

**KENDRIYA VIDYALAYA THIRUVANNAMALAI
REVISED COMMITTEES 2018-19**

S.No	Name of the Department	In-Charge & Members	Duties to be performed
1	Academic Committee	Mr.MBJ Pancras I/C Mr.Rajendra Prasad Mr.Ravi Prakash Mr.Pawan Kumar Mr.Deepak Kumar	To conduct monthly subject committee meetings after school hours as per the directions or at least once in a month To plan the academic activities in a befitting manner To implement all the academic programmes Review the Question papers that are framed in the Vidyalaya To ensure necessary directions are given to teachers to maintain high academic standards
			To ensure uniformity of coverage of syllabus between the different sections
2	Admission	Mr.MBJ Pancras I/C Mr.Dharmendra Mr.Indrajeet Mr.Avinash	<ul style="list-style-type: none"> · Ensure that the application form is issued free of cost · Ensure that the particulars of the applicants are entered in the computers without waiting for the last minute after careful scrutiny of the forms. · Prepare the Registration List, Master List and provisionally selected list and get the hard and soft copies for approval of the Chairman two days before the scheduled date for the display of the same. · They shall also maintain confidentiality of the registration process and maintain high integrity.
3	Art Club	Mr. Niladri I/C Ms.Monika Mrs.Sanjeev lakshmi Mrs.Curie	
4	Audio Visual	Mr.Indrajeet I/C Mr.Rajendra Prasad Mrs.Jackulin	To maintain the stock of audio-visual equipment in the vidyalaya and add new equipment during the current year, To ensure that necessary repair is done for the equipment.
5	Awakened Citizenship Programme	Mr.Niladri I/C Mr.Indrajeet Mr.Ravi Prakash	
6	Beautification & Gardening	Mr.Ravindra Kumar I/C Ms.Meenu Singh Ms.Vidhya.M Mrs.Jackulin Mrs.Nirmala (Yoga) Mrs.Florence Nirmala Mr.Sathish Mr.Prashanth	

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7	CCA Co-curricular Activities	<p>Mr.MBJ Pancras</p> <p>Mr.Danwara Ram I/C(Sec)</p> <p>Mr.Mukesh Kumar I/C(Pri)</p>	<p>* For schedule of morning assembly programme the guidance given by the Regional Office should be strictly adhered to.</p> <p>To plan for the co-curricular activities in a befitting manner as per the calendar of activities given by the KVS</p> <p>To ensure that all students are motivated to participate in the competitions</p> <p>To ensure that all activities conducted are of desired standard.</p> <p>To ensure that Morning Assembly programmes are conducted as per the KVS norms and to improve the standard of the Students</p> <p>To ensure that prizes are procured and distributed soon after the competitions are conducted.</p> <p>To ensure that the common minimum programme is being conducted as per the KVS guidelines.</p> <p>To celebrate all important days in a befitting by proper distribution of work.</p> <p>To ensure that the children are made for inter-school competitions at the cluster level and selected from the beginning of the year</p> <ul style="list-style-type: none"> · To plan activities for the celebration of Baldiwas, during the current year our Vidyalaya would be hosting the same competitions
8	Cleanliness and Sanitation Committee	<p>Mr.RAJENDRA PRASAD</p> <p>Mr.DANWARA RAM</p> <p>Mr.RAVI PRAKASH</p> <p>Mr.SUNDARAM</p> <p>Ms.DEEPA , Mr.MUKESH KUMAR</p> <p>Mr.PAWAN KUMAR , JAYALAKSHMI</p> <p>MONIKA YADAV , SANJEEV LAKSHMI , V.NIRMALA, P.NIRMALA</p>	<p>To ensure that the Vidyalaya is being maintained neat and clean.</p> <p>To demand for necessary materials needed for cleaning and maintain their stock</p> <p>To ensure that the vidyalaya is cleaned and be present till the cleaning is over on daily basis</p> <p>To maintain necessary records are being maintained for the cleanliness of the Vidyalaya.</p> <p>To distribute the work among the cleaning staff and ensure that the cleaning materials as required for them are being maintained and issued to them for proper</p> <ul style="list-style-type: none"> · To ensure that the cleaning staff are being supervised and work taken from them. · To report about the cleanliness of the Vidyalaya everyday in the morning before 9.00 AM and follow up if there are deficiencies.

