



ARKA - THE GREEN SCHOOL

GLOBAL HOLISM GROUND, ANDOOR, VENDALICODE – 629161

COMMITTEES

S. No.	Committee	Committee Members	Duties
01	Administrative Committee	1. Dr. P. S. R. Babu 2. Dr. R. Kalai Arasi 3. M. R. Sowmiya 4. M. R. Sandhya 5. S. Ramani 6. M. Nishamili 7. J. Anushiya 8. Dency. L	1. Welcoming and beginning of new academic session 2. To guide, suggest and chalk out all action plan for academic and co-curricular activities. 3. Will function as advisory board for ARKA activities. 4. In-charge and members of its committee will help and advise the Principal to take decision during emergencies and in normal course of work. 5. The committee is empowered to take decision and action in time, to improve the ARKA status in the field of academic and co-curricular activities with the approval of the principal. 6. Any other related work.
02.	Admission Committee	1. Dr. R. Kalai Arasi 2. Hemalatha. M 3. T. Rajan 4. Dency. L 5. M. R. Sandhya	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 9th . 4. To complete, the formalities of admission for the session 2021-2022 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 2020-2021. 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. 8. Any other related work.
03.	Admission Through TC, issue of TC & School Record (Admn. Withdraw) Maintenance	1. Dr. R. Kalai Arasi 2. Shoba 3. Jeya Raj 4. Hemalatha. M	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.
04.	Examination (Secondary Section)	1. J. Anushiya 2. M. R. Sandhya 3. Shoba	
	Examination (Primary Section)	1. Hemalatha. M 2. Shoba	

			<p>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.</p> <p>4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time.</p> <p>5. To ensure that answer scripts are corrected within stipulated time for the internal exams.</p> <p>6. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action.</p> <p>Examination</p> <p>7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. (Primary)</p> <p>8. To complete all CBSE correspondence and uploading of all data in time and as per schedule.</p> <p>9. To ensure all arrangements for internal and board exams are done as per schedule.</p> <p>10. To maintain proper record of students indulging in malpractice during Exam and action taken.</p> <p>11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time.</p> <p>12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.</p>
06.	Time Table & Arrangement (Secondary)	1. M. Nishamili 2. Shoba	1. To frame the time table as per periods allotted and to bring in necessary changes as required due to ARKA circulars or requirement of school.
07.	Time Table & Arrangement (Primary)	1 Hemalatha. M 2. Shoba	<p>2. To make alternative arrangements when teachers are on leave.</p> <p>3. To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn & Winter) and vacation including morning assembly time and one hour after the regular period of ARKA as per action plan for class VI to higher</p> <p>4. To ensure ringing of the bell in time.</p> <p>5. To prepare day wise Time Table of all the Teachers.</p> <p>6. All other related work.</p>
08.	Discipline committee (Primary Secondary) &	1. M. R. Sandhya 2. Hemalatha. M 3. Babial Gnanam 4. Sree Kesh	<p>1. To ensure that students follow general instructions related to discipline.</p> <p>2. Committee members will keep a keen watch on behavior of students in school campus.</p> <p>3. This committee will take the responsibility to</p>

