

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

The members of the staff of KVDGQA have been assigned various responsibilities for the year 2017 -18 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>
<b>1</b>	<b>Admission</b>	Dr. S.Vasudhevan, PGTChem. Mrs.Padma , PGT ECo Mrs.Sripriya , PGT Bio (TC Cases) Mr.Richard,PRT Mrs.Kamakshi,PRT Mr.Balasubramanian(Librarian) Mrs.Chitra (Adhoc – Comp)	<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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<b>2</b>	<b>Time Table</b>	Mr. Ramasamy,PGT(Maths) – I/C Mr. T.Arasu,TGT(Maths) Mr. Balasubramanian(Librarian) MRS.Chitra ,Adhoc Comp Ins	<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>3 (a)</b>	<b>Examination (internal)</b>	Mrs.Vasanthi ,PGT(HIS) – I/C Mrs.Rajalakshmi,TGT(MAT) Mr.Mahaveer Jain,PGT(SKT) MRS.Krishna Priya, TGT SST MRS.Chitra,Comp Ins Mr.Varadharajan,Sub Staff Mr.Swaminathan , Sub Staff	<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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<b>3(b)</b>	<b>PT Meetings</b>	Mr.Murali,PGT(Phy)-I/C Mrs.Mayilarasi,TGT(Eng) Mrs.Vijayalakshmi,TGT(Sci) Mr.Nakkeeran,TGT(SUPW) Mrs.Deepthi Sharma (TGT HIN) Mrs.Padmavathy,HM Mrs.Kamalambal,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>	Mrs.E.Nirmala,PGT(Geo) Mrs. Bhuvaneswari,TGT(Maths) Mrs.Chitra (Adhoc Comp Ins) Mr.Balasubramaniam,Lib	<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>	Mr.Prem Kumar Singh,PGT(CS) Dr.Umapathy Jain PGT(Hin) Mrs.Mayilarasi,TGT(Eng) Mrs.Deepthi,TGT(Hin) Mr.Mahaveer Jain (TGT SKT )	<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>6</b>	<b>Academic monitoring</b>	Ms.Sumathy, VP Mrs.Vasanthy , 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	<ul style="list-style-type: none"> <li>• To monitor academic performance of students continuously;</li> <li>• plan remedial classes,</li> <li>• monitoring of written work and other necessary academic programs;</li> <li>• Supervise proper implementation with a view to achieve zero failure in all classes and quality results in board classes in particular.</li> </ul>

<b>REMEDIAL CLASS INCHARGE</b>		
<b>XI &amp; XII</b>	<b>IX &amp; X</b>	<b>FUNCTIONS</b>
Mr.Ramasamy , PGT (Mat) Mrs.Vasanthi , PGT(His)	Mrs.Kalamani	<ul style="list-style-type: none"> <li>• To make time table for the remedial class</li> <li>• To circulate attendance register</li> <li>• To monitor the remedial class</li> </ul>

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<b>7</b>	<b>Library Committee</b>	Mr. Balasubramanian(Librarian) Dr.B.U.Jain ,PGT Hin Mrs.Vasanthi , PGT Hist Mrs.Vijayalakshmi , TGT Sci Mrs.Mayilarasi , TGT Eng Mrs.Kamalambal , 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>Mr.Prem Kumar Singh,PGT(Comp) Mr. T.Murali,PGT(Phy)</p> <p>Mrs. Sripriya,PGT(Bio) Mrs. Rajalakshmi,TGT(Maths)</p> <p>Mrs.N.Kamalambal ,PRT Mrs.G.Savithri , PRT</p> <p>Mrs.Amirthaa,PRT Mrs.Sindhu , PRT Ms.Neha ,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/Ras trapathi 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/DOB/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>	Mr.Murali , PGT(Phy) Mrs.Vijayalakshmi , TGT Sci Mrs.Kanimozhi , Counsellor	Carry out NAEP programs as per KVS instructions

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<b>10</b>	<b>Career Guidance &amp; Counseling</b>	Mr.Prem Kumar Singh , PGT CS Mr.Ramasamy , PGT Mat Mr.Mahaveer , PGT SKT Mrs.Kanimozhi , Counselor	<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>

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11	<b>1. Science Exhibition</b>	Dr.Vasudhevan ,PGT Che I/C Mrs.Sripriya , PGT Bio Mrs.Vijayalakshmi , TGT Sci	<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>	Dr.Vasudhevan ,PGT Che Mrs.Rajeshwari, TGT Sci	
	<b>3. INSPIRE AWARD</b>	Mr.Murali , PGT Phy	
	<b>4.Social Sci. Exhibition</b>	Mrs.Padma , PGT (Eco) Mrs.E.Nirmala , PGT (Geo) Mrs.Vasanthi , PGT Hist Mrs.Krishnapriya , TGT(SST) Mrs.Lousa Jannet , TGT(SST)	