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9	CMP Activities-CCA	MEENU SINGH I/C PRASHANT K. R. KALAISELVI VIDHYA.P , JACKULINBOWLA	<p>· To ensure that the C.C.A activities are planned for the year for the different classes as per the latest guidelines and students practiced for the same . To submit a calendar of activities before April 1st week and follow the same</p> <p>To ensure that the competitions in the case of Primary are being conducted as per the requirement of KVS and the requirement of common minimum Programme attained.</p> <p>To ensure that the prizes for the competitions are being distributed timely for the various competitions conducted.</p>
10	CMP Activity Room Teaching Aids/ CMP / TLM	Mr.PAWAN KUMAR I/C DEEPA	<p>To ensure that the stock of teaching aids is maintained. To maintain that the same is issued to the staff as per their requirements To procure that necessary teaching aids are being maintained for the Vidyalaya for secondary and Primary for common minimum Programme.</p>
11	CMP Activities-sports	RAVINDRA KUMAR I/C AVINASH GAUTAM Mr.PAWAN KUMAR RAJESH KHANDWAL DEEPAK KUMAR NEELAM PATIL CURIE HAMALIN MANIMOZHIE D SATHISH	<p>To ensure that the competitions in the case of Primary are being conducted as per the requirement of KVS and the requirement of common minimum Programme attained.</p>

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12	Competitive Examination SOF Olympiad	DHARMENDRA I/C BEULA SANTHAKUMARI VIDHYA.M RAJESH KHANDWAL Mr.MUKESH KUMAR VIDHYA.P Mrs.Jayalakshmi	<p>To ensure that there is fair participation of the students.</p> <p>The necessary records in respect of these are maintained The details of winners are uploaded in the website of the vidyalaya</p> <p>The same is communicated and published in various forms</p>
13	Communicative Skills	Mr.Pancras I/C Mrs.Kalaiselvi Ms.Manimozhie Mrs.Sanjeev lakshmi	
14	Computer	Mr.Dharmendra Kumar I/C Mr.Indrajeet I/c(Pri) (Lang. Lab) Jayalakshmi	<p>To ensure that the stock of computer laboratory is being maintained in proper order.</p> <p>To maintain a record of the register of the use of the computer in the Vidyalaya.</p> <p>To monitor the use of Computers and Internet by the students.</p> <p>To ensure that all the teachers and students are allotted an ID in THINK.COM and they are guided to create pages in the THINK.COM</p> <p>To check the computer laboratory and computers are maintained in clean state and ensure proper security of the computers in the Vidyalaya.</p> <p>To maintain the stock of computers and the virus file duly updated</p> <p>To ensure that the unwanted sites access is being blocked and the computers are being used productively for the purpose of education</p> <p>To ensure that the computers not working are immediately attended to and necessary action for their repairs taken.</p> <p>To plan for the expansion and development of ICT facilities in the Vidyalaya</p> <p>To ensure that the reports in respect of the computers are being sent to the Regional Office in time</p> <p>To maintain the stock of audio-visual equipment in the vidyalaya and add new equipment during the current year,</p> <p>To ensure that necessary repair is done for the equipment.</p>

