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| **KENDRIYA VIDYALAYA, TAMBARAM, CHENNAI-73** | | | |
| **2019 – 2020.** | | | |
| 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 06-04-19. | | | |
| **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 * To plan meticulously so as to ensure the academic work run smoothly with special focus on the board classes * To chalk out plans to overcome situations such as non availability of teachers / non availability of time due to natural calamities etc., * Strategies on need basis (Low achievers, gifted children). | * **VP, PMD, TBO, KDS, HM, DPL, TRM,AJR, NMS** |
| 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). * To admit the selected candidates following the admission procedures | * **HM, TU, PVS, Associate, NKP, Sunil** * **VB I/C** |
| 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. * To coordinate with the Computer department to upload the various activities as and when they take place * To coordinate with all the department heads to see the planned activities are carried out on time as per the Institutional plan | * **VP,HM** * **AJR, KDS,** DS, DA |
| 4 | AEP & SUGGESTION BOX | * To conduct appropriate meetings for the parents and students to create awareness. * To conduct various programmes and competitions for students of Class IX to XII as per KVS Guidelines. | * **KDS, SPS, RL, TRM** |
| 5 | AIR FORCE COMPETITION, PARADE UMMEED SCHOOL VISIT ETC | * To select eligible candidates and train them adequately before sending them to the events * To escort the selected students to the venue/ allot the job on rotational basis. | * **DS, NKP, SS, TBO, NG** |
| 6 | ASSEMBLY ACTIVITIES | * To make necessary arrangements for the Class Wise Assembly | * **PMD, NKP, SSSK, TBO, GB, KSU, RK, NG** |
| 7 | ASSEMBLY MARKING & ACHIEVEMENT RECORD | * To constitute a panel of judges to adjudge and grade the performance * To maintain a register and record the highlights of the Assembly Performance on daily basis * To award the Shield for the best performing Class every month * To ensure that the whole class participates in the morning assembly in a year to encourage more students to participate * Keep a record of achievements for future reference &inspection | * **SS, PMD, NKP, KVB, SPS** |
| 8 | ATAL TINKERING LAB | * As per the KVS Circular do the registration * To monitor the progress * To update as per need and instruction | * **DPL, DA, ADK** |
| 9 | BOARD CLASS ACADEMIC PERFORMANCE MONITORING | * Keep close watch of the performances of low achievers. * Arrange for remedial classes and at the end of the term Night Classes * Take out the graphical and other micro analysis to find out the reason * Demonstration of different strategies and find out the corrective measures. * Arrange for the individual or family counseling on need basis | * **VP, NMS, RL, KDS, FO** |
| 10 | BEAUTIFICATION, GARDENING, CLEANING AND AQUARIUM MAINTAINANCE | * To beautify the entrance * To decorate the school during the events, programmes, camps, celebrations etc., * To give an aesthetic touch in the floral, decorative and illuminating works during the VIP visits * To upkeep the aquarium in an impressive and innovative way * To ensure cleanliness of the Vidyalaya with an enriched amount of greenery by adding more flower pots, carpet grass, creepers, royal palms etc., * To create awareness among students to maintain cleanliness, greenery and beauty of the Vidyalaya inside the class room and the school premises as well. * To create Awareness and need for segregation of waste * To enforce the cleanliness as per the terms and conditions of the agreement made with the contractors * To scrutinize the bill submitted by the agency and certify them as per the norms | * **KDS, DA ,**MV**, ,**SKM,DA,SS,RR, KM, PBK |
| 11 | CCA (Internal ) &  House Masters | * To conduct the CCA events as per the schedule given in the School Diary / Web Site in a fair manner * 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 * To ensure that the chance is given to all in one or the other competition * To publish the results of the events conducted during CCA and maintain a register with proper entry of the events conducted * To coordinate with the Website Maintenance Committee to upload the high lights / photographs of events etc., * House Masters should coordinate with the CCA Dept to plan and execute the events as per schedule | * **Internal – DS, NKP, TVR** * **External – VP, DS, PTS, RL, DPL** * **Primary- VG, GB, PR** * **House Masters Secondary –** * **Amandeep Kaur, Anita Lib** - Topaz * **PMD, MV, TBO- Sapphire** * **PTS,**KVB,MM- Emrald * **TO,**NK,TVR – Ruby * **House Masters Primary –** * **NB, VS** - Topaz * **PMD, MV, TBO- Sapphire** * **PTS,**KVB,MM- Emrald * **TO,**NK,TVR – Ruby |
