitable instructions to class teachers for maintaining all the relevant records.</li> <li>• To ensure strict confidentiality in the matters of examination.</li> </ul>

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3(b)	PT Meetings	Mrs.Nirmala,PGT(Geo)-I/C Mrs. P.Kalamani, TGT Eng Mrs.Jacintha,PRT Mr. K.Richard, PRT	<ul style="list-style-type: none"><li>• To plan and convene P-T meets on open day</li><li>• Intimation to Parents accordingly</li><li>• Maintenance of records</li></ul>

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<b>4</b>	<b>CBSE</b>	<b>Mrs. Vasanthi, PGT(His) – I/c</b> only Board Exams Ms Asmita Malik, TGT Sci Mr. R.Balasubramanian, Lib Mrs.Chitra (Adhoc Comp Ins) Mr.Mahaveer Jain, PGT(Skt)	<ul style="list-style-type: none"><li>• To complete the registration on time</li><li>• To complete the verification error free</li><li>• Uploading of marks</li><li>• To inform the teaching faculty all the changes introduced in CBSE</li></ul>

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<b>5</b>	<b>CCA &amp; Assembly</b>	Mrs. K.Kanchana, PGT Eng – I/c Mrs. P Kalamani, TGT Eng Ms. Anshu Meena, TGT Hin Mrs. Neetu Sharma, TGT Hin Shri.R.Mahaveer Jain, PGT Skt  Ms. Kiran Soni, PRT – I/c Mr. Ram Prasad Prajapat, PRT	<b>CCA activities-</b> <ul style="list-style-type: none"><li>• Plan and execute the year's CCA program;</li><li>• ensure proper morning assembly program and full cooperation of all house- teachers</li><li>• Updation of house boards and CCA boards</li><li>• Circulation of Assembly duties</li><li>• To check late comers</li><li>• To give standing instructions to all class teachers &amp; students about assembly duties</li><li>• To keep programme within 20 Mts &amp; to screen the items of the programme</li></ul>

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<b>7</b>	<b>Library Committee</b>	<b>Mr. Balasubramanian(Librarian) – I/c</b> Dr. B.Umapathi Jain PGT Hin Mrs.Kanchana, PGT Eng  <b>Mrs.Sumathy Christy , PRT</b> Mr.Ram Prasad,PRT Ms. Gunjan Singh, PRT Ms. Kiran Soni, PRT	<ul style="list-style-type: none"><li>• To suggest books to be purchased for Library</li><li>• To suggest ways to improve Library services</li><li>• To ensure proper class-library services in primary classes.</li></ul>

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<b>8</b>	<p><b>Scouts</b></p> <p><b>Guides</b></p> <p><b>Cubs</b></p> <p><b>Bulbuls</b></p>	<p><b>Mr.Prem Kumar Singh,PGT(Comp) – I/c</b> Mr. T.Murali,PGT(Phy)</p> <p><b>Mrs. Sripriya,PGT(Bio) – I/c</b> Ms. Gunjan Singh, PRT</p> <p><b>Mr.Ramprasad,PRT – I/c</b></p> <p><b>Mrs.Sindhu , PRT – I/C</b> Ms.Upasana Singh ,PRT</p>	<ul style="list-style-type: none"> <li>• Enroll students</li> <li>• To carry out activities once every week</li> <li>• To make students participate in testing camps</li> <li>• To conduct camps in school and ensure a vibrant scout movement at school level, undergo higher training.</li> <li>• To train for DSTC/TSTC/RP/Ra strapathi award etc</li> <li>• To maintain record for the activities conducted</li> <li>• 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</li> <li>• Also to keep two teams ever ready for colour party welcome</li> <li>• Everybody to involve in scout &amp; guide activities sincerely and prepare the students</li> </ul>

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<b>9</b>	<b>NAEP</b>	<b>Mr.Murali , PGT(Phy) – I/c</b> <b>Mrs.Kanchana, PGT Eng – I/c</b> Mrs Jacintha, PRT	Carry out NAEP programs as per KVS instructions

