

KENDRIYA VIDYALAYA MALLESWARAM BENGALURU-
560055

DUTY ALLOTMENT FOR THE ACADEMIC YEAR 2018-19

(Time Schedule as per Vidyalaya Plan should be followed meticulously)

All the In-charges and Head Mistress and Vice Principal will regularly report the progress of work of various Committees, Clubs & Departments to the Principal before leaving School Campus

COMMITTEES -2018-19

OBJECTIVES

1. To make teaching-learning process more effective and meaningful through various alternative teaching strategies.
2. To initiate a programme of Seminars, Group Discussions, Computer Aided Teaching, Demonstration lessons, etc from class I to class IX and XI.
3. To make the special programme for bright and slow learners more meaningful.
4. To make the teaching staff more and more involved in purposeful activities and make them more conscious of their duties towards the students.
5. Regular observation of the class and the homework copies of the students under the supervision of Principal, Vice Principal, and Head Mistress.
6. To invite and execute expert guidance.
7. To make use of Audio Visual Aids
8. To plan and conduct Activities in class room where child centered learning process will be carried out.
9. To discuss about Innovative Projects of teachers for Awards and Students for the Exhibitions.
10. Last but not the least, to achieve 100% qualitative results in Board classes and also to improve the teaching process for bringing better results in the home examinations and CBSE Examinations.

DISTRIBUTION OF TEACHERS UNDER VARIOUS SUBJECT COMMITTEES TO
BRING EXCELLENCE IN SCHOLASTICS

SECONDARY AND SENIOR SECONDARY DEPARTMENT

1. APPOINTMENT COMMITTEE

CHAIRMAN VMC /NOMINEE OF THE CHAIRMAN
MEMBER OF THE VMC
SUBJECT EXPERT
PRINCIPAL
VICE PRINCIPAL
TEACHER REPRESENTATIVE
HM

2. ADMISSION COMMITTEE

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|---------------------------------|-----------------|--------------|
| 1. Mr. R.RAVISANKAR,
(Maths) | PGT
Convener | |
| 2. Mrs. NEERU MEHANDIRATTA, | PGT (Comp sc) | Co- Incharge |
| 3. Mrs. ALPHA REJI,PGT (Eco) | PGT (Eco) | Member |
| 4. Mrs. NALINI RAMAKRISHNA, | Head Mistress | Member |
| 5. Mrs. NAMITA ACHARYA | PRT | Member |
| 6. Mrs. SHANTA A | PRT (officio) | Member |

3. TIME TABLE COMMITTEE (SECONDARY & SENIOR SECONDARY)

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|-------------------------------|-------------|--------------|
| 1. MR. N KARUPPANNAN | PGT (Maths) | Convener |
| 2. Mr. RAMANA P V | TGT (Maths) | Co- Incharge |
| 3. Mr. SARVAN SINGH PRAJAPATI | TGT (WE) | Member |
| 4. Mrs.SUMATHI YANNAM | Librarian | Member |
| 5. Mrs. MARY SAMUEL | PRT | Member |
| 6. Mrs.SHANAZ JABEEN | PRT | Member |
| 7. Mrs.KAVITA CHAUDHARY | PRT | Member |
| 7. Comp. Instructor | | |

4. EXAMINATION COMMITTEE

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|---|-------------|----------------------|
| 1. Mr. R.RAVISANKAR , | PGT (Maths) | Convener |
| 2. Mr. ABDUL RAZAK ,
charge (Internal) | PGT (Chem) | Co- In- |
| 3. Mrs. LEKHA ANANDAN | PGT (Bio) | Co-In- Charge (CBSE) |
| 4. Mrs. SUMAN YADAV | PGT (Chem) | Member |
| 5. Mrs. STELLA SIMON | TGT (Sci) | Member |

1. PRIMARY

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|--------------------------|-----|-------------|
| 1. Mrs. IRANI HAZARIKA, | PRT | Convener |
| 2. Mrs.KAVITA CHAUDHARY, | PRT | Co-Incharge |

External

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|------------------------|-----------|----------|
| 1. Mr. BHOOMINATHAN B, | PGT (Phy) | Convener |
|------------------------|-----------|----------|