| 12 | COMPUTER DEPARTMENT | * To ensure that the Computer Labs are well maintained * To ensure that the computers are not misused by students * To maintain the stock register and carry out the regular maintenance work by authorized technicians * To report regularly about the functioning of the computers and other related tools * To see that cleanliness is maintained with the help of the workers provided | * **DS,** MM, HM, UT, Rakesh, Sunil |
| 13 | CLUB ACTIVITIES | * To plan various activities for their club * To ensure that the students in a particular club maintain a notebook and maintain a write up about each activity conducted * To ensure that a report of each activity conducted is read in the Morning Assembly / handed over to the Vidyalaya Editorial Board * To conduct Field Visit, Educational Tour, Guest Lecture, Film Shows/Outdoor Activities. | * **Literacy club AJR – All hindi and English department and SKT staff** * **Eco club – KDS with all science faculties and interested volunteers** * **Integrity club- NB with all social science faculty members** * **Sports club- SSSK, TBO, RL, SPS, DS** |
| 14 | CS-54 & IT | * To check the records periodically and ensure that the records are maintained as per the guidelines laid down by KVS * To check the Tax Calculation and ensure that the deductions are done flawlessly | * **DS, TBO, PVS** |
| 15 | CAREER GUIDANCE AND COUNSELLING TEAM FOR STUDENTS WITH SPECIAL NEEDS ( DIVYANG) | * To conduct appropriate career guidance sessions and inform students and parents of the various career options available * To monitor the carrier programs and opportunities available in the nearby locality and inform the students and their parents for proper use | * **VP, KDS, NKP, AJR, TBO, DPL, TRM** |
| 16 | DISASTER MANAGEMENT/MOCK DRILL/FIRE EXTINGUISHER  EVACUATION TEAM | * To conduct mock drill and in case of any real requirement as per the situation emergency actions are to be taken in war footing * Fire extinguishers, first aid kits, are to be checked and kept in order * To keep at the various exit points the plan of the building indicating provisions to evacuate pupils during emergency * Proper display of SOP | * **AJR, PTS,** TVR,TBO,NMS, DA |
| 17 | DISCIPLINE  INTERNAL COMPLAINT COMMITTEE (ICC) | * To monitor the movement of students before going to assembly ground and return from there to their respective classes * 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 | * **VP, HM, AJR, NMS, TVR, DPL, SSSK** * **Primary- UT, KM, DJ, PTB, NCD** |
| 18 | DISPLAY BOARDS(other than House Boards) | * To display important academic and informative articles, newsletters etc., regularly * To motivate students to engage themselves in sharing the important information using the display board | * **VS,** SS**,** DA, SPS, NKP- * **Student Council.** * **Primary- RR, PBK** |
| 19 | DRAFTING FOR DEVELOPMENTAL FACILITIES AND WORK IN PROGRESS, OFFICE CORRESPONDENCE | * 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, HM |
| 20 | EDUCATION BEYOND FOUR WALLS (Charity / Social Service / Smile / Cancer, Aids, Help age, Leprosaria Etc) | * To organize literacy programs, cleanliness campaign etc., * To educate students to volunteer to do social works as per the guidelines of KVS | * **SPS, PBK** |
| 21 | EXCURSION | * To plan for field trips and excursions for various classes * 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 | * **VP, HM, TVR I/C, DPL, SPS** * **Primary- DJ, PTB, VAB** |
| 22 | 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. * To ensure that the Flag pole and its pedestal are painted and maintained well. * The area around the flag pole may be maintained in such a way that arouse the patriotic fervor of the students and staff | * **SSSK I/C,** KHEMLAL (Hosting) * **Lowering – Indrani-Substaff** |
| 23 | FURNITURE | * To encode the furniture, with the help of student volunteers who have opted for drawing and painting club, as per KVS guidelines * To ensure each class room to have a copy of the furniture inventory allotted to that class room * To get them repaired and painted as and when 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 | * **TRM,I/C TVR, PMD, DA** * **Primary- PTB, NKG** |