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15	CS 54	Mr.Dharmendral/C Mr.SUNDARAM Avinash	To compile the class wise details of fees collected every month and to submit the report for the perusal of undersigned. To ensure that the fee has been collected at correct rates and also to tally the same with the CS11 summary of daily cash collection. To submit the report on or before 7th of every month. To check the fee collected class-wise during fee collection months.
16	Cubs and Bulbul	AVINASH GAUTAM I/C Ms.DEEPA I/C MONIKA YADAV RAJESH KHANDWAL DEEPAK KUMAR NEELAM PATIL	To ensure that the Programme of activities are planned for the whole year in advance. To ensure that the reports are being sent periodically To ensure that the scouts, guides, cubs and bulbuls maintain proper records in respect of the scout activities. To plan for various camps and testing programmes
17	Decoration	NILADRI BANERJEE I/C RAVINDRA KUMAR MONIKA YADAV RAJESH KHANDWAL DEEPAK KUMAR PRASHANT Mr.MUKESH KUMAR	SANJEEV LAKSHMI CURIE HAMALIN MANIMOZHIE V.NIRMALA JACKULIN BOWLA ASHOK NIRMAL NEELAM PATIL
18	Discipline	RAVINDRA KUMAR I/C Mr.DANWARA RAM VIDHYA.M MONIKA YADAV V.NIRMALA D SATHISH JACKULINBOWLA FLORENCE NIRMALA	To check for the discipline of the students To ensure that the students come to school in proper uniform To minimise the late coming of the students to the Vidyalaya. To ensure that there is proper discipline among the students while coming to the morning assembly and while going back to classes after the assembly To ensure that the students assemble for lunch suitably and maintain discipline during the lunch. To ensure that students disperse for their home after the day's work in a disciplined manner. To utilise the student council for the purpose of ensuring better discipline

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Editorial Board 19 (school magazine)	<p>Mr.Pancras I/C</p> <p>Mr.DANWARA RAM</p> <p>Mr.MUKESH KUMAR</p> <p>K. R. KALAISELVI</p> <p>SANJEEV LAKSHMI</p> <p>VIDHYA.P</p>	<p>To make children prepare class manuscript magazine</p> <p>To keep a collection of photographs handy for publication in the vidyalaya magazine</p> <p>To motivate children to write for the Vidyalaya magazine</p> <p>To ensure that the E-Magazine scanned or photographed work of the children are published in the Website of the Vidyalaya</p> <p>To ensure that the magazine is being printed and released by October 2018 without fail.</p> <p>To ensure that the student editorial board is formed in the beginning of the year i.e., in the month of April and the work for magazine is started well in time.</p> <p>To keep proper record of the work done</p> <p>To maintain the school notice boards in a befitting manner with the contributions from the students</p>
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20 Examination	<p>BEULA SANTHAKUMARI</p> <p>PAGARE AMOL</p> <p>Mr.RAVI PRAKASH</p> <p>AVINASH GAUTAM</p> <p>DEEPA</p> <p>PRASHANT</p> <p>CURIE HAMALIN</p>	<ul style="list-style-type: none"> · The committee shall be responsible for the preparation of examination calendar and circulate the same in time - before 1st April 2018. · The examination calendar shall also be incorporated in the vidyalaya diary. · The requirements for the conduct of the examination shall be ordered well in time, planning for the entire academic year in two lots for the First Term and for the second term · The Question papers for any examination should be ready at least one week before the commencement of the examination. · All the teachers should be directed to set the question papers based on blue print and also the marking scheme should be submitted. · The Question papers shall be prepared manually and submitted for the approval of the subject committee and the same shall be computerised by the teachers and soft copy handed over well in time. · The examination duties shall be allotted systematically without any bias or favour. · The dates for the submission of the evaluated answer scripts shall be systematically followed and the teachers in default shall be reported in time. · The analysis of the results of the examination should be done as per the KVS guidelines and handed over the undersigned within one week after the completion of the examination. · The plan for the CCE should be well communicated to the teachers, parents and the students. · Necessary training programme for the same shall be arranged in the second week of April 2018. · The progress report as per the KVS guidelines shall be prepared timely and distributed. Necessary records of the examination shall be kept handy for inspection any time by the Principal and the members of the inspection committee and also the Mentoring Principal when they visit the Vidyalaya.
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S.No	Name of the Department	In-Charge & Members	Duties to be performed
21	First Aid	FLORENCE NIRMALA I/C RAVINDRA KUMAR DEEPA V.NIRMALA D SATHISH	<ul style="list-style-type: none"> · To ensure that First Aid required for the Vidyalaya is procured and maintained in at least two places and necessary first aid given to the students as and when required. · To ensure that every class especially in primary has a first-aid kit.
22	Fun Day	Mr.PAWAN KUMAR CURIE HAMALIN VIDHYA.P	To prepare time table for Fun Day And ensure all activities are carried out .
23	Furniture	Mr.Indrajeet I/C Mr.Pagare Amol Mr.Mr.RAVI PRAKASH Mrs.Meenu Singh Mr.Ravindra Kumar Mr.Sundaram	<p>To take the charge of the furniture on or before 31st March 2018</p> <p>To maintain class-wise inventory of the Vidyalaya.</p> <p>To report for damaged furniture</p> <p>To ensure that the requirement of furniture for the Vidyalaya is presented in time and items procured</p> <p>To ensure that the stock register is being maintained in a proper fashion and as per the new guidelines.</p> <p>To identify the items for condemnation and also new furniture is procured by helping in the invitation of tenders / quotations</p> <ul style="list-style-type: none"> · To ensure that the furniture is being repaired as per the needs.
24	Guidance & counselling	BEULA SANTHAKUMARI I/C Mr.RAJENDRA PRASAD MONIKA YADAV Mr.MUKESH KUMAR MANIMOZHIE FLORENCE NIRMALA ASHOK NIRMAL	<p>To ensure career guidance talk every week in the morning assembly</p> <p>To arrange a career and guidance exhibition in the month of October 2018</p> <p>As per KVS guidelines a trained counsellor can be hired for giving counselling to the children the same may be followed</p> <p>To ensure that the necessary guidance lectures are being arranged for the students from IX onwards.</p> <p>To ensure that the students requiring guidance as identified for, are being given guidance</p> <ul style="list-style-type: none"> · To ensure that the guidance materials are being collected and displayed in a guidance corner in the Vidyalaya.