5. Olympiads

1. Mr. CHANDRAMOULI,	PGT (Phy)	Convener
2. TGT (MATHS)		Co-Incharge
3. Mrs. VIJAYALAKSHMI K.G,	PRT	Member
4. Mrs. MARY SAMUE	PRT	Member

6. FURNITURE COMMITTEE

1. Mr. N KARUPPANNAN	PGT (Maths)	Convener
2. TGT (Sci)		Member
3. Mrs. NISHA KUMARI		Member

7. MAINTENANCE & DEVELOPMENT OF SCHOOL BUILDING INCLUDING ELECTRICITY

& PLUMBING WORKS

1. Mr. N KARUPPANNAN (Maths)	PGT Convener	
2. Mr. L C RAM	TGT (Hindi)	Co-I/C
3. Mrs. RUTA UPADHYA	PRT	Member

8. CCA Committee

1. Mrs. DOROTHY ROY Convener	PGT (Eng)	Sec.
2. Dr. S PODDAR	PGT (Hindi)	Co-incharge
3. Mr. SARVAN SINGH PRAJAPATI	TGT (WE)	Member
4. Mrs. SHIJILA ,	TGT(P&HE)	Member
5. Mrs. RUTA UPADHYA	PRT	Pri. Convener
6. Mrs. KAVITA CHAUDHARY	PRT	Co-Incharge

9. SCOUTS & GUIDES

1. Mr.L C RAM , TGT (Hin)	Scout	Sec.In-charge
2. Mrs STELLA SIMON, TGT (Sci) charge	Guides	In-
3. Mrs.SUMATHI YANNAM, Librarian	Guides	Member
4. Mrs. RUTA UPADHYA, PRT	Cubs & Bulbuls	Pri. I/C
5. Mrs. VIJAYALAKSHMI K.G, PRT	Cubs & Bulbuls	Member
6. Mrs.KAVITA CHAUDHARY, PRT	Cubs & Bulbuls	Member

10. SCHOOL DISCIPLINE COMMITTEE

1.	VICE PRINCIPAL	CONVENER
2. Mrs. RASHMI NAIR	PGT (Comm)	Member
3. Mrs. SHIJILA P S ,	TGT(P&HE)	Co-I/C
4. Mrs. NALINI RAMAKSRISHNA	HM	Member
5. Mrs. SHANAZ JABEEN	PRT	Member
6. All Class Trs. & Co-Class Trs.		

11. BEAUTIFICATION / PHOTOGRAPHY COMMITTEE

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|------|--------------------------------------|-----|----------|
| (AE) | 1. Mr. SURYAKANT VAIDYA,
Convener | TGT | |
| | 2. TGT (Sci) | | Co -I /C |
| | 3. Mrs. Priyanka Verma | PRT | Member |

12. CLEANLINESS & SANITATION COMMITTEE

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|---------|---------------------------|------------|--------|
| ANANDAN | 1. Mr. LEKHA
PGT (Bio) | Convener | |
| | 2. Mrs. SHIJILA | TGT (P&HE) | Member |
| | 3. Mr. SARVAN S PRAJAPATI | TGT (WE) | Member |
| | 4. TGT (S.St.) | | Member |
| | 5. Ms. YUTSI | PRT | Member |
| | 6. Ms. MISHA SRIVASTAVA | PRT | Member |

13. GUIDANCE & COUNSELLING COMMITTEE

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|----|------------------------------------|----|----------|
| 1. | | VP | Convener |
| 2. | Mrs. NALINI RAMAKRISHNA,
charge | HM | Pri. In- |
| 3. | Counsellor | | Member |
| 4. | Respective Class Teacher | | |

14. ADVISORY COMMITTEE

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|----|----------------------------------|---------------|--------|
| 1. | Principal
Convener | Vice | |
| 2. | Mr. R.RAVISANKAR
charge | PGT(Maths) | In- |
| 3. | Mrs. SUMALATHA S
(Eng) Member | TGT | |
| 4. | Mrs. NALINI RAMAKRISHNA | Head Mistress | Member |
| 5. | Mrs. IRANI HAZARIKA | PRT | Member |

15. LIAISON OFFICERS FOR VARIOUS WORKS

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|----|---------------------------------|-----------|-----------|
| 1. | Mrs. M.KAMALA DEVI
principal | | Vice |
| 2. | Mr. CHANDRAMOULI,
) | | PGT (PHY |
| 3. | Mrs. SUMALATHA S | | TGT (Eng) |
| 4. | Mrs. SHIJILA P
S, | TGT(P&HE) | |