| 24 | GRIEFVANCE CELL / COMPLAINT REGISTER / SUGGESTION BOX  GRIEVANE REDRESSAL COMMITTEE | * To maintain a complaint register suggestion register and inform the authorities about the complaints / suggestions / grievances * To give appropriate feedback | * **VP/HM** * **FO, NMS, TRM** |
| 25 | 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. * To ensure the distribution of Progress Cards as per the decisions taken * To abide by the procedures shown in the Accounts Code CH-17 while purchasing the materials for the Examination Department * To send correspondence, issue certificates and maintain the records of CBSE and other external/ special agency exams * To allot duties to the staff engaged for the smooth conduct of the external exams such as CBSE/AIEEE/UPSC | * **Internal: AJR I/C, MMSS, KVB, DPL** * **External: NMS I/C, RL, TBO, MV**   **(For uploading the grades for CBSE.**  **Primary- TRS, SKM, VAB, RK, SK, SRK** |
| 26 | JUNIOR SCIENCE LAB | * To procure and maintain various equipments for the Lab as per the standard guidelines laid down by CBSE * To maintain a record about the usage of the lab with Class/Date/period details | * **DPL,**TGT(Sci)-2 |
| 27 | LANGUAGE LAB | * To set up a lab initially and explore the possibilities to make it as a Model Lab. * To see that the teaching learning is made more joyful. * Arrange for appropriate films shows as per their age group to see and appreciate the language and values * Show and pass on more information about the Authors and Poets and other Great Writers. (use of internet or any other source.) * Help to conduct tests to evaluate the listening and speaking skills as per CBSE norms. * To explore the positive side of Language and able to enjoy and appreciate and finally to do wonderful creative works | * **AJR I/C, PMD, NKP, TRM, KSU(Pri), VG(Pri)** |
| 28 | LIBRARY & BLOG CREATION | * To form a library committee nominated from teachers and students * To subscribe suitable journals as suggested by the committee * To enrich the library by ordering more informative and practically useful books keeping in mind the requirements for the board going students * To condemn the old and absolutely damaged books following the guidelines issued in this regard * To maintain the issue register * To ensure that students maintain a notebook making a review about the books read and used | * **ANITA, AJR, NKP, SPS, MM, TRM** * **Primary- NG, NKG, JM, PR** |
| 29 | LUNCH PASS / OUT PASS/ BUS PASS & ID | * To issue the lunch pass with the photographs of the students * To issue Out Pass to the Class Leaders (separate for boys and girls) for the right and meaningful usage * To ensure that the students in each floor or monitored and unnecessary loitering of students is curbed | * **VP/HM, PTS, Nurse, TVR, SPS, VAB** * **Primary- PTB, NKG** |
| 30 | LATE COMERS CHECKING / ABSENTEES / NON UNIFORM | * To monitor late comers / absentees and non-uniformed students * To take appropriate corrective measures to curb the habit of late coming * 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, NB, TVR, Khemlal,** * **For primary, Sports Coach, Computer Instructor** * **SSSK** |
| 31 | MAGAZINE / STUDENT DIARY / BROOUCHURE | * To collect all the eligible articles and get them edited by Vidyalaya Editorial Board * To collect quotations for printing magazines / diaries and get them printed and ensure that the diaries are distributed / magazine is launched on time * To ensure the quality of the materials is as per KVS Standard | * **HM, AJR, PMD, SPS, NKP, TVR, SS, PBK, VG** |
| 32 | MATHEMATICS LAB | * To ensure that the lab removes the fear of Mathematics from the young minds * To keep a stock register with the details of consumable and non-consumable items | * **VB,**VS,TBO, SKM, SDP |
| 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. * To keep all the Drains clean before the Rains and take all pre cautions for proper drainage. * 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. * Pruning of trees as and when required as per MES Estate provision. * Keep the campus clean so that any new item placed can be detected easily. * Both civil and electrical types of faults are noticed and it is attend to immediately. | * **TBO, TRM, DA, NMS** |
| 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** * **FO/VB,**NMS |
