

KENDRIAYA VIDYALAYA NO.2 KALPAKKAM

Committees (2022-23)

To ensure smooth functioning of school and to maintain quality environment, the following committees are formed in the Vidyalaya for the academic year 2022-23.w.e.f 01/04/2021

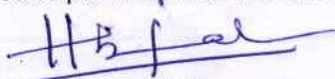
NO	COMMITTEES	I/C AND MEMBERS
1	Academic	Mr. Harilal A U, Principal Mrs. Deepa Babu, PGT, Mrs. Revathi, PGT Mrs. Sushma Nashine, TGT, Mrs. Janakilakshmi, PRT
2	Admission	Mrs. Revathi, PGT i/c Mrs. Sumathi Lakshmi, TGT, Mrs. Jyothi R Nair Mr. Mohan B Lahane, TGT, Mrs. Janaki Lakshmi, PRT Mrs. Helma Devassy, PRT, Mrs. Sumita Kumari, PRT
3	Time Table	Secondary Mrs. Jyothi R Nair, TGT i/c Mr. Geeta Rawat, TGT, Mrs. Anamika Gupta, TGT TGT Maths – Contr.
		Primary Mrs. Helma Devassy i/c Mrs. Kani, PRT PRT- Contr.1
4	CCA, EBSB & Social Science activities	Secondary Mrs. Lakshmi, TGT i/c Mrs. Parmila, TGT, Mr. Anamika Gupta, TGT TGT Hindi – Contr. 1, TGT SST – Contr.1 Music teacher - Contractual
		Primary Mrs. Kani, PRT i/c Music teacher - Contractual PRT – Contr.2,
5	Examination	Secondary Mrs. Deepa Babu, PGT Mrs. Geeta Rawat, Mrs. Sushma Nashine, PISA - Mrs. Lakshmi, Nishta Courses - Mr. Mohan B Lahane
		Primary Mrs. Cinie Jose, PRT i/c Mrs. Kani, PRT, PRT Contr. 3 Nishta Courses, NIPUN, FLN – Mrs. Janakilakshmi
6	CBSE Registration, Uploading of Data	Ms. Reenu Rani, PGT, Mrs. Sushma Nashine, TGT Mr. Mohan B Lahane, Computer Instructor (Sec.)
	Guidance and Counseling	Mrs. Deepa Babu, PGT i/c Mrs. Helma Devassy, PRT
7	Raj Bhasha & Hindi Pakwada, Sanskrit Week Celebration	Mrs. Parmila, TGT i/c TGT Hindi-Contr. 1, 2 & 3 Mrs. Sumita Kumari, PRT
8	Furniture	Mrs Helma PRT i/c Mrs. Kani, PRT
9	UBI Verification of fee collection	Mrs. Kani, i/c, Computer Instructor (Sec.) DEO, All Class Teachers/Co-class Teachers
10	Computer Labs & E-Class Rooms	Ms. Reenu Rani PGT i/c, Computer Instructors
11	Maintenance of Vidyalaya Website, Monitoring of Email correspondence, Prompt reply, Ensuring secured digital platform	Ms. Reenu Rani, PGT i/c Computer Instructors (Primary & Sec.)
12	Discipline	Mrs. Deepa Babu, Mr. Mohan B Lahane, Mrs. Sushma Nashine, Mrs. Sumathi Lakshmi, Sports Coach
13	Teaching Aids	Mrs. Sumathilakshmi
14	Activity Room	Mrs. Sumita Kumari, PRT
15	Atal Tinkering Lab & Training in Artificial Intelligence	Mrs. Anamika Gupta, i/c, Computer Instructor (Sec.) Mrs. Helma Devassy, PGT Phy. Contr.1
16	Adolescent Education & Awakened Citizen Programme	Mrs. Deepa Babu, Mrs. Revathi, Mrs. Sushma Nashine Mrs. Lakshmi, TGT, TGT Eng - Contr.