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25	House Masters And Associates	<p>House I(Blue) Mrs.Beula Mr.Prashanth</p> <p>House II(Green) Dr.K.V.Rajendra Prasad Mr.Pawan Kumar</p> <p>House III(Red) Mr.Amol Ms.Neelam Patil</p> <p>House IV (Yellow) Mr.Dharmendra Mrs.Meenu Singh</p>	<p>To conduct and co-ordinate assembly and other activities in CCA and sports</p> <p>To develop a competitive spirit among the students</p> <p>To prepare the students for the different competitions</p> <p>To conduct and co-ordinate assembly and other activities in CCA and sports</p> <p>To develop a competitive spirit among the students</p> <p>To prepare the students for the different competitions</p> <p>To maintain the house notice boards (display boards) is maintained properly and the contents therein changed every month during the last week of the month so that fresh matters remain during the next month.</p> <p>The articles are to be changed every month on the last working day and the topics for the Notice Board are to be decided in advance relevant to the topics related to the month and communicated by 15th of every month</p> <p>The House Masters and Associate House Masters are to ensure that the children are motivated to maintain the same positively.</p>
26	Health & Yoga Club	<p>Mr.Ravi Prakash I/C(Sec) Mrs.V. Nirmala(Yoga) I/C(Pri)</p> <p>Mr.Avinash Gautam Mrs.Manimozhie Mrs.Florence Nirmala</p> <p>Mr.D.Sathish</p>	<p>To ensure that the students are divided into the club in the first meeting in April 2018 itself and they are suggested various activities and their record is maintained.</p> <p>A Yoga exercise a week is to be implemented</p> <p>Book exhibition may be organised. Students may be encouraged to buy one book a month for their home library and books may be suggested for the same class wise.</p> <p>Meditation Classes Can be encouraged</p> <p>Healthy food habits may be introduced.</p> <p>One fruit or vegetable a day may be planned and seasonal fruit or vegetable may be suggested in advance to make it an interesting activity.</p>