			<p>ensure healthy conducive atmosphere in ARKA.</p> <ol style="list-style-type: none"> 4. Checking if students are properly turned out. 5. Parents of latecomers to be informed. 6. If any member finds any misbehaviour by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will decide the punishment to concerned student (s). 7. Surprise checks of bags of students. 8. Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty. 9. Any other related work. 10. To decide on the necessary action based on reports given by the members of the discipline committee. To maintain the records of Action taken.
09.	CCA	<ol style="list-style-type: none"> 1. M. R. Sandhya 2. Chithra. S 3. Anushiya. J 	<ol style="list-style-type: none"> 1. 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 2021-22 to be ready by 25 th March 2021 with a CCA calendar of Activities. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation for CCA & calendar of Activities. 4. Organise Programmes on Special days to celebrate the occasions with true spirit through guest lectures. 5. To send the reports to R.O & to the media/ Agencies for publications. 6. Organize class photographs. 7. 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 2021. 8. 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. 9. Topics for display board- once in two months. 11. Any other related work. 10. Formation of student council 11. Identity Card for students by end of April for all classes 12. To organise Annual Day & distribute CCA prizes. <p>MORNING ASSEMBLY</p> <ol style="list-style-type: none"> 1. 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. 2. Children's birthdays will be celebrated in morning assembly. 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.
10	Checking of Accounts/ Arrear and fee related matters	1. M. R. Sandhya 2. Shoba 3. Dr. R. Kalai Arasi	1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal. 2. All other matters related with school fee deposition.
12.	Furniture	1. Shoba 2. Jeya Raj	1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget. 2. To clear/get shifted un utilized furniture. 3. To get classroom, black boards, name boards, etc. painted and maintained. 4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction. 5. All related work
13.	Scout and Guide	1. Vijithra 2. Dr. R. Kalai Arasi	1. Prepare S/G activity plan with tentative date & Months for activities to be organized. 2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2021. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both in internal & external competitions. 5. All other related work.
14.	Daily Cleanliness	1. Shoba 2. Viji 3. Mary	1.To mark attendance of housekeeping staff & to ensure correct payment every month. 2.Proper distribution of duties to the different members of the conservancy/housekeeping staff. 3.To ensure that the house keeping staff perform the following duties- Cleanliness of entire school and school campus Cleaning of all toilets 3 times a day Wet mop of all corridors, staircases and cleaning classrooms to be cleaned after school hours. 4. Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff. 5. Purchase of required items and materials for cleaning purposes. 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. 7. To ensure that water points are regularly cleaned. 8. To also involve the members of the student council in monitoring cleanliness of the ARKA. 9.Any other related work
15.	Security of School	1. Dr. R. Kalai Arasi	1. To ensure availability / presence of security

	premises	2. Ghanadhas	<p>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>
16.	Purchase Committee	<p>1. Dr. R. Kalai Arasi</p> <p>2. M.R. SANTHIYA</p> <p>3. S. RAMANI</p> <p>4. J. ANUSHYA</p> <p>5. NISHAMILI. M</p>	<p>1. To estimate the requirements in the beginning of the academic year in consultation with various departments.</p> <p>2. To ensure that all items are purchased following the correct purchase procedures.</p> <p>3. To verify items purchased by various departments</p>
17.	First Aid & Medical Checkup	<p>1. B. BINCY</p> <p>2. V. SENTINI SHOBA</p> <p>3. Dr. R. Kalai Arasi</p>	<p>1. To prepare a plan for student's medical check - up twice in this session by authorized Medical Officer.</p> <p>2. To purchase required items for first aid and other medicines on the advice of the doctor.</p> <p>3. To plan for purchase of required items so as to keep the medical room well equipped and to organize expert talks related to health & hygiene.</p> <p>4. To place requirement for health card of students and to ensure that class wise health data is maintained .</p>
18.	Gardening Committee/ Eco Club	<p>1. Dr. R. Kalai Arasi</p> <p>2. M.R. SOWMYA</p> <p>3. M.R. SANTHIYA</p> <p>4. R. G. SREEKESH</p>	<p>1. To procure the required seeds and plants etc. as per the season & requirement.</p> <p>2. To procure required implements for gardening.</p> <p>3. Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year</p> <p>4. Conduct activities to create awareness amongst children towards protection of Nature.</p> <p>5. To organize Trips & All other related works.</p>
19.	Career Guidance and Counselling	<p>1. Dr. P. S R Babu</p> <p>2. Dr. D. Hemalatha Kalaimathi</p> <p>3. Dr. R. Kalai Arasi</p> <p>4. Dr. Kumar Ganesan</p>	<p>1. Provide proper guidance to students for their career planning.</p> <p>2. Employment News, magazines and newspapers' information should also be placed on career guidance display board for students & staff.</p> <p>3. Experts should also be invited time-to-time to provide proper guidance to the students.</p> <p>4. Keeping close contact with guidance & counselling agencies for collecting proper guidance & information for various career options.</p>
20.	AEP (Adolescence Education Programme)	<p>1. Dr. R. Kalai Arasi</p> <p>2. M.R. SANTHIYA</p>	<p>1. Plan AEP programme.</p> <p>2. Report of conducted activities.</p> <p>3. To give counselling and guidance to students.</p>

