# KENDRIYA VIDYALAYA, TAMBARAM, CHENNAI-73

# 2017 – 2018.

*To ensure Effective Teaching Learning process to take place in the Vidyalaya and to further enrich the image and status of the Vidyalaya, the following chart has been framed with a firm faith that the staff will give due significance to the duties assigned and rededicate themselves in being a proud member of this Vidyalaya and its rapid growth. This will start it operation w.e.f 06-07-17.*

| Sl No | Committees | Duties to be performed by Staff | Name of the Teacher - Ms/Mr |
|---|---|---|---|
| 1 | ACADEMIC---CMP/EQIUP/MLL/LAT Back to Basics/Tarunotsav/Bridge Course /Academic loss compensation programme | ➔ *To implement Changes time to time in the Curriculum as per CCE and KVS Guidelines*<br>➔ *To plan meticulously so as to ensure the academic work run smoothly with special focus on the board classes*<br>➔ *To chalk out plans to overcome situations such as non availability of teachers / non availability of time due to natural calamities etc.,*<br>➔ *Strategies on need basis (Low achievers, gifted children).* | ➔ *VP, HM,*<br>➔ *NMS, VB, AGP, DPL, TBO, SN, TRS.* |
| 2 | ADMISSION / LOCAL TRANSFER | ➔ *To scrutinize all the applications and prepare selected list as per KVS Guidelines 2016-2017(Fresh admission/ KV TC/ Armed Force TC/ Special Dispensation, Local Transfer or any other).*<br>➔ *To admit the selected candidates following the admission procedures* | ➔ *DS, FO, HM, MSS, T U, PVS, VG* |

| 3 | Institutional Planning and calendar of activities for the Vidyalaya | ➔ *To collect the various activities planned for the year by all the departments and maintain all the documents pertaining to the activities.*<br>➔ *To coordinate with the Computer department to upload the various activities as and when they take place*<br>➔ *To coordinate with all the department heads to see the planned activities are carried out on time as per the Institutional plan* | ➔ *VP/HM*<br>➔ *AJR, KDS, FO, AGP,DS,DA,  MSS* |
|---|---|---|---|
| 4 | AIR FORCE COMPETITION, PARADE UMMEED SCHOOL VISIT ETC | ➔ *To select eligible candidates and train them adequately before sending them to the events*<br>➔ *To escort the selected students to the venue/ allot the job on rotational basis.* | ➔ *DS, NKP, SS, TBO, NG* |
| 5 | ASSEMBLY ACTIVITIES | ➔ *To make necessary arrangements for the Class Wise Assembly* | ➔ *KDS, SSSK ,NKP,TBO,  RR, PBK* |
| 6 | ASSEMBLY MARKING & ACHIEVEMENT RECORD | ➔ *To constitute a panel of judges to adjudge and grade the performance*<br>➔ *To maintain a register and record the highlights of the Assembly Performance on daily basis*<br>➔ *To award the Shield for the best performing Class every month*<br>➔ *To ensure that the whole class participates in the morning assembly in a year to encourage more students to participate*<br>➔ *Keep a record of achievements for future reference &inspection* | ➔ *SS,PGT -2ENG,NK,NKP,KVB* |
| 7 | ATAL TINKERING LAB | ➔ *As per the KVS Circular do the registration*<br>➔ *To monitor the progress*<br>➔ *To update as per need and instruction* | ➔ *LS,DPL,NMS* |
| 8 | BOARD CLASS ACADEMIC PERFORMANCE MONITORING | ➔ *Keep close watch of the performances of low achievers.*<br>➔ *Arrange for remedial classes and at the end of the term Night Classes* | ➔ *VP/HM*<br>➔ *NMS,AGP,DS,MM* |