16. PURCHASE AND CONDEMNATION COMMITTEE

1. Chairman VMC/ Nominee of the Chairman
2. A member from the VMC

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|----------------------------|-----------|----------------|
| 3. Stock Holder | | |
| 4. Smt. BHANUMATHY H D | | Principal |
| 5. Smt. | | Vice Principal |
| 6. Smt. NALINI RAMAKRISHNA | | HM |
| 7. Smt. Mrs. RUTA UPADHYA | | Sr. PRT |
| 8. Smt. SUMATHI
YANNAM | Librarian | |
| 9. Mr. H.T SAMPATH KUMAR | | SSA |

17. VVN FUND COMMITTEE

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|---------------------------------|----------------|----------|
| 1. Mrs. | VICE PRINCIPAL | Convener |
| 2. Mr. R.RAVISANKAR
Incharge | PGT (Maths) | Co- |
| 3. Mr. H.T SAMPATH KUMAR | SSA | Member |
| 4. Mr. Class XII- Head Boy | | Member |
| 5. Ms Class XII- Head Girl | | Member |

18. WEBSITE COMMITTEE

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|---|----------|--------|
| 1. Mrs. NEERU MEHANDIRATTA,PGT (Comp
Sc) | Convenor | |
| 2. Mr. SURYAKANT VAIDYA, TGT (AE)
incharge | | Co - |
| 3. Mrs. NALINI RAMAKRISHNA, HM | | Member |
| 4. Mrs. KAVITA CHAUDHARY, PRT | | Member |
| 5. Computer Instructor-1 | | Member |
| 6. Computer Instructor-2 | | |

19. LIBRARY COMMITTEE

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|---|--------|----------|
| 1. Mrs. SUMATHI YANNAM (Librarian) | | Convener |
| 2. Dr. SATYAWATI PODDAR, PGT (Hindi) | | Member |
| 3. Mr. BHOOMINATHAN B, PGT
(Physics) | Member | |
| 4. TGT (English) | | Member |
| 5. Mrs. NALINI RAMAKRISHNA, HM | | Member |
| 6. Ms. BABITA, PRT | | Member |
| 7. Mrs. PRIYANKA VERMA | | Member |
| 8. Student Representative-1 | | |
| 9. Student Representative-2 | | |

20. MAGAZINE PRINTING, PRESS& PUBLISHING COMMITTEE

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|---|----------|
| 1. Dr. SATYAWATI PODDAR, PGT
(Hindi) | Convener |
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| 2. Mrs. DOROTHY ROY, PGT (Eng)
Incharge | | | Co- |
| 3. TGT
(SKT) | | | Member |
| 4. Mr. SURYAKANT VAIDYA, TGT (AE) | | | Member |
| 5. Mrs. MARY SAMUEL ,
PRT | | Member | |
| 6. Mrs. KAVITA CHAUDHARY,
PRT | | Member | |
| 7. Students -2 (Boy &
Girl) | | Member | |

21. EXCURSION COMMITTEE

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|--------------------------------|-----------|-----------|--------|
| 1. Mrs. SHIJILA P S
, | TGT(P&HE) | Convener | |
| 2. Mr. BHOMINATHAN
Incharge | | PGT (Phy) | Co- |
| 3. Mr. SARVAN S PRAJAPATI | | TGT (WE) | Member |
| 4. Mrs. IRANI HAZARIKA
r | | PRT | Membe |
| 5. Mr. JAYHIND
KUMAR | PRT | | Member |
| 6. Ms. MISHA
SRIVASTAVA | PRT | | Member |

22. MEDICAL[CHECK UP, FIRST AID]

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|------------------------------|----------|-----|
| 1. Mrs. SHIJILA P S
(PHE) | Convener | TGT |
| 2. Yoga Tr. | | |
| 3. Doctor | | |
| 4. Nurse | | |
| 5. Sports Coaches | | |

23. SEXUAL HARASSMENT PREVENTION COMMITTEE

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|---------------------------|--|-----------|
| 1. Smt. H D
BHANUMATHY | | Principal |
| 2. Mrs.
Principal | | Vice |
| 3. Mr. ABDUL
RAZAK, | | Member |
| 4. Mrs. ALPHA
REJI | | Member |