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12	<b>Olympiad &amp; NTSC</b>	Mrs.Sripriya ,PGT(Bio) Mr. Ramasamy,PGT(Maths) Mrs.Kanchana ,PGT (Eng) Mrs. Rajalakshmi,TGT(Maths) Mrs.Chitra , TGT Comp Ins	<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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13	Grievances	Ms.Sumathy , V.P Mrs.Vijayalakshmi , TGT (Sci) Mrs.Padmavathy , HM 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>	<p>Mrs.Kanchana , Overall I/C</p> <p><b>Class VI A,B,C</b></p> <p>Mrs.Pushkala,TGT Hin Mrs.Deepti,TGT Hin Mrs.Sherlimol,Nurse</p> <p><b>Class VII A,B,C &amp; XI ,XII A</b></p> <p>Mrs.Vijayalakshmi , TGT Sci Mrs.Rajeshwari , TGT Sci Mrs.Usha Perumal,TGT Hin</p> <p><b>Class VIII A,B,C &amp; IX A,B,C</b></p> <p>Mrs.Kalamani , TGT Eng Mrs.Krishnapriya , TGT SST Mr.Jinesh , TGT SKT</p> <p><b>Class X A, B, C &amp; CLASS XI &amp; XII B</b></p> <p>Mrs.Jyoti Singh ,TGT Art Mrs.E.Nirmala , PGT Geo Mrs.Vasanthi, PGT Hist Dr.B.U.Jain , PGT Hin</p>	<p>1. To ensure and maintain all basic facilities for students.</p> <p>2. To monitor &amp; maintain cleanliness with the help of the agency concerned.</p>

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<b>15</b>	<b>Gardening &amp; Beautification</b>	Mr.Vasudhevan ,PGT Che Mrs.Sripriya , PGT Bio Mr.Vijayalakshmi,TGT Sci Mrs.Rajeshwari , TGT Sci	<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>	Mr.Nakkeeran , TGT WET MR.P.T.Arasu , TGT Mat Mrs. R.Jayalakshmi ,PRT Mr.Richard , 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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<b>17</b>	<b>Sports &amp; Games &amp; Discipline</b>	Mr. Veera , TGT PHE Mr.Sanjay Gandhi , Coach Ms.Vishnu Priya , Yoga Mrs.Sumathy , 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>	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  <b>PRIMARY</b>  Mr.Richard , PRT 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>	Dr.Umapathi Jain,PGT(Hin) Mrs.Kanchana,PGT(Eng) Mrs.Kalamani,TGT(Eng) Mrs.Latha Raju,TGT(Eng)	<ul style="list-style-type: none"><li>• To prepare list of celebrations for the academic year 2017-18.</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</b>	Mrs.Rajalakshmi ,TGT Mat Mr.Thanigai Arasu , TGT Mat	<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>	Mr.P.T.Arasu , TGT Mat Mr.Nakkeeran , TGT WET  <b>PRIMARY</b>  Mr.Richard , PRT Mrs.R.Jayalakshmi, PRT Mrs.Kamakshmi , 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

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22	Vidyalaya Magazine	Dr.Umapathi Jain , PGT Hin Mrs.Kanchana , PGT Eng Mr.Balasubramainam, Lib Mrs.Mayilarasi , TGT Eng Mrs.Kalamani, TGT Eng Mrs.Latha Raju, TGT Eng Mr.Mahaveer jain,PGT SKT  <b>PRIMARY</b>  Mr.Richard Ferdinand , PRT Mrs.G.Savithri,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>23</b>	<b>Photography</b>	Mr.Richard , PRT
	<b>ID Card</b>	Mr.Balasubramaniam , Lib Ms.Vishnu Priya , Yoga Teacher
	<b>Bus Pass</b>	Mr.Nakeeran , TGT WET Ms.Graty , Pri Comp.Ins

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24	<b>Official Language implementation</b>	Dr.B.U.Jain , PGT Hin Mrs.Usharani Perumal , TGT Hin Mrs.Mahaveer Jain , PGT Skt Ms.Pooja , PRT

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<b>25</b>	<b>Vidyalaya website</b>	Mr.Prem Kumar Singh , PGT CS Mrs.Chitra , TGT COMP INS Ms.Graty , PRIMARY COMP INS	To update the website periodically.