| | | |
|---|---|---|
| | | ➔ Take out the graphical and other micro analysis to find out the reason<br>➔ Demonstration of different strategies and find out the corrective measures.<br>➔ Arrange for the individual or family  counseling on need basis | |
| 9 | BEAUTIFICATION, GARDENING, CLEANING AND AQUARIUM MAINTAINANCE | ➔ To beautify the entrance<br>➔ To decorate the school during the events, programmes, camps, celebrations etc.,<br>➔ To give an aesthetic touch in the floral, decorative and illuminating works during the VIP visits<br>➔ To upkeep the aquarium in an impressive and innovative way<br>➔ To ensure cleanliness of the Vidyalaya with an enriched amount of greenery by adding more flower pots, carpet grass, creepers, royal palms etc.,<br>➔ To create awareness among students to maintain cleanliness, greenery and beauty of the Vidyalaya inside the class room and the school premises as well.<br>➔ To create Awareness and need for segregation of waste<br>➔ To enforce the  cleanliness as per the terms and conditions of the agreement made with the contractors<br>➔ To scrutinize the bill submitted by the agency and certify them as per the norms | ➔ KDS, DA ,MV, ,SKM,DA,SS,RR |
| 10 (a) | CCA (Internal ) & House Masters | ➔ To conduct the CCA events as per the schedule given in the School Diary / Web Site in a fair manner<br>➔ To celebrate events like Children's Day, Hindi Week, KVS Foundation Day, Thinking Day etc., with proper coordination with the concerned department / teachers / House Masters | ➔ SPS, NKP<br>➔ Primary- PBK, RR, NKG<br>➔ House Masters –<br>$\frac{35}{17}$ RL, SSA,TRM<br>$\frac{35}{17}$ LS,MV,TBO<br>$\frac{35}{17}$ PTS,KVB,MM<br>$\frac{35}{17}$ VB,NK,TVR |

| | | ➔ To ensure that the chance is given to all in one or the other competition<br>➔ To publish the results of the events conducted during CCA and maintain a register with proper entry of the events conducted<br><br>➔ To coordinate with the Website Maintenance Committee to upload the high lights / photographs of events etc.,<br>➔ House Masters should coordinate with the CCA Dept to plan and execute the events as perschedule | |
|---|---|---|---|
| 10 (b) | CCA (External) | ➔ To select students for various competition announced by KVS/other Government Department and conduct preliminary rounds if needed to select the representation for outside participation (if number is more) | ➔ PTS, KVB, RL,DS |
| 11 | COMPUTER DEPARTMENT | ➔ To ensure that the Computer Labs are well maintained<br>➔ To ensure that the computers are not misused by students<br>➔ To maintain the stock register and carry out the regular maintenance work by authorized technicians<br>➔ To report regularly about the functioning of the computers and other related tools<br>➔ To see that cleanliness is maintained with the help of the workers provided | ➔ DS, MM, HM, UT |
| 12 | CLUB ACTIVITIES | ➔ To plan various activities for their club<br>➔ To ensure that the students in a particular club maintain a notebook and maintain a write up about each activity conducted<br>➔ To ensure that a report of each activity conducted is read in the Morning Assembly / handed over to the Vidyalaya Editorial Board<br>➔ To conduct Field Visit, Educational Tour, Guest | ➔ LS, NK, NB,SSSK,(MV) , PBK |

| | | *Lecture, Film Shows/Outdoor Activities.* | |
|---|---|---|---|
| 13 | CS-54 & IT | ➔ *To check the records periodically and ensure that the records are maintained as per the guidelines laid down by KVS*<br><br>➔ *To check the Tax Calculation and ensure that the deductions are done flawlessly* | ➔ *TBO, PVS* |
| 14 | CAREER GUIDANCE AND COUNSELLING | ➔ *To conduct appropriate career guidance sessions and inform students and parents of the various career options available*<br>➔ *To monitor the carrier programs and opportunities available in the nearby locality and inform the students and their parents for proper use* | ➔ *NKP, RL, NB, AGP,TBO,DPL* |
| 15 | DISASTER MANAGEMENT/MOCK DRILL/FIRE EXTINGUISHER | ➔ *To conduct mock drill and in case of any real requirement as per the situation emergency actions are to be taken in war footing*<br>➔ *Fire extinguishers, first aid kits, are to be checked and kept in order*<br>➔ *To keep at the various exit points the plan of the building indicating provisions to evacuate pupils during emergency*<br>➔ *Proper display of SOP* | ➔ *AJR, PTS, TVR,TBO, PBK* |
| 16 | DISCIPLINE | ➔ *To monitor the movement of students before going to assembly ground and return from there to their respective classes*<br>➔ *To arrange senior students / Scout / Guide Volunteers to monitor the classes during Staff Meeting or any such occasions in which staff are supposed to be attending a meeting* | ➔ *AGP, FO, AJR,,VB, NB, TVR, DPL, MS,SSSK* |
| 17 | DISPLAY BOARDS(other than House Boards) | ➔ *To display important academic and informative articles, newsletters etc., regularly*<br>➔ *To motivate students to engage themselves in sharing the important information using the* | ➔ *VS, SS, DA, SK--*<br>➔ *Student Council.* |