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<b>10</b>	<b>Career Guidance &amp; Counseling</b>	<b>Mrs.Kanchana, PGT Eng – I/c</b> Mrs G.Mayilarasi TGT Eng Mr.Mahaveer , PGT SKT <b>Mrs. Jacintha Felix, PRT</b>	<ul style="list-style-type: none"> <li>• To give necessary Career Guidance and counseling to students of class X, XI and XII</li> <li>• To arrange lectures by experts</li> <li>• To take up case studies for counseling of problematic students</li> </ul>
	<b>ACP</b>	<b>Mrs. Mayilarasi, TGT(Eng) – I/c</b> Mr. Balasubramanian, Lib Ms. Anshu Meena TGT Hin Mrs. Neethu Sharma TGT Hin Mrs. Kalamani, TGT(Eng) Mr. Nakkeeran, TGT(WE)	

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<b>11</b>	<b>1. Science Exhibition</b>	<b>Dr.Vasudhevan ,PGT Che I/C</b> Mr.Murali,PGT Phy Mrs.Sripriya , PGT Bio Ms. Asmita Malik TGT Sci TGT(Science) Adhoc 1	<ul style="list-style-type: none"> <li>To plan and conduct school level exhibitions and select the best for regional / national KVS exhibition</li> </ul>
	<b>2. NCSC</b>	<b>Dr.Vasudhevan ,PGT Che – I/c</b> Ms. Asmita Malik TGT Sci	
	<b>3. INSPIRE AWARD</b>	<b>Mr.Murali , PGT Phy – I/c</b> TGT(Science) Adhoc 1	
	<b>4.Social Sci. Exhibition</b>	<b>Mrs.Padma , PGT (Eco) – I/c</b> Mrs.E.Nirmala , PGT (Geo) Mrs.Vasanthi , PGT Hist Adhoc TGT SST 1 Adhoc TGT SST 2	

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<b>12</b>	<b>Olympiad</b> <b>&amp;</b>       <b>NTSE</b>	<b>Mrs G.Mayilarasi TGT Eng – I/c</b> Mr.Mahaveer ,PGT SKT Mrs.Chitra , TGT Comp Ins  <b>Mr.Richard Ferdinand, PRT – I/c</b> Mrs. Chandrakala  <b>Mrs. Sripriya, PGT Biology – I/c</b> Comp Instructor (Primary)	<ul style="list-style-type: none"><li>• 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</li></ul>

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<b>13</b>	<b>Grievances</b>	<b>Mr Deepak Bhartwal VP – I/c</b> Mrs.Padma , PGT Eco Mr T R Veera, TGT PHE Mrs. Jacintha PRT Mr.Richard , PRT	<ul style="list-style-type: none"><li>• To install suggestion box &amp; o open it every 4<sup>th</sup> tues/Wednesday in the presence of the Principal</li><li>• To discuss with Principal &amp; take steps to redress complaints.&amp; maintain record of the same</li></ul>

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<b>14</b>	<b>Cleanliness &amp; Sanitation</b>	<b>Mrs.E.Nirmala , PGT Geo I/C</b> Art Coach 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,C Class Teachers XII A,B,C 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	<b>Gardening &amp; Beautification</b>	<b>Art Coach – I/c</b> Mrs.Sripriya , PGT Bio TGT(Sci) Adhoc  <b>Mrs. Sindhu, PRT – I/c</b> Ms. Kiran Soni, PRT Ms. Gunjan Singh, PRT	<ul style="list-style-type: none"><li>• To ensure the maintenance of the whole campus as eco friendly, green&amp; clean.</li></ul>

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<b>16</b>	<b>Maintenance &amp; Repair</b>	<b>Mr.Nakkeeran , TGT WET – I/c</b> Mr.Veera,TGT PET Mr.Balasubramanian,TGT Lib Mr.Richard , PRT Mr. Ram Prasad Prajapat, PRT Ms. Upasana Singh, PRT Mrs Manu Jaglan PRT	<ul style="list-style-type: none"><li>• To carry out repair, Maintenance &amp; development work of the building including toilets, surroundings and play ground.</li><li>• To get AMC approval &amp; do the follow up</li></ul>