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

**PRINCIPAL**

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<b>S.No</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>
<b>27</b>	<b>APIO</b>	Mr.Murali , PGT Phy  Mr.Nakkeeran , TGT WET

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S.No	COMMITTEES	IN-CHARGE & MEMBERS (SECONDARY)	DUTIES
28	External Exams	Mr.Vasudhevan,PGT(Chem) Mrs.Sripriya , PGT Bio Mr.Balasubramaniam , Lib Mr.Richard,PRT Mrs.Chitra,Comp.Instructor Ms.Vishnu Priya(Yoga) 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</b> <b>o</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS</b> <b>(SECONDARY)</b>	<b>DUTIES</b>
<b>29</b>	<b>HOUSE I/C</b>  <b>Shivaji</b>	<b>VI-VIII I/C-</b> MR.THANIGAIARASU ,TGT(MAT) <b>IX-XII I/C –</b> MR.RAMASAMY ,PGT(MAT) <b>MEMBERS:</b> MRS. BHUVANESWARI, TGT MATHS MR. M. NAKKEERAN, WET MRS.USHA PERUMAL,TGT HIN MRS.JANNET,TGT SST	<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>VI-VIII I/C-</b> MRS.VIJAYALAKSHMI, TGT(SCI) <b>IX-XII I/C -</b> MRS.PADMA ,PGT(ECO) <b>MEMBERS:</b> MRS. S. SRIPRIYA, PGT BIO MRS.PUSHKALA , TGT HIN MS.VISHNU PRIYA,YOGA MR.VEERA,TGT PED	
	<b>Tagore</b>	<b>VI-VIII I/C-</b> MRS.KALAMANI , TGT(ENG) <b>IX-XII I/C –</b> MR. T. MURALI, PGT PHYSICS <b>MEMBERS:</b> MRS.VASANTHI,PGT(HIS) MR.JINESH,TGT(SKT) MRS.KRISHNA PRIYA, TGT SST MRS.CHITRA,COMP INS	
	<b>Raman</b>	<b>VI-VIII I/C-</b> MRS.RAJALAKSHMI,TGT (MAT) <b>IX-XII I/C –</b> MRS.E.NIRMALA,PGT(GEO) <b>MEMBERS:</b> DR.VASUDHEVAN , PGT(CHE) MRS.RAJESHWARI, TGT SCI MR. BALASUBRAMANIAN, LIBRARIAN MRS. JYOTI SINGH, ART	

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<b>S.No</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (PRIMARY &amp; SECONDARY)</b>	<b>DUTIES</b>
<b>30</b>	<b>Assembly, Class Assembly, Assembly Programme</b>	Mr.Prem Kumar Singh,PGT(CS) -I/C Mrs.Mayilarasi,TGT(Eng) Mrs.Deepthi,TGT(Hin) Mr.Mahaveer Jain (TGT SKT ) Mrs.Jayalakshmi , PRT Mr.Richard ,PRT	1.To check late comers 2.To give standing instructions to all class teachers & students about assembly duties. 3. To keep programme within 20 Mts& to screen the items of the programme.

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<b>S.No</b>	<b>COMMITTEES</b>	<b>IN-CHARGE &amp; MEMBERS (SECONDARY)</b>	<b>DUTIES</b>
<b>31</b>	<b>Club Activities</b>	VI –VIII Mrs.Vijayalakshmi , TGT Sci Mrs.Rajeshwari,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 2017 -18.
	<b>1. <u>Eco/ Nature /Science Club:</u></b>	IX – XI Mr.Murali , PGT Phy Mr.Vasudhevan , PGT Che Mr.Prem Kumar Singh , PGT CS	
	<b>2. <u>Art/Fine Arts/Creativity club</u></b>	Mrs.Jyoti Singh , TGT Art Mrs.KrishnaPriya , TGT SST Mrs.Lousa Jannet, TGT SST Ms.Vishnu Priya , Yoga Mr.Nakkeeran , TGT WET Mrs.Padma,PGT Eco Mrs.Vasanthi ,PGT His	
	<b>3. <u>Integrity Club</u></b>	VI – VIII Mrs.Rajalakshmi , TGT Mat Mr.P.T.Arasu , TGT Mat Mrs.Kanimozhi, Counselor  IX – XI Mrs.Bhuvaneshwari , TGT Mat Mrs.Vasanthi , PGT His	
	<b>4. <u>Literary Club-English</u></b>	VI – VIII Mrs.Latha Raju , TGT Eng Mrs.Kalamani , TGT Eng  IX- XI Mrs.Kanchana,PGT Eng Mrs.Mayilarasi , TGT Eng	
<b>5. <u>Literary Club-Hindi</u></b>	VI – VIII Mrs.Deepthi , TGT Hin Mrs.Pushkala , TGT Hin Mrs.Usharani Perumal , TGT Hin  IX – XI Dr.Umapathi Jain , PGT Hin Mr.Mahaveer Jain , PGT SKT Mr.Jinesh , TGT SKT		

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<b>32</b>	<b>SOP</b>	Mr.Ramasamy ,PGT Mat Mr.Nakkeeran , TGT WET Mr.Richard , PRT Mrs.Bharathi,UDC

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<b>33</b>	<b>GARBALOGY</b>	Mrs.Vijayalaksmi , TGT(sci ) Mr.Nakeeran , TGT WET Mr.Balasubramaniam, Lib Mr.Richard , PRT Mrs.Malathy , Yoga Teacher

**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**