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27	Literary Club & Dairy	Ms.MBJ Pancras Mr.DANWARA RAM NEELAM PATIL I/C(PRI) DEEPA K. R. KALAISELVI VIDHYA.P	To form the Literary club in the month of April and organise the activities every week after duly verifying the circular from the records To ensure that the activities as suggested by the KVS for the Literary Club are being conducted. To ensure that the members are registered for the club and the activities conducted.
28	Library	Mr.RAVI PRAKASH I/C VIDHYA.M PRASHANT CURIE HAMALIN VIDHYA.P V.NIRMALA JACKULINBOWLA ASHOK NIRMAL	To plan for the purchase of library books for Primary and Secondary To ensure that proper class library system exists in the Vidyalaya To ensure that library books are being used to an optimum
29	Maintance & repairs of school building & furniture	INDRAJEET NILADRI BANERJEE RAVINDRA KUMAR DEEPAK KUMAR MANIMOZHIE ASHOK NIRMAL	To ensure that periodical maintenance of school building and furniture is being attended to on need basis every month. To invite quotations during April itself for the maintenance works of the school To ensure that the carpentry works required for the Vidyalaya are being taken up on need basis by maintaining a register for the same. To ensure that the proper materials needed for the cleaning of the Vidyalaya plant are planned and procured and supplied in time.
30	Math Club	Ms.Beula Santhakumari I/C VIDHYA.M PRASHANT I/C (PRI) RAJESH KHANDWAL Mr.PAWAN KUMAR	To form the Mathematics club in the month April To conduct the meetings of Mathematics club To create an interest among the students in the subject of mathematics To conduct lectures and seminars on mathematics To conduct workshops to prepare necessary mathematics material

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31	Maths Laboratory	Ms.Beula Santhakumari I/C VIDHYA.M	
32	NAEP	Mr.RAJENDRA PRASAD I/C DHARMENDRA PAGARE AMOL PRASHANT R.JAYALAKSHMI	To conduct the NAEP programme as per KVS guidelines. Parent Advocacy programme April 2018 Other activities to be completed before November 2018
33	Official Language	DHARMENDRA I/C Mr.DANWARA RAM Mr.RAVI PRAKASH PRASHANT R.JAYALAKSHMI	To help in implementing the official language To ensure that all correspondence received in Hindi is replied in Hindi To ensure that the rubber stamps are changed to Bi-lingual before April 2018 To ensure that all name boards are having bilingual All registers have the name in Hindi All Files are having Hindi names as well
34	PA SYSTEM	INDRAJEET NILADRI BANERJEE D SATHISH JACKULIN BOWLA ASHOK NIRMAL	
35	PTA	MBJ PANCRAS I/C Mr.RAJENDRA PRASAD NILADRI BANERJEE VIDHYA.M DEEPA CURIE HAMALIN R.JAYALAKSHMI ASHOK NIRMAL	To prepare a schedule for PTA. To arrange and co-ordinate the parent teacher meetings. To arrange for the executive committee meeting and to revive the same. To maintain the records relating to the parent teacher meetings.

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36	Purchase	INDRAJEET I/C Mr.DANWARA RAM PAGARE AMOL NILADRI BANERJEE Mr.SUNDARAM DEEPAK KUMAR NEELAM PATIL ASHOK NIRMAL	To co-ordinate all the purchases of the Vidyalaya To ensure that no excess purchases are made for the Vidyalaya To monitor the purchases to be made for the Vidyalaya To ensure that proper records of the items purchased are being maintained.
37	Reception	MONIKA YADAV NEELAM PATIL K. R. KALAISELVI MANIMOZHIE V.NIRMALA JACKULIN BOWLA FLORENCE NIRMALA	To ensure that the Programme of activities are planned for the whole year in advance. To arrange boquet for the Chief Guests To arrange Rangoli for Flag Pole To arrange Badges for various programmes
38	Refreshment Committee	VIDHYA.M DEEPA MEENU SINGH Mr.MUKESH KUMAR NEELAM PATIL SANJEEV LAKSHMI VIDHYA.P	
39	Science Club	Mr.RAJENDRA PRASAD I/C PAGARE AMOL Mr.SUNDARAM MEENU SINGH I/C(PRI) DEEPAK KUMAR MUKESH KUMAR	To ensure that an environment of science exists in the Vidyalaya and the activities are conducted. To ensure that in the morning assembly in one day science related topics / experiments are shown to create an awareness of the children. · To motivate children to prepare exhibits for the Science Exhibition and to ensure that they are being prepared in time.
40	Science Laboratory	Mr.RAJENDRA PRASAD I/C (BIO) PAGARE AMOL I/C(PHY) Mr.SUNDARAM I/C(CHEM)	

