

केन्द्रीयविद्यालय
गांधीग्राम, डिंडीगुल - ६२४३०२
फो.: ०४५१-२९०७७७२



KENDRIYA VIDYALAYA
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Date: 27/06/2023

F.1-4/KVD/2023-24/ 65 OFFICE ORDER:

S.NO	Committee	Committee Members	Duties
1	Admission Committee Admission Through TC and issue of TC & SR Register Maintain	1. Mrs.P.NAGARATHINAM, PGT(ENGLISH) I/C 2. Mrs.AMUTHA PRT 3. A.SURENDHAR ,COMP.INST (C) 4. Mr.SHAKSHAM, TGT (MATHS)	1. To plan admission procedure as per KVS guidelines. 2. To keep ready admission forms prospectus & test plan well in advance. To issue & collect the registration and admission forms. 3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9 . 4. To complete, the formalities of admission for the session 2023-2024 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc. 5. To prepare Master List of admissions done for the year 2023-2024. 6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes. 7. To update student enrolment data in the principals chamber and on the display boards. Any other related work.
2	Examination (Primary & Secondary CBSE)	1.Mr.ABDUL JALEEL, PGT(PHYSICS) I/c [HOME EXAM + CBSE] 2.Mrs.P.NAGARATHINAM PGT(ENGLISH) 3. Mrs.AMUTHA,PRT 4.Mrs .Durga Devi , PRT (C) 5.Mr.SHAKSHAM, TGT (MATHS) 6.Mrs.MALARVIZHI, PRT(C) 7.Mr.DINKAR, TGT (SST)	1. Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary. 2. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam. 3. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, PTs, Half Yearly exams, Session ending exams, etc. 4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher intime. 5. To ensure that answer scripts are corrected within stipulated time for the internal exams. 6. Students and parents must be informed about the results of all test &

27/6/23

			<p>Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty. Any other related work.</p> <p>To decide on the necessary action based on reports given by the members of the discipline committee. To maintain the records of Action taken.</p>
5.	CCA	<p>1.Mrs.R.K.DEVASENA TGT (ENGLISH) I/c</p> <p>2.Mr.ILAYARAJA TGT (C)</p> <p>3.Mrs.RENITHA PGT (C)</p> <p>4. Mrs.ARUNA TGT (C)</p>	<p>CCA Calendar of activities</p> <ol style="list-style-type: none"> To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the Session 2023-24 to be ready by 25th March 2023. They will also have to suggest practical plans for improvement of CCA activities. To check the preparation for CCA. To plan for awarding the prize winners on important days like 15th Aug, 26th Jan, etc. Guest lectures should also be organized on special occasions & important days to celebrate the occasions with true spirit To send the reports to R.O & to the media/ Agencies for publications. Organize class photographs. All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2023. House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month. Topics for display board- once in two months. Any other related work. Formation of student council Identity Card for students by end of April for all classes.
6	Morning Assembly	<p>1. Mrs.R.K.DEVASENA TGT (ENGLISH) I/c</p> <p>2.Mr.ILAYARAJA TGT (C)</p> <p>3.Mrs.RENITHA PGT (C)</p>	<p>MORNING ASSEMBLY</p> <ol style="list-style-type: none"> To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly.

		4.Mrs.ARUNA TGT (C)	<p>2. Children's birthdays will be celebrated in morning assembly.</p> <p>3. Celebration /observation of special days as part of assembly program. List of special days to be prepared and handed over to the house-masters before the first house meeting.</p>
7	Checking of Accounts/ Arrear and fee related matters	Mrs. MAMINA MISHRA SSA	<p>1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal.</p> <p>2. All other matters related with school fee deposition.</p>
8	Furniture	Mr.BALAMURUGAN TGT (LIBRARIAN) I/c	<p>1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget.</p> <p>2. To clear/get shifted unutilized furniture.</p> <p>3. To get classroom, black boards, name boards, etc. painted and maintained.</p> <p>4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction.</p> <p>5.All related work</p>
9	Scout and Guide	<p>1.Mr.BALAMURUGAN TGT (LIBRARIAN) I/c</p> <p>2.Mrs.R.K.DEVASENA TGT (ENGLISH)</p> <p>3.Mrs.AMUTHA PRT</p>	<p>1. Prepare S/G activity plan with tentative date & Months for activities to be organized</p> <p>2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2023.</p> <p>3. To make an arrangement for proper training of the students.</p> <p>4. To prepare scout & guide to participate in various activities, both in internal & external competitions.</p> <p>5. All other related work.</p>
10	Daily Cleanliness/	<p>1.Mr.BALAMURUGAN TGT (LIBRARIAN) I/c</p> <p>2.Mrs.P.SUNDARA MURTHY TGT (COMMERCE)</p> <p>3. Mr. KARUPPAIAH PET (C)</p>	<p>1. To mark attendance of housekeeping staff & to ensure correct payment every month.</p> <p>2. Proper distribution of duties to the different members of the conservancy/housekeeping staff.</p> <p>3. To ensure that the house keeping staff perform the following duties-</p> <p>Cleanliness of entire school and school campus. Cleaning of all toilets 3 times a day.</p> <p>Wet mop of all corridors, departments and staircase. Corridors, staircases and classrooms to be cleaned after school</p>

			<p>hours.</p> <p>4. Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff.</p> <p>5. Purchase of required items and materials for cleaning purposes.</p> <p>6. To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed.</p> <p>7. To ensure that water points are regularly cleaned.</p> <p>8. To also involve the members of the student council in monitoring cleanliness of the Vidyalaya.</p> <p>9. Any other related work</p>
11	Security of School premises	Mr Dinkar ,TGT I/c <i>[Signature]</i> 27/6	<p>1.To ensure availability / presence of security staff as per contract and to liaise with contractor to overcome any deficiency.</p> <p>2.To Check the work of Security staff, their places of duty, work division & to check the attendance of Guards before payment every month.</p> <p>3.To check in & out register on a regular basis (twice a week) and to sign with date after checking.</p> <p>4.All related work pertaining to the safety of the children in School</p>
12	Beautification Committee	1. Mrs.AMUTHA PRT I/c 2. Mr Senthil Kumar,SS	To look after the Beautification of the entire vidyalaya

1. MALLEESWARAN.K. *[Signature]*
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27/06/2023

PRINCIPAL
 प्राचार्य / PRINCIPAL
 केन्द्रीय विद्यालय / KENDRIYA VIDYALAYA
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