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17	Maintenance of CS-54	Mrs. Janakilakshmi
18	Science Exhibition	PGT Che. Cont. 2, Mrs. SushmaNashine, Mrs. Sumathilakshmi,
19	Scouts & Guides Cubs and Bulbuls Fit India Activities	Mr. Mohan B Lahane, TGT Mrs. JanakiLakshmi, PRT Mrs. HelmaDevassy, PRT
21	Olympiad & External Exam	SOF -Mrs. Sumathi Lakshmi NTSE- Mrs. Geeta Rawat VVM & KVPY – PGT Phy Contr.2 Inspire - PGT Phy Cont.2 Maths Olympiad – PGT Maths Contr., Green Olympiad – Mrs. Sushma Nashine IAPT – PGT Phy Contr 1 KAMP – Ms. Reenu Rani NCSC- PGT Che. 1 JSE – Mrs. Sumathilakshmi. Other activities will be allotted to teachers as per circular
22	Photography	Mrs. P. Lakshmi, Mrs. Parmila, Sports Coach
23	Excursion/Educational Tour	Mr. Mohan B Lahane, TGT Eng Contr.1
24	Transportation	Mrs. Kani, Mrs. HelmaDevassy
25	Repair and Maintenance Identification of areas/equipments for repair and co-ordination with GSO	Mrs. Anamika Gupta i/c Mr. Devendiran Mr. Salikram Sharma
26	IT Forms Scrutiny	Mrs. Kani Compute Instructor - Secondary
27	Monthly Enrollment Position	DEO (Contractual) Ms. Reenu Rani
28	Sports Activities for Primary	Mrs. Cinie Jose, PRT Cont - 4
29	Sports Activities for Secondary	Mr. Mohan B Lahane, Sports Coach
30	Preparation of sanitation committee and allotment of sanitation duty	Mrs. Revathi VG, PGT Mrs. Kani, PRT
31	Beautification Gardening	Mrs. Anamika Gupta TGT Eng. Contr.
32	e-Magazine Primary e-News letter School Diary Dissemination of Information to Parents and Students through Electronic Media	Mrs. Revathi, PGTi/c Ms. Reenu Rani PGT C.S TGT Hindi Contr. 1 Mrs. SumitaKumari, PRT Mrs. Kani K G, PRT Computer Instructors of Secondary & Primary TGT Eng. Contr.
34	RTI	Mrs. Deepa Babu
35	Medical & Health Check up	Mrs. Sushma Nashine Mrs. Sumathilakshmi, TGT Hin Cont 2
36	Maintenance & Up-gradation of Library assets	Mrs. Lakshmi, TGT, Mr Mohan B Lahane, TGT TGT Hindi Contrctual 1 & 2 Mr. Salikram Sharma
37	Girls & Lady Staff Grievences (ICC)	Mrs. DeepaBabu, PGT i/c Mrs. Revathi, PGT Mrs. Parmila, TGT Member Chosen from DAE – Mrs Sreeja Vijayan (M/O Aswin Class 7 th A)
38	Co-ordination for Interview & VMC Meeting	Mrs. Deepa Babu, PGT, Mrs. Revathi PGT, PGT Che 1.
39	Purchase	Mrs. Revathi VG Mr. Mohan B Lahane, Mrs. Kani,
40	Formation of PTA Alumni Association	Mrs. Sushma Nashine TGT i/c Mrs. Sumathi Lakshmi Mrs. Cinie Jose, PRT
41	Recording Minutes of Staff Meeting, VMC Meeting, Parents Meeting	Mrs. Revathi. V, PGT Mrs. Lakshmi, TGT TGT Hindi cont. 1 & 2

Note: (1) Subject Committee conveners and the faculty members of the subject will be looking after the respective subjects and recording of activities and minutes. (2) CCA conveners (Primary & Secondary) in consultation with the u/s will allot the charge of various clubs. (3) Any other committee required for the smooth functioning of the Vidyalaya and its activities will be constituted based on the need (Annual Function/Sports Meet/National Integration Camp etc). (4) In the scenario of the i/c of any committee getting transferred or availing long leave, the second person in the order will lead the committee. (5) The services of teachers on contractual basis will be utilized as per the demand of the i/c of the committees.

15.03.2022


(Harilal A U)
Principal
केन्द्रीय विद्यालय संख्या.2
KENDRIYA VIDYALAYA-2
सद्रास, कल्पाकम, तमिलनाडु
Sadras, Kalpakkam -603 102, TN