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41	Scouts and Guides	BEULA SANTHAKUMARI I/C MONIKA YADAV NILADRI BANERJEE I/C INDRAJEET RAVINDRA KUMAR Mr.PAWAN KUMAR	To ensure that the Programme of activities are planned for the whole year in advance. To ensure that the reports are being sent periodically To ensure that the scouts, guides, cubs and bulbul maintain proper records in respect of the scout activities. To plan for various camps and testing programmes
42	Seating Arrangement (For All Programmes)	Mr.RAVI PRAKASH RAVINDRA KUMAR Mr.PAWAN KUMAR D SATHISH	
43	Sports and Games	RAVINDRA KUMAR I/C PAGARE AMOL D SATHISH	To ensure overall sports and games development in the vidyalaya To prepare a calendar of activities for sports and submit the same before 1st week April 2018 To ensure that the necessary materials required for the vidyalaya are procured as per the norms and maintained. To ensure that the competitions are being conducted for the different houses and prizes distributed in time. To ensure that the materials required for the sports coaches are being issued.
44	Students Health Checkup	Mrs.Florence Nirmala I/C Mr.DANWARA RAM RAVINDRA KUMAR SANJEEV LAKSHMI R.JAYALAKSHMI V.NIRMALA	To ensure that student health check-up is conducted twice a year (September and February) To maintain necessary records related to all the students

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45	Time-Table	BEULA SANTHAKUMARI	They are to ensure that the following tasks are completed on or before 25th March 2018 and submit the hard copies and soft copies of the time table taking into consideration the staff sanction for the academic year 2018-19 and also the classes sanctioned for the next academic year.
		DHARMENDRA PAGARE AMOL	The committee is also responsible for the arrangement work on day to day basis and the same shall be carried out by the time table in-charge , in their absence the same shall be carried out by other members
		AVINASH GAUTAM	The committee is to ensure that the time-table is unbiased and ensure proper work and rest for the teachers and students.
	Daily Substitution Arrangement	RAJESH KHANDWAL	The committee shall ensure that no class is left free on any day by proper checking of the completed time table. The committee shall also ensure that the teachers allotted arrangement work shall always engage the classes and no left remains vacant. The practice of self-study to be done away with.
		K. R. KALAISELVI	The copies of the time-table shall be placed in the Principal's room, Office, Staff Room
		MEENU SINGH	The arrangement work shall be circulated timely daily by the sub-staff allotted in the committee and in the absence of the particular sub-staff alternative arrangement shall be made to circulate the same in time and display a copy in the notice board.
			The copy of the circulated arrangement work shall be handed over to the Principal on daily basis and kept in a file.
			The committee shall maintain the details of arrangement work given to the staff in an excel format and display the same on the last working day of every month for scrutiny. To frame the time table and monitor the changes in the same.
			To ensure that necessary arrangement is being in the absence of teachers and report of defaulters
			To ensure that the class attendance is marked by the teachers in the absence of the regular teacher

46	Web Committee (Develop in Hindi version)	DHARMENDRA Mr.DANWARA RAM R.JAYALAKSHMI	To maintain the website of the Vidyalaya on day to day basis To ensure that old and unnecessary pages are being diligently modified To maintain records relating to the computer and the updation of the vidyalaya website once in a period of 15 days and positively by 5th and 20th of every month.
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47	Work experience	Mr. Indrajeet I/C Mr.DANWARA RAM AVINASH GAUTAM	To ensure that the PA System is maintained for the morning assembly and for all important functions To ensure that the important events of the Vidyalaya are being covered using digital photograph and uploaded into the website.
48	Shaalaa Darpan	Mr.Dharmendra/I/C All Class teachers	
49	CBSE Registration	Mrs.Beula I/C MBJ PANCRAS Mr.RAJENDRA PRASAD DHARMENDRA PAGARE AMOL	