| 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. * To procure necessary medicines and maintain a stock register for the same * To ensure the easy accessibility of First Aid Kit during emergency situations | * **HM, PTS, DPL, SSSK, NURSE,** * **Primary- T.R. Sheela, Sarala bai, Priya, Sunil, Jyoti, PTB, KSU** |
| 36 | NON ACADEMIC FUNCTIONS / CELEBERATIONS | * To plan the activities for CCA in an innovative and informative way * To plan Sports and Games activities and implement them in a befitting manner to enrich the glory and image of the Institution | * **HM, KDS, AJR, DS, TBO, NKP, SS, DA, SSSK** * **Primary- NG, PBK, Daisy Johnson, VGK, Rakesh, Priya,** |
| 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 | * **NMS I/C, RL, 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. * To check the increment and date * To ensure that deductions are done as per the notifications of DDO | * **KDS, NB, VS, SS, DA** |
| 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 * To maintain a register recording the events conducted and achievements made by the students * To allot duties to the staff for an effective and smooth conduct of the exams | * **PTS I/C, TBO, DPL, VS, DS** * **Primary- S Kalyani, SB, NKG** |
| 41 | PHOTOGRAPHY & VIDEO | * To arrange / hire photographers to cover the various events that take place in the Vidyalaya to document its milestones * To maintain an archive of photographs and video CDs and use the same for the magazines and other publicity purposes * To coordinate with the Website maintenance committee to up load the photographs that could ventilate the functioning of the Vidyalaya in various fields * To encourage students to establish a photography club in the Vidyalaya as photographs as effective tools in displaying emotional,social and aesthetic ideas | * **DS, SPS, TRM, DA, TBO,** * **Primary- Rakesh** |
| 42 | PURCHASE COMMITTEE | * To find out the demand from various departments * To call for quotations as per KVS norms * To obtain prior permission from the competent authorities before purchase * To check all the purchases made and recorded in the register * To see that purchase Code CH-17 is not violated under any circumstances | * **FO, AJR, TVR, DS, SSSK, VB, TVR, 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, **PBK, Sunil** |
| 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 * To notify the important events/activities to be conducted in a particular month | * **NKP I/C/SS**, GB, Sunil PRT, Jyothi, Priya PRT |
| 45 | QUARTERS ALLOTMENT & M&R WORK MONITORING | * To ensure that the handing over / taking over procedures are followed strictly as per KVS Guidelines * To allot the quarters to the eligible staff members as per norms * To main an inventory register for the quarters | * **TRM, DA, HM, AJR, Amandeep Kaur** |
| 46 | RAJ BHASHA SAMITHI | * To do necessary works as per KVS and Nagar Raj Basha Samiti | * **SPS,**Baby Mathay (ASO), NKP, HM, Jyothi, Rakesh, Sunil, Priya |
| 47 | RO / WATER COOLER / WATER MANAGEMENT | * To ensure the storage of water in all the tanks * To approach the Metro Water Department water proper supply of Drinking Water * To get the water tanks cleaned periodically * 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 * To keep a record to ensure transparency in matters related to RTI | * **VP, FO, AJR, HM** |
| 49 | SCHOOL BAND | * To maintain and give appropriate practice sessions for the school band | * **TBO, NG** |
| 50 | SCOUTS & GUIDES / CUBS & BULBULS / ADVENTURE ACTIVITIES SEARCH & RESCUE TEAM | * To promote the objectives of Scout / Guide, Cubs & Bulbul Movements * To train the students with the spirit of ‘Service before Self’ | * **KDS,** MV, KVB, VS   DS,NMS, PBK I/C,VV Jyothi, Sunil Kumar |
| 51 | SECURITY duty monitoring | * To ensure water supply and cleaning activities are done systematically * To ensure that security staff are positioned in the appropriate places during their duty times * To ensure the timings of visitors as per given format( including vehicle number) | * **NMS, TRM, DA, Rakesh, Sunil, SSK, AJR** |
| 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,**MM,TU,OFFICE, UT, PVS |
| 53 | SPORTS & GAMES  TRANSPORT SAFETY TEAM | * 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 * To ensure that adequate practice is given for the teams and individuals before the team / individual could take part in the stipulated event * To maintain a record with proper entries about the laurels and achievements brought by the individual / team to glorify the Vidyalaya * To coordinate with the website committee to ensure that the achievements brought are uploaded in the Website | * **SSSK, FO, AJR, KDS, VS, DPL, TVR, DA, SS** * **Primary- VSP, Sunil, Rakesh, Jyothi, Balaji, K S Usha** |