| | | *display board* | |
|---|---|---|---|
| 18 | DRAFTING FOR DEVELOPMENTAL FACILITIES AND WORK IN PROGRESS | ➜ *Drafting letters/mails for getting the pending work done/requisition for estimates or Funds from KVS RO or HQ /or any other new facility or welfare activities for the vidyalaya, students or teachers.* | ➜ *AJR, SPS, NKP NK* |
| 19 | EDUCATION BEYOND FOUR WALLS (Charity / Social Service / Smile / Cancer, Aids, Help age, Leprosaria Etc) | ➜ *To organize literacy programs, cleanliness campaign etc.,*<br>➜ *To educate students to volunteer to do social works as per the guidelines of KVS* | ➜ *AGP, DS, PBK,SN, KDS, VS* |
| 20 | EXCURSION | ➜ *To plan for field trips and excursions for various classes*<br>➜ *To motivate students to form Adventurous Club and to keep ready a batch of students with their parents willingness to send them for Adventurous Activities as and when the opportunities arise* | ➜ *TVR , DPL, VS, UT, VAB.* |
| 21 | FLAG HOISTING | ➜ *To ensure that the National Flag is hoisted in the morning during the Morning Assembly and lowering it in the evening as per the Guidelines issued.*<br>➜ *To ensure that the Flag pole and its pedestal are painted and maintained well.*<br>➜ *The area around the flag pole may be maintained in such a way that arouse the patriotic fervor of the students and staff* | ➜ *SSSK , VV, KHEMLAL* |
| 22 | FURNITURE | ➜ *To encode the furniture, with the help of student volunteers who have opted for drawing and painting club, as per KVS guidelines*<br>➜ *To ensure each class room to have a copy of the furniture inventory allotted to that class room*<br>➜ *To get them repaired and painted as and when* | ➜ *TRM, TBO, TVR,PGT 2 Eng*<br>➜ *PRT,HM,NKG,SK* |

| | | *required by hiring the services of the qualified people* | |
|---|---|---|---|
| | | ➔ *To ensure that the students are aware that the furniture should not be dislocated without the approval of the Class Teacher / Furniture Committee* | |
| 23 | GRIEFVANCE CELL / COMPLAINT REGISTER / SUGGESTION BOX | ➔ *To maintain a complaint register suggestion register and inform the authorities about the complaints / suggestions / grievances* <br> ➔ *To give appropriate feedback* | ➔ *VP/HM* <br> ➔ *LS, FO, NB,TRM,PVS* |
| 24 | INTERNAL EXAM& EXTERNAL EXAM INLUDING CBSE | ➔ *To plan & conduct the Formative and Summative Assessments, UT/CT/SEE for the classes as per the CBSE and KVS Circulars.* <br> ➔ *To ensure the distribution of Progress Cards as per the decisions taken* <br> ➔ *To abide by the procedures shown in the Accounts Code CH-17 while purchasing the materials for the Examination Department* <br> ➔ *To send correspondence, issue certificates and maintain the records of CBSE and other external/ special agency exams* <br> ➔ *To allot duties to the staff engaged for the smooth conduct of the external exams such as CBSE/AIEEE/UPSC* | ➔ *NMS, FO,AGP, RL,MM,* <br> ➔ *DPL,TRM, SSA PRIMARY-SN, TRS,BM* <br> ➔ *MM-FOR UPLOADING THE GRADES FOR CBSE* |
| 25 | JUNIOR SCIENCE LAB | ➔ *To procure and maintain various equipments for the Lab as per the standard guidelines laid down by CBSE* <br> ➔ *To maintain a record about the usage of the lab with Class/Date/period details* | ➔ *DPL,TGT(Sci)-2* |
| 26 | LANGUAGE LAB | ➔ *To set up a lab initially and explore the possibilities to make it as a Model Lab.* <br> ➔ *To see that the teaching learning is made more joyful.* <br> ➔ *Arrange for appropriate films shows as per their* | ➔ *SPS,PGT(ENG 2), NKP* |