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| 5. Mrs. NALINI RAMAKRISHNA, | HM |
| 6. Mrs. SANDHYA SURESH | Member |

24. HINDI IMPLEMENTATION COMMITTEE

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|---|--------------|--------|
| 1. Dr. SATYAWATI PODDAR
(Hindi) Convener | PGT | |
| 2. Mr. L C RAM | TGT (Hindi) | Co-I/c |
| 3. Mrs. NALINI RAMAKRISHNA | HM | Member |
| 4. Mrs. SHANAZ JABEEN | PRT | Member |

25. ADOLESCENCE EDUCATION PRAGRAMMEE COMMITTEE

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|--------------------------------|-------------|----------|
| 1. Mrs. LEKHA ANANDAN , | PGT (BIO) | Convener |
| 2. Mrs. SUMAN YADAV, | PGT (Chem) | Co- |
| Incharge | | |
| 3. Mr. SARVAN SINGH PRAJAPATHI | | Member |
| 4. Mrs STELLA SIMON | TGT(S.St) | Member |

26. RIGHT TO INFORMATION ACT COMMITTEE

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|--------------------------|-----------|----------|
| 1. Mr. R.RAVISANKAR | | Convener |
| 2. Mrs. LEKHA ANANDAN , | PGT (BIO) | Co- |
| Incharge | | |
| 3. Mr. H.T SAMPATH KUMAR | | Member |

27. GRIEVANCE CELL COMMITTEE

I. (General)

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|-----------------------|--|----------|
| 1. Mr. BHOOMINATHAN B | | Convener |
| 2. Mrs. SUMALATHA S | | Member |
| 3. Ms. MANISHA KUMARI | | Member |

II. WOMEN:

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|----------------------------|--|----------|
| 1. VICE PRINCIPAL | | Convener |
| 2. Mrs. NEERU MEHANDIRATTA | | Co-I/c |
| 3. TGT (Sci) | | Member |
| 4. Mrs. Laxmi | | Member |

III. SC/ ST

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|-------------------------|--|----------|
| 1. Mrs. LEKHA ANANDAN | | Convener |
| 2. Mr. SURYAKANT VAIDYA | | Co- I/C |
| 3. Mrs. PRIYANKA VERMA | | Member |

28	<u>CULTURAL COMMITTEE</u>	
1.	Mrs. DOROTHY ROY	CCA I/C (Secondary)
2.	Dr. SATYAWATHI PODDAR	Co-incharge
3.	Mrs. MALATHI SAJIKUMAR	Member
4.	Mrs. SAVITA UDAR, PRT	Member
5.	Mrs. NISHA KUMARI PRT (Music)	Member
6.	Mr. L C RAM, TGT –Hindi	Member

29. EXHIBITION COMMITTEE

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1.	Mr. CHANDRAMOULI	Convener
2.	Mrs. ALPHA REJI	In-Charge
3.	All Staff members	Respective Department
4.	Mrs. NISHA KUMARI	Member

VARIOUS SUBJECT COMMITTEES

1. ENGLISH SUBJECT COMMITTEE

1.	Mrs. DOROTHY ROY	PGT(Eng)	Convener
2.	TGT (English) Incharge	TGT (Eng)	Co-
3.	Mrs. SUMALATHA S	TGT (Eng)	Member
4.	TGT (English)	TGT (ENG)	Member

2. HINDI AND SANSKRIT SUBJECT COMMITTEE

1.	Dr. SATYAWATI PODDAR	PGT (Hindi)	Convener
2.	TGT (Sanskrit) Incharge	TGT(Skt)	Co-
3.	Mr. L C RAM	TGT (Hindi)	Member
4.	TGT (Hindi)	TGT (Hindi)	Member
5.	TGT (SKT)	TGT (Skt)	Member

3. MATHEMATICS SUBJECT COMMITTEE

1.	Mr. R.RAVISANKAR,	PGT (Maths)	Convener
2.	Mr. N KARUPPANNAN Incharge	PGT (Maths)	Co-
3.	Mrs. UMA	TGT (Maths)	Member
4.		TGT (Maths)	Member
5.	TGT (Maths) 2	TGT (Maths)	Member