| 54 | STAFF MEETING / MINUTES RECORD | * To maintain a register noting down the minutes of the meetings conducted | * **AJR, PMD, SPS, NKP** |
| 55 | STAFF ROOM | * To ensure that the room is furnished with suitable furniture, drinking water dispenser, fans, light etc., | * **TVR,** NKP,VS, SS |
| 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 * To make arrangements in such a way that no class room is left without a teacher * To prepare remedial time table whenever the situation warrants it and ensure that the teachers engage the classes as per the arrangements made * 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 | * **Time Table Secondary- VB I/C, NB, SPS, SS, DA, Lalini, FO**   **Film Show Audio**   * **DS, PTS, RL, SKM, TKS, PBK, UT, KM, VSP, PR** * **Sunil Kumar, VAB, DP** |
| 57 | TEACHING AIDS | * To ensure the usage of modern teaching aids for effective class room teaching * To purchase and upkeep teaching aids as per the rapidly changing trend * To maintain a issue register making entries about the utility of the Teaching aids with date, class, subject, & teacher details * To condemn the outdated and damaged teaching aids through auctions following the guidelines issued by KVS | * **HM, MV/KVB, VAB, NCD, DJ, Priya** |
| 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 * To make necessary changes as and when New Admissions are made / TCs are issued | * **DS, TU. All the class teachers and office.** |
| 59 | VMC / VEC / PTA | * To conduct the meetings as per the directions of the Principal * To maintain the minutes record of all the meetings held | * **VP, HM** * **FO,**  TBO, AJR(PTA) |
| 60 | WEBSITE MAINTAINANCE | * To launch and update the website as and when needed following the instructions from KVS Head Quarters | * **DS,** MM, TU   NK, PBK |
| 61 | WASTE MANAGEMENT  101 GARBOLOGY- EXTN. | * Ensure that the campus is maintained eco-friendly. * All garbage are removed properly * See that the usage of paper is reduced. * Create an awareness to segregate the wastes for proper disposal * In due course the campus will become the clean and green one –A Healthy and Oxygen-rich Campus | **Secondary: PTS, DA, KDS**  **Primary: PBK, Rakesh, Sunil Kumar, Kalyani, Jyothi** |
| 62 | Youth Parliament | * Train the students to present a model parliament activities. * Teach the children etiquette and the code of conduct while being a member in the Parliament. * Allow them to participate in the KVS inter school/region competition. | * **VP, KVB,** * AJR,TRM,NKP, SPS(Hin), NB |
| 63 | Coaching for INMO, KVPY, NTSE, IIT | * To announce the various competitive exam in the prayer assembly and take necessary action to take up the exam. * To upload achievement of the students in the school website. | * **VB, TBO, NMS, PTS, FO** |
| 64 | Innovations and Experimentation in School Projects | * To inform the students and teachers about the innovation brought by the CBSE, NCERT etc. * To facilitate the students and teachers to adopt such innovations in the everyday class room activities. * To maintain documents and update in the website. | * **VP, HM, NG, NKP, PMD, VB, TBO, NMS** |
| 65 | Green/Clean Environment for tomorrow/Swatch Vidyalaya | * To ensure that Vidyalaya is maintained pollution free atmospheres in all sphere and encourage the students volunteer to maintain the green atmosphere. | * **VP, KDS, TBO, SS, DA, DPL** * **Primary- RR, Meera, Sunil, Ganga Bharathy, Daisy Johnson** |
| 66 | Awakened Citizen Programme | * Encourage the students of class VII and VIII to involve the programme and make them understand impact of the programme | * **MM, TRM, TVR, SPS** |
| 67 | Notebook-Monitoring the classes /Campus | * To ensure the correction and quality and quantity of HW and CW to be monitored at regular intervals. * Maintain the record by i/c s. | * **VP, HM** |
| 68 | Improvement of Communication Skills, Staff and Students. | * All language teachers would ensure that the promotion of proficiency in both hindi and English. | * **HM, SPS, NKP, AJR, KDS, TRM** |
| 69 | International Yoga Day/ Yoga for a healthy living | * Yoga exercise would be equally important to upkeep the physical, hence the teacher i/c is required to train the yoga exercise. | * **SP, TBO, AND, VG, PBK** |

**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 06-04-19. (2019-20 Academic Year)

**Principal**