| | | *age group to see and appreciate the language and values*<br>➜ *Show and pass on more information about the Authors and Poets and other Great Writers. (use of internet or any other source.)*<br><br>➜ *Help to conduct tests to evaluate the listening and speaking skills as per CBSE norms.*<br>➜ *To explore the positive side of Language and able to enjoy and appreciate  and finally to do wonderful creative works* | |
|---|---|---|---|
| 27 | LIBRARY & BLOG CREATION | ➜ *To form a library committee nominated from teachers and students*<br>➜ *To subscribe suitable journals as suggested by the committee*<br>➜ *To enrich the library by ordering more informative and practically useful books keeping in mind the requirements for the board going students*<br>➜ *To condemn the old and absolutely damaged books following  the guidelines issued in this regard*<br>➜ *To maintain the issue register*<br>➜ *To ensure that students maintain a notebook making a review about the books read and used* | ➜ *VP/HM*<br>➜ *AJR, NKP, NK, VG/SS, NG* |
| 28 | LOST & FOUND | ➜ *To ensure that a register is maintained making appropriate entries about the lost and found things*<br>➜ *To ensure that the class rooms are locked properly everyday* | ➜ *VS , KVB,TVR, RN , MS* |
| 29 | LUNCH PASS / OUT PASS/ BUS PASS & ID | ➜ *To issue the lunch pass with the photographs of the students*<br>➜ *To issue Out Pass to the Class Leaders (separate for boys and girls) for the right and meaningful usage*<br>➜ *To ensure that the students in each floor or monitored  and unnecessary loitering of students is curbed* | ➜ *VP/HM*<br>➜ *PTS,NURSE,TVR, MS,VAB* |

| 30 | LATE COMERS CHECKING / ABSENTEES / NON UNIFORM | ➔ To monitor late comers / absentees and non-uniformed students<br>➔ To take appropriate corrective measures to curb the habit of late coming<br>➔ In case of improper uniforms, the parents are to be intimated to ensure that their wards come to school with a proper dress code | ➔ *VP/HM*<br>➔ *PGT(ENG-2),**TVR,** UT, SSSK* |
|---|---|---|---|
| 31 | MAGAZINE / STUDENT DIARY / BROOUCHURE | ➔ To collect all the eligible articles and get them edited by Vidyalaya Editorial Board<br>➔ To collect quotations for printing magazines / diaries and get them printed and ensure that the diaries are distributed / magazine is launched on time<br>➔ To ensure the quality of the materials is as per KVS Standard | ➔ *VP/HM*<br>➔ *AJR,PGT(ENG-2),SPS,NK,TVR,SS, VG* |
| 32 | MATHEMATICS LAB | ➔ To ensure that the lab removes the fear of Mathematics from the young minds<br>➔ To keep a stock register with the details of consumable and non-consumable items | ➔ *VB,VS,TBO* |
| 33 | M & R OF THE BUILDING AND CAMPUS ( CIVIL & ELECTRICAL ) | ➔ To monitor the school building and the Campus for the upkeep and repairs and maintenance as and when required.<br>➔ To keep all the Drains clean before the Rains and take all pre cautions for proper drainage.<br>➔ To see that the trees have sufficient strength and it will not get uprooted during heavy winds, other wise arrange for the appropriate action to avoid any mishap.<br>➔ Pruning of trees as and when required as per MES Estate provision.<br>➔ Keep the campus clean so that any new item placed can be detected easily.<br>➔ Both civil and electrical types of faults are noticed and it is attend to immediately. | ➔ *LS,TBO,TRM,DA* |

| 34 | MENTORING & MONITORING I/C | ➔ All new contractual appointments are attached to one of the Permanent Sr. Teacher of our Vidyalaya to improve their efficiency in teaching and record keeping and internet and online activities | ➔ VP/HM<br>➔ FO/VB,SN |
|---|---|---|---|
| 35 | MEDICAL CHECK UP / FIRST AID | ➔ To organize Health Camps and get the students examined by the authorized medical personnel at least twice in a year and maintain the Health Data in the Medical Cards distributed to each student.<br>➔ To procure necessary medicines and maintain a stock register for the same<br>➔ To ensure the easy accessibility of First Aid Kit during emergency situations | ➔ VP/HM<br>➔ PTS,DPL,SSSK,NURSE |
| 36 | NON ACADEMIC FUNCTIONS / CELEBERATIONS | ➔ To plan the activities for CCA in an innovative and informative way<br>➔ To plan Sports and Games activities and implement them in a befitting manner to enrich the glory and image of the Institution | ➔ VP/HM<br>➔ RL,VS,KDS/AJR/DS<br>➔ TBO,NKP,SS<br>➔ DA, SSSK NG |
| 37 | NIOS | ➔ To register the names of the students who have opted for NIOS and evaluate their assignment as per the instructions given by the sender / Head Quarters | ➔ LS, DPL |
| 38 | NCC | ➔ To conduct parades and drills as per the instructions and strengthen the unit by enrolling adequate number of students | ➔ TBO |
| 39 | OFFICE REMUNERATION TO STAFF / CONTRACT WORKERS | ➔ To check the remuneration of regular & Ad hoc employees for the accuracy and also to calculate pay as per norms.<br>➔ To check the increment and date<br>➔ To ensure that deductions are done as per the notifications of DDO | ➔ NB,VS, KDS, SS |