4. SCIENCE SUBJECT COMMITTEE

1. Mr. CHANDRAMOULI	PGT (Phy)	Convener
2. Mr. ABDUL RAZAK	PGT(Chem)	Co-Incharge
3. Mr. BHOOMINATHAN B	PGT (Phy)	Member
4. Mrs. LEKHA ANANDAN	PGT (Bio)	Member
5. Mrs. NEERU MEHANDIRATTA	PGT (Com Sci)	Member
6. Mrs. SUMAN YADAV	PGT (Chem)	Member
7. Mrs STELLA SIMON	TGT(Sci)	Member
8. TGT(Sci)-1	Member	

5. SOCIAL SCIENCE SUBJECT COMMITTEE

1. Mrs. RASHMI NAIR	PGT (Com)	Convener
2. Mrs. ALPHA REJI	PGT (Eco)	Co-
Incharge		
3. TGT (S.St) -1		Member
4. TGT (S.St) -2		Member
5. TGT (S St)-3		Member

6. CO SCHOLASTIC COMMITTEE

1. Mr. SURYAKANT VAIDYA	TGT (AE)	Convener
2. Mrs. SHIJILA P S	(PH& E)	Co-Incharge
3. Mrs. SUMATHI		
YANNAM, (Librarian)	Member	
4. Mrs. NISHA KUMARI,	PRT	
(Music) Member		
5. Mr. SARVAN SINGH PRAJAPATI	TGT (WET)	Member
6. Yoga Teacher (Contractual)		Member

II. SPECIAL COMMITTEE FOR PURSUING THE PROGRAMME FOR BRIGHT AND SLOW LEARNERS AND MINIMUM PROGRAMME FOR ALL (ACADEMIC COUNCIL)

1. Principal		Vice
2. Mr. R.RAVISANKAR (Maths)		PGT
3. Mr. ABDUL RAZAK (Chem)		PGT
4. Mr. L C RAM (Hindi)		TGT
5. Mrs. NALINI RAMAKRISHNA		HM

6. Mrs. MARY SAMUEL
7. Mrs. SANDHYA SURESH

PRT
PRT

VARIOUS CLUBS

OBJECTIVES

1. To share the strong interest and their hobbies constructively
2. To develop interest and commitment towards the target.
3. To develop team building / team work, and create team oriented environment.
4. To create an opportunity for the students to learn planning skills.
5. To create the feeling of involvement and ownership of work.
6. To create in bringing different perspectives and ideas to task.
7. To inculcate the habit sharing the work and responsibilities among students.

1. SPORTS AND ADVENTURE

Main Objectives

- The most enlivening and interesting structure that effects blooming of a strong and sportive personality.
- To motivate the student to participate in various sports and games within the frame work of the National Curriculum.
- To identify the students talent / potentiality in a specific field of sports and games.
- To enlighten the advantages of physical activity in terms of health and social well being

1. Mrs. SHIJILA P S, TGT (P&HE) In charge
2. Mrs. ALPHA REJI
3. Mrs.SUMATHI YANNAM,(Lib)
4. Mr. JAYHIND KUMAR
5. MS. MANISHA KUMARI

2. SOCIAL SCIENCE CLUB:

Main Objectives

- To bring about a sweet amalgamation of academic knowledge
- To be aware of current happenings high lighting the importance of universal brotherhood.
- To promote the feelings of belongingness as a citizen of the world equipping students to compete confidently.
- To organize Social Science exhibitions at various levels

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|---|------------|
| 1. Mrs. RASHMI NAIR, PGT (Commerce) | In –charge |
| 2. Mr. SANTOSH KUMRA SINGH, TGT (So.St) | Member |
| 3. Mrs. APARNA, TGT (So.St) | Member |
| 4. Mr. VITTAL , TGT (So.St) | Member |
| 5. Ms. YUTSI MISHRA, PRT | Member |

3. SCIENCE CLUB:

Main Objectives

- To develop a scientific attitude and temper, outlook & inquisitiveness in the young minds and promotes practical learning, activity based on learning by doing i.e. based on facts and certainty but not on myths and make children competent enough to excel in KVS National level Competitions.
- To improve the myths/ misconceptions and go towards the facts and evidences.
- To develop a rational and in discriminated mind
 1. Mrs. SUMAN YADAV, PGT (Chem) In-charge
 2. Mrs. STELLA SIMON, TGT (SCI)
 3. Mrs. NAMITA ACHARYA
 4. Mrs. K G VIJYALAKSHMI