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17	<b>Sports &amp; Games &amp;  Discipline</b>	<b>Mr. Veera , TGT PHE – I/c</b> PET Coach Sec PET Coach Pri Yoga Coach  <b>Mr. T.R.Veera, TGT(PHE) – I/c</b> 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	<ul style="list-style-type: none"><li>• To identify the talented students to participate in KVS games.</li><li>• To give special training through coaches and maintain records.</li><li>• To draw up class wise / house wise activities to be undertaken as per syllabus.</li></ul>

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<b>18</b>	<b>Excursion &amp; Adventure</b>	<b>Mr.Balasubramaniam,Lib – I/c</b> Dr.Jain ,PGT Hin Mrs.Kalamani , TGT Eng Mrs.Mayilarasi , TGT Eng Mr.Mahaveer Jain ,PGT SKT  <b>PRIMARY</b>  <b>Mr.Richard , PRT – I/c</b> Mrs.Sumathy ,PRT Mrs.Jecintha,PRT	<ul style="list-style-type: none"><li>• To identify places of visit as per suggestions received from KVS, plan trips, schedule &amp; mode of transport for all classes.</li></ul>

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<b>19</b>	<b>Celebrations</b>	<b>Mrs. K.Kanchana, PGT Eng – I/c</b> Mrs. P Kalamani, TGT Eng Ms. Anshu Meena, TGT Hin Mrs. Neetu Sharma, TGT Hin Shri.R.Mahaveer Jain, PGT Skt  <b>Ms. Kiran Soni, PRT – I/c</b> Mr. Ram Prasad Prajapat, PRT	<ul style="list-style-type: none"><li>• To prepare list of celebrations for the academic year 2020-21.</li><li>• To plan for the activities of various celebration</li><li>• To apply for advance settling of the account.</li><li>• Invitations to be planned and distributed.</li></ul>

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<b>20</b>	<b>CS- 54 / UBI</b>	<b>Dr B.Umapathi Jain PGT Hin – I/c</b> Mrs.Chitra,TGT Comp Ins  <b>Mr Ram Prasad Prajapat PRT – I/c</b> Mrs Chandrakala, PRT	<ul style="list-style-type: none"><li>• To maintain CS-54 register and tally entries with daily fee collection register every month.</li></ul>

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<b>21</b>	<b>Furniture</b>	<b>Mr.Richard , PRT - I/c</b> Mr.Nakkeeran , TGT WET Mr. Mahaveer Jain, PGT Skt Mrs.R.Jayalakshmi, PRT Ms. Ritu Singh 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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<b>22</b>	<b>Vidyalaya Magazine</b>	<b>Mrs.Kanchana , PGT Eng – I/c</b> Dr.Umapathi Jain , PGT Hin Mr.Balasubramanian, Lib Mrs.Mayilarasi , TGT Eng Mrs.Kalamani, TGT Eng TGT Eng Contract Mr.Mahaveer Jain,PGT SKT  <b>PRIMARY</b>  Mr.Richard Ferdinand , PRT Mrs.Sumathy Christy, PRT Mrs. Grishma Khaire, PRT Ms. Gunjan Singh, PRT	<ul style="list-style-type: none"><li>• To collect articles and plan soft-copy of the Vidyalaya patrika / CMP magazines &amp; release in time.</li><li>• To give publicity to functions, to send reports with photos to KVS publications.</li></ul>

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

**PRINCIPAL**

**KENDRIYA VIDYALAYA, DGQA, CHENNAI-114**

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2020-21 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.