			<p>4. To organize lectures or seminars related to the field.</p> <p>5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children's queries, problems and suggestions.</p>
21.	Heritage & Integrity Club /	<p>1. Dr. P. S R Babu</p> <p>2. Dr. Kumar Ganesan</p> <p>3. S. CATHERIN JANI,</p>	<p>1. Celebration of festivals</p> <p>2. Organizing community lunch</p> <p>3. Value Education by teachers and other guest speakers</p> <p>4. Programmes in assembly to promote honesty, secularism, patriotism. etc.</p>
22.	Staff Meeting / ARKA events recording	<p>1. Dr. P. S R Babu</p> <p>2. M.R. SANTHIYA</p> <p>3. NISHAMILI. M</p> <p>4. S. RAMANI</p>	<p>1. Recording the minutes of staff meeting and getting it signed by principal. Proper information to all staff members regarding</p> <p>2. All related works.</p>
24.	Games , SBSB and Sports Committee	<p>1. R. G. SREEKESH</p> <p>2. Vimal</p> <p>3. M.R. SANTHIYA</p> <p>4. Dr. R. Kalai Arasi</p>	<p>1. To prepare a plan & compact programme for the entire session as per the academic calendar.</p> <p>2. Select the students for particular games in the beginning of the session to impart proper training to students.</p> <p>3. Set a target & must proceed accordingly to achieve maximum success in the meets.</p> <p>4. Utilize the games period primarily for the development of the earmarked games by the KVS.</p> <p>5. Facilitate all the students with the available games equipments for the in the meets.</p> <p>4. Utilize the games period primarily for the development of the earmarked games by the KVS.</p> <p>5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school.</p> <p>6. To organize inter house competition and mini and annual sports day.</p> <p>7. To put forward requirement for purchase of all required sports items.</p> <p>8. To form school teams in different games Volleyball, Basketball, Football and Cricket</p> <p>9. Any other related work</p>
25.	Library	<p>1. Thanulingam</p> <p>2. J. ANUSHYA</p> <p>3. R. ASBINI</p>	<p>1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers to the students.</p> <p>2. Newspapers, magazines etc should be readily available in library.</p> <p>3. Prepare a list of books with the help of subject teachers by Apr 2020. Purchase them latest by Dec 2020 as per budget provision.</p> <p>4. Two competitions should be organized in this session for the staff and students which could motivate them to make better use of the library.</p> <p>5. To present reviews in the assembly of new</p>

			<p>arrivals. By Staff/Students.</p> <p>6. To organize book fairs and exhibition.</p> <p>7. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers.</p> <p>8. To purchase books for the Library as per the recommendations of Library Committee.</p> <p>9. Automation of the library and Any other related work.</p>
26.	Excursion Cum Educational Tour	<p>1. J. ANUSHYA</p> <p>2. M.R. SANTHIYA</p> <p>3. S. RAMANI</p>	<p>1. To make plans for the different classes in the months of April & May for the academic session 2020-2021.</p> <p>2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time.</p> <p>3. Estimate the amount to be collected from students if necessary.</p> <p>4. Keep the willingness forms ready.</p> <p>5. Arrange for refreshments if required.</p> <p>6. Any other related work.</p>
27.	Beautification	<p>1. Dr. R. Kalai Arasi</p> <p>2. M.R. SOWMYA</p> <p>3. M.R. SANTHIYA</p> <p>4. R. G. SREEKESH</p>	<p>1. To suggest and work out a plan for beautification of the school building and campus in the month of April.</p> <p>2. To get framed paintings done by children for display at various location in the school.</p> <p>3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist.</p> <p>4. All other related work.</p>
28.	Mathematics Activities/ Olympiads / National Math National Math Talent Search Exams	<p>1. V. K. VIJITHRA</p> <p>2. M. Nishamili</p> <p>3. R. SUGANYA</p>	<p>1. To conduct all the activities related to Olympiads/ NMTSE.</p>
28.	Social Science Activities/ Olympiads /National Math Talent Search Exams	<p>1. S. CATHERIN JANI</p> <p>2. BABIYAL GNANAM</p>	<p>.1. To conduct all the activities related to social science exhibition ,(EBSB) and youth parliament.</p>
30.	Science congress/Exhibitions /Activities/NTSE and Other Exams etc.	<p>1. M. SOWMIYA</p> <p>2. M.R. SOWMYA</p> <p>3. T.S. JAI SUBHA SERLIN</p>	<p>1. To conduct all the activities related to science exhibition /congress / PISA (CCT) and NTSE.</p>
31.	Rajbhasha Hindi Samiti	<p>1. S. CATHERIN JANI</p> <p>2. Vijayalakshmi</p>	<p>1. To follow Rajbhasha Kalyan Samiti guidelines.</p> <p>2. To take necessary action for proper functioning of this Samiti.</p> <p>3. To create a Hindi atmosphere & to promote usage of Hindi in daily use.</p> <p>4. To keep a vigil on quarterly progress of Rajbhasha Samiti..</p> <p>5 To Help Children in participating in Sanskrit</p>