4. LITERARY CLUB:

1. Mrs. MALATHI SAJIKUMAR In-charge
2. TGT(SKT)
3. Mr. L C RAM TGT (Hindi)
4. MRS. SANDHYA SURESH
5. MS. YUTSI MISHRA

5. NATURE AND ECO CLUB:

Main Objectives

- To arouse the aesthetic sense of feeling towards others.
- To develop the interest of doing any work sportively but silently.
- To inculcate the habit of observation and appreciation of beauty
- To capture the beautiful and bounteous-‘NATURE’ and embrace it in the school representing ‘Mini –Nature’
- To inculcate the habit of conservation.

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|---------------------------------|-----------|
| 1. Mr. LEKHA ANANDAN, PGT (Bio) | In-charge |
| 2. TGT SCIENCE -1 | |
| 3. MS. MANISHA KUMARI, PRT | |
| 4. Mrs.LAXMI, PRT | |

6. CREATIVE CLUB:

Main Objectives

- A unique effort to bring out the hidden talents in children by boosting their morale and give vent to their expressions through various literary and non – literary forms
- Collect various types of sources for the benefit of the students and teachers to make education more meaningful, creative and interesting

1. Mr. ABDUL RAZAK, PGT (Chemistry) In-charge
2. Mrs. SUMALATHA S, TGT (English)
3. Mr. SANTOSH KUMAR SINGH
4. Ms. BABITA
5. Mr. SURYAKANT VAIDYA

7. INTEGRITY CLUB :

Main Objectives

- To follow the motto of the club “Living Values’ by the members “young Champions of Ethics”
- To rekindle the values in the society
- To achieve this live ethically, the young champions of ethics will propagate ‘Human Values’ in their families, neighbourhood, school community and society at large to strengthen value based culture in the country

1. Mrs. RASHMI NAIR, PGT (Comm) In-charge
2. TGT (Maths)
3. Mrs. NAMITA ACHARYA , PRT

8. SCOUTS & GUIDES CLUB

Main Objectives

- A sincere Endeavour to bring out our truly spirited –patriots and patrons
- To teach them the idea of the slogan “Be prepared in the context of the practical”
- To develop service oriented personality of a student
- To provide Physical, Mental, Social and Spiritual development to the students and make them better citizens of tomorrow.
- To inculcate Leadership qualities.

- To develop all round development and feeling of Brotherhood and Co-operation.
- To bring them close to their natural environment and spring up environmental awareness.

1. Mr. L C RAM, TGT (Hindi) In-charge
2. Mrs STELLA SIMON, TGT (Sci)
3. Mrs.SUMATHI YANNAM, Librarian
4. Mrs. RUTA UPADHYA, PRT
5. Mrs.KAVITA CHAUDHARY, PRT

9. MUSIC, DRAMA AND DANCE CLUB:

Main Objectives

- To celebrate, ancient and peaceful means to effect the catharsis of emotions natural to the species and bring out the spontaneous performing talents and creativeness in students.
- To develop the aesthetic sense
- To increase the concentration power of a child
- To nurture the musical talent both Vocal as well as instrumental among students.
- To provide an opportunity for exercising their vocal cords and prove in singing hymns.
- To keep the mental state of mind of student very peaceful and graceful

1. Mrs. NISHA KUMARI, PRT (MUSIC) In-charge
2. TGT (English)
3. Mrs. RUTA UPADHYA, PRT
4. Mrs. VIJAYALAKSHMI K.G, PRT
5. Mrs. SAVITA UDAR, PRT

10. NIE (NEWS PAPER IN EDUCATION CLUB)

Main Objectives

- To inculcate the habit of reading
 - To make them aware about the current affairs
 - To inculcate the involvement of discussions and debates
1. Mrs. SUMALATHA In-charge
 2. Mrs. Mary SAMUEL
 3. Mrs. IRANI HAZARIKA, PRT

11. Staff Club:

**Signature of the Vice Principal
Principal**

Signature of the