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

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

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<b>S.N</b> <b>o</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS</b> <b>(SECONDARY)</b>	<b>DUTIES</b>
<b>26</b>	<b>Press and Publications</b>	<b>Dr.UmapathiJain,PGT(Hin) – I/c</b> 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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<b>S.N</b> <b>o</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS</b> <b>(SECONDARY)</b>
<b>27</b>	<b>APIO</b>	<b>Mr.Murali , PGT Phy - I/c</b>  Mr.Nakkeeran , TGT WET

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<b>S.No</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>	<b>DUTIES</b>
<b>28</b>	<b>External Exams</b>	<b>Mr.Vasudhevan,PGT(Chem)- I/c</b> 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"><li>• To conduct external exams</li><li>• To maintain file</li><li>• To settle the account</li><li>• to see that all related works are timely conducted</li><li>• Letter to police station- and EB Dept, Acceptance letter</li></ul>

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<b>S.N o</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>	<b>DUTIES</b>
29	<b>HOUSE I/C</b>  <b>Shivaji</b>	<b>TGT AE - I/C</b>	<ul style="list-style-type: none"> <li>• To maintain the house boards</li> <li>• To train the students for the house activities</li> <li>• To select the students for competitions</li> <li>• To maintain the record of CCA activities</li> <li>• To encourage the students for participation in various activities</li> </ul>
	<b>Ashoka</b>	<b>Mr. Balasubramanian, Lib - I/c</b>	
	<b>Tagore</b>	<b>Mr. M.Nakkeeran, TGT WE -I/c</b>	
	<b>Raman</b>	<b>Yoga Teacher - I/c</b>	

**PRINCIPAL**

**KENDRIYA VIDYALAYA, DGQA, CHENNAI-114**

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2020-21 as listed below. **All the members of the Committee** will extend all necessary help and support to ensure efficient discharge of the responsibilities entrusted.

<b>S.N o</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>	<b>DUTIES</b>
<b>30</b>	<b>Club Activities</b> <b>1. <u>Eco/ Science Club:</u></b>	<b>Mr.Vasudhevan , PGT Che – I/c</b> Mrs. C.Padma, PGT(Eco) Ms Asmita Malik 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 2020-21.  Note: Clubs will be conducted once in a month (Wednesday –Zero period).
	<b>2. <u>Maths Club</u></b>	<b>Mr. S.Ramasamy, PGT Math – I/C</b> Maths Contract 1 Maths Contract 2 Maths Contract 3	
	<b>3.<u>Art/Hobby/ Music/ Integrity Club</u></b>	<b>Mrs.Vasanthi ,PGT His – I/c</b> Mrs. E.Nirmala, PGT Geo Mrs. Vathsala, TGT SST	
	<b>4. <u>Literary Club-English / Hindi (Reading, Writing, creative writing)</u></b>	<b>Mrs.Kanchana,PGT Eng – I/C</b> Dr.B.Umapathi Jain, PGT Hin Mrs.Kalamani , TGT Eng Mrs.Mayilarasi , TGT Eng Mr.Chandrasekar , TGT Eng Mrs Mayuri Kiran TGT Skt Mr. Mahaveer Jain, PGT Mrs Neetu Sharma TGT Hin Ms. Anshu Meena TGT Hin	
	<b>5. <u>Wellness</u></b>	Mr. M.Nakkeeran, TGT WE – I/c Mrs Jacinta PRT PET Coach Yoga Nurse	
	<b>6. <u>Scouts / Guides</u></b>	<b>Mr. Prem Kumar Singh, PGT CS I/c</b> <b>Scouts</b> <b>Mrs. S.Sripriya, PGT Bio – I/c</b> <b>Guides</b> Mr. T. Murali PGT Phy	

**PRINCIPAL**



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<b>S.N o</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>	
<b>31</b>	<b>SOP</b>	<b>Mr T R Veera TGT PHE – I/C</b> Mr.Nakkeeran , TGT WET Mr.Richard , PRT Mrs.Bharathi,SSA	<b>To Plan out evacuation exercises once in 6 months and ensure safety and security of students within the School campus.</b>

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<b>S.No</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>
<b>32</b>	<b>Sexual Harassment of women employees</b>	Mrs. C.Padma, PGT (Eco) Mrs S Vasanthi PGT Hist

**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.

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

**Note:**

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