| 40 | OLYMPIADS/NTSE/KVPY | ➔ *To intimate the students through circulars, display board notices and announcements in the morning assembly about the schedule of the exams sponsored by various organizations*<br>➔ *To maintain a register recording the events conducted and achievements made by the students*<br><br>➔ *To allot duties to the staff for an effective and smooth conduct of the exams* | ➔ *VB,NMS,TBO,DPL,VS, SK, BM* |
|----|----|----|----|
| 41 | PHOTOGRAPHY & VIDEO | ➔ *To arrange / hire photographers to cover the various events that take place in the Vidyalaya to document its milestones*<br>➔ *To maintain an archive of photographs and video CDs and use the same for the magazines and other publicity purposes*<br>➔ *To coordinate with the Website maintenance committee to up load the photographs that could ventilate the functioning of the Vidyalaya in various fields*<br>➔ *To encourage students to establish a photography club in the Vidyalaya as photographs as effective tools in displaying emotional,social and aesthetic ideas* | ➔ *SPS,TRM,DA, SS,NKP* |
| 42 | PURCHASE COMMITTEE | ➔ *To find out the demand from various departments*<br>➔ *To call for quotations as per KVS norms*<br>➔ *To obtain prior permission from the competent authorities before purchase*<br>➔ *To check all the purchases made and recorded in the register*<br>➔ *To see that purchase Code CH-17 is not violated under any circumstances* | ➔ *RL,FO,TRM,DA,MSS*<br>➔ *OFFICE I/C* |
| 43 | PRIMARY RESOURCE CENTRE | ➔ *To plan and equip the resource room as per KVS norms following the purchase procedures* | ➔ *HM/DS, VAB, DP* |

| 44 | PRINCIPAL ROOM WHITE BOARD / ENTRANCE WHITE BOARD& DISPLAY BOARD WITH PHOTO GRAPHS IN PRINCIPAL ROOM AND ENTRANCE | ➔ To update the entries on the white board and display the photographs of the recent events in a befitting manner<br>➔ To notify the important events/activities to be conducted in a particular month | ➔ *NKP* /*SS*,*SPS*,*DS*, *NK* |
|---|---|---|---|
| 45 | QUARTERS ALLOTMENT & M&R WORK MONITORING | ➔ To ensure that the handing over / taking over procedures are followed strictly as per KVS Guidelines<br><br>➔ To allot the quarters to the eligible staff members as per norms<br>➔ To main an inventory register for the quarters | ➔ *VP/HM*<br>➔ *FO* ,*AGP*,*TRM*,*DPL*,*DA*,*HM* |
| 46 | RAJ BHASHA SAMITHI | ➔ To do necessary works as per KVS and Nagar Raj Basha Samiti | ➔ *SPS*,*NK*, *NKP*, *HM* |
| 47 | RO / WATER COOLER / WATER MANAGEMENT | ➔ To ensure the storage of water in all the tanks<br>➔ To approach the Metro Water Department water proper supply of Drinking Water<br>➔ To get the water tanks cleaned periodically<br>➔ To get the Water Coolers serviced for the distribution of Safe & Pure Drinking Water | ➔ *DA*, *VS*, *SS* |
| 48 | RTI | ➔ To give appropriate reply / conduct enquiry / submit report for the correspondence<br>➔ To keep a record to ensure transparency in matters related to RTI | ➔ *VP/HM*<br>➔ *FO*, *AJR* |
| 49 | SCHOOL BAND | ➔ To maintain and give appropriate practice sessions for the school band | ➔ *TBO*, *NG* |
| 50 | SCOUTS & GUIDES / CUBS & BULBULS / ADVENTURE ACTIVITIES | ➔ To promote the objectives of Scout / Guide, Cubs & Bulbul Movements<br>➔ To train the students with the spirit of 'Service before Self' | ➔ *KDS, AGP* , *MV, KVB, VS DS,NMS, PBK,VV* |

| 51 | SECURITY | ➔ To ensure water supply and cleaning activities are done systematically<br>➔ To ensure that security staff are positioned in the appropriate places during their duty times<br>➔ To ensure the timings of visitors as per given format( including vehicle number) | ➔ AGP/TRM/DA |
|---|---|---|---|
| 52 | SHALA DHARPAN | ➔ As per the KVS instructions continue up-dating information & data and assist other staff also to do and complete the tasks | ➔ DS, TBO,MM,TU,OFFICE, UT |
| 53 | SPORTS & GAMES | ➔ To take the responsibility to keep the individual teams for various sports and track events ready to take –part in the Sports Meet/Cluster Meet/National Meet<br>➔ To ensure that adequate practice is given for the teams and individuals before the team / individual could take part in the stipulated event<br>➔ To maintain a record with proper entries about the laurels and achievements brought by the individual / team to glorify the Vidyalaya<br>➔ To coordinate with the website committee to ensure that the achievements brought are uploaded in the Website | ➔ VP/HM<br>➔ SSSK, VB, FO,AJR,KDS,VS,<br>➔ DPL,TVR,DA,SS<br>➔ VSP, NKG, VG |
| 54 | STAFF MEETING / MINUTES RECORD | ➔ To maintain a register noting down the minutes of the meetings conducted | ➔ NKP, SSA, VG |
| 55 | STAFF ROOM | ➔ To ensure that the room is furnished with suitable furniture, drinking water dispenser, fans, light etc., | ➔ TVR, NKP, MSS, VS |
| 56 | TIME TABLE / CAL / TAL / FILM SHOW / AUDI, VIDEO & E-Learning / REMEDIAL CLASSES / SUBSTITUTION | ➔ To prepare the Time Table as per the KVS Guidelines ensuring the distribution of periods are done impartially and judiciously<br>➔ To make arrangements in such a way that no class room is left without a teacher<br>➔ To prepare remedial time table whenever the | ➔ NB/SPS, RL,SKM,RN,NKG, VSP<br>➔ MS,VAB, DP, VS, TGT SST 3 |

| | | situation warrants it and ensure that the teachers engage the classes as per the arrangements made<br>➔ To maintain a register to ensure that the resource rooms (for CAL, TAL, VIDEO and E-Learning)are used by all the classes in an effective way to supplement the learning activity | |
|---|---|---|---|
| 57 | TEACHING AIDS | ➔ To ensure the usage of modern teaching aids for effective class room teaching<br>➔ To purchase and upkeep teaching aids as per the rapidly changing trend<br>➔ To maintain a issue register making entries about the utility of the Teaching aids with date, class, subject, & teacher details<br>➔ To condemn the outdated and damaged teaching aids through auctions following the guidelines issued by KVS | ➔ MV/KVB, VAB, DP |
| 58 | UBI (Fees payment through bank on line & off line)& CHECHING CLASS ATTENDANCE FOR FEES PAYMENT | ➔ To keep up the data bank and monitor the same on quarterly basis to ensure that there are no defaulters<br>➔ To make necessary changes as and when New Admissions are made / TCs are issued | ➔ VP/HM<br>➔ DS, TBO,TU |
| 59 | VMC / VEC / PTA | ➔ To conduct the meetings as per the directions of the Principal<br>➔ To maintain the minutes record of all the meetings held | ➔ VP/ HM<br>➔ FO, AGP, TBO |
| 60 | WEBSITE MAINTAINANCE | ➔ To launch and update the website as and when needed following the instructions from KVS Head Quarters | ➔ DS, MM, MSS, TU NK, PBK |
| 61 | WASTE MANAGEMENT 101 GARBOLOGY- EXTN. | ➔ Ensure that the campus is maintained eco-friendly.<br>➔ All garbage are removed properly<br>➔ See that the usage of paper is reduced.<br>➔ Create an awareness to segregate the wastes for proper disposal<br>➔ In due course the campus will become the clean | ➔ DA, KDS, SKM PBK |

| | | and green one –A Healthy and Oxygen-rich Campus | |
|---|---|---|---|
| 62 | Youth Parliament | ➔ Train the students to present a model parliament activities.<br>➔ Teach the children etiquette and the code of conduct while being a member in the Parliament.<br>➔ Allow them to participate in the KVS inter school/region competition. | ➔ KVB,MV,NK<br>➔ AJR,TPM,PGT(Hin) |
| 63 | AEP & SUGGESTION BOX | ➔ To conduct appropriate meetings for the parents and students to create awareness<br>➔ To conduct various programmes and competitions for students of Classes IX to XII as per KVS Guidelines | ➔ SPS ,KDS, RL, TRM<br><br>KVB,NKP |
| 64 | Coaching for INMO,KVPY,NTSE,IIT | ➔ To inform the students about the various competitive exams conducted by various external source such as INMO, KVPY, NISE, IIT<br>➔ To collect the stipulated fees for the exams and conduct the exams as per schedule given by the organizations.<br>➔ To upload the achievements of the students in the Vidyalaya website as and when they are intimated.<br>➔ To monitor and take the stock for further rectification measures to achieve the target. | ➔ VB,TBO,LS,NMS |
| 65 | Innovations and Experimentation in School Projects | ➔ To inform the students and teachers about the innovation s brought by CBSE, NCERT etc<br>➔ To facilitate the students and teachers to adopt such innovations in the everyday class room activities.<br>➔ To maintain the documents and update the same in the school website in consultation with the undersigned | ➔ VP/HM<br>➔ NG,NKP, PGT 2 Eng |

| 66 | Green/Clean Environment for tomorrow/Swatch Vidyalaya | ➜ To ensure that Vidyalaya is maintained free from pollution and plastic bags and plastic waste.<br>➜ To enrich the greenery and promote the Tree plantation programme.<br>➜ To collect volunteers to ensure greenery and maintain it a Swatch Vidyalaya | ➜ KDS, PTS,DPL, RR, SKM, VS |
|---|---|---|---|
| 67 | Awakened Citizen Programme | ➜ To engage the students of Class VII & Class VIII in regular intervals and enlighten them about the objectives of the programme to ensure that there takes place the real change in the students to become the awakened citizens to meet the challenges facing the society and the nation<br>➜ To coordinate with the staff of Sri Ramakrishna Mission for guidance and implementation of the programme in the Vidyalaya in a befitting manner<br>➜ To arrange time slot for this programe in consultation with the Time Table inchage and to inform the undersigned about the developments periodically | ➜ VS, Manikantan, TVR, TRM, SSA |
| 68 | Notebook-Monitoring the classes /Campus | ➜ To ensure that the correction works are carried out systematically and meaningfully and maintain documents regarding the schedule of Note Book Corrections.<br>➜ To ensure that writing works are assigned to students in adequately.<br>➜ To monitor the campus to ensure that the classes are engaged by teachers and teaching learning process goes on as per schedule | ➜ VP, HM<br>➜ FO |
| 69 | Improvement of Communication skills, Welfare and Development activities for Students and Staff | ➜ To arrange the classes to staff as well as children in order to promote effective communication skills so as to suit the need of the hour.<br>➜ To maintain the documents regarding the actions taken on this project and update the same to the undersigned. | ➜ SPS,NKP, AJR,KDS, TRM, NK, DA |

| | | ➔ To enlighten the staff about the various strategies used for promoting communicative skills in the School environment. | |
|---|---|---|---|
| 70 | International Yoga Day/ Yoga for a healthy living | ➔ To ensure that Yoga is practiced as a part of physical and health exercise in regular intervals. <br> ➔ To use morning assembly and other such occasions for practicing specific Yogasanas to promote the memory skills and to the unification of mind and body. <br> ➔ To collect the documents/photographs and display the same / upload the same to promote Yoga in the everyday routine. | ➔ SPS, TBO, VG |

**Note:** In places where there is a change of Department/ In charge persons, the new person has to take over the stock from the Previous I/c, and start functioning from 06-07-17. VP & HM are the coordinators for all the committees irrespective of the mention of their names. The functional competency of each department is to be assisted, monitored at regular interval preferably on monthly basis. Every month staff meeting will have a slot for discussion of any specific department on rotational basis to a maximum extent of 5 to 10 mins. The I/c and associate members are to give their role played and suggestions if any for further improvement.

Principal