			and Hindi Competitions. 6. Any other related work.
32.	PTAM	1. S. Ambikacharan Thambi 2. T. Rajan 3. T. Ruben	1. To Co-ordinate PT meetings after all main exams and as and when required. 2. To make minutes of PT meeting. 3. To ensure that class teachers maintain records of the attendance of parents. 4. Any other related work.
33.	Magazine, Brochure, School Diary and CMP News Letter	1. Dr. P. S R Babu 2. Dr. R. Kalai Arasi 3. S. RAMANI 4. S. CATHERIN JANI	1. To collect the articles from class magazine, students and staff. 2. To edit the article and make e-content. Focus on e- patrika. 3. To put forth suggestions in all matters related to magazine 4. To prepare term wise newsletters and to send to Officials of ARKA. 5. Any other related work.
34.	Computer Labs, Websites & its updatation, e-diary and all related activities	1. Dr. R. Kalai Arasi 2. R. SUGANYA 3. M. Nishamili 4. R. G. SREEKESH	1. To check the computer class teaching progress of lower classes & To manage the requirements for the computer classes 2. To organize minimum two competitions & to design E-newsletters twice in the academic session. 3. To check mails frequently and inform the Chair Also help in responding to the mails. 4. To participate in ICT competitions and to help ARKA in downloading/uploading academic, administrative circulars from internet. 5. To train staff members in the use of interactive board and help in making PPT presentations. Training schedule to be prepared by April 20th and to facilitate the web access to all in the learning 6. process. 6. To arrange for the procurement of modern technologies like LCD, CD players, e-boards for developing e-classroom. 7. To procure required audio and video CDs or cassettes 9. To maintain K V website and to update twice a week.
35.	Maintenance & Repair (School Building)	1. M.R. SANTHIYA 2. Gnadhas 3. R. G. SREEKESH	1. To plan for repair & maintenance urgently required in the a building and Departments. 2. Plan for painting, colour/whitewash to be made in the month of April so that these works can be carried out in the Summer Vacation. 3. To plan & purchase the material required for the purpose & complete all the assignments in time. 4. Arrange to keep the ARKA Campus neat & clean. 5. To take an action in time for the decent look of the Vidyalaya. 6. To ensure the tube lights & fans are in proper working condition. 7. If there is any repair related to this, the committee will take action for the same well in

			advance. 8. Any other related work.
36.	Academic Committee	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. M. Nishamili 4. J. ANUSHYA 5. S. RAMANI 6. S. CATHERIN JANI	1.To analyse the performance of students after every main exam and suggest ways to improve the overall performance and result of the school. 2.Plan for remedial classes and setting of targets for Board examination and for Internal examination. 3.Continuous monitoring on the weak areas of the students. Committee 4.Analysis of the Pre Board results and future course of action in case of class X & XII. 5.To suggest the list of activities and Teaching Aids including 6. Technological Aids to improve the Teaching learning process. 7. To ensure that all academic work is carried out as per the ARKA academic calendar. All other related works
37.	Result Analysis	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. M. Nishamili 4. J. ANUSHYA 5. S. RAMANI 6. S. CATHERIN JANI 7. All class teachers	1. To analysis the Board result / Home examination result and send to the Regional office when required. 2. All other related work.
38.	CMP/TLM Committee	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. M. Nishamili 4. J. ANUSHYA 5. S. RAMANI 6. S. CATHERIN JANI 7. All class teachers	1. To receive the requirement from all teachers for CMP activities every month on the last working day of the month. 2. Purchase and distribution of all materials by the third day of the month. 3. Make list of all activities to be performed by the teachers. 4. Proper maintenance of the stock register. 5. All other related activities.
39.	Staff & Students Grievance Committee / Suggestion / Sexual Harassment & Complaint Box	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. M. Nishamili 4. M. HEMALATHA	1.To study the suggestions and complaints received from staff & students. 2. Will form a committee if required for enquiry into the matter. 3.To periodically open suggestion box, at least once in a month (third week of the month). To take required action on the suggestions/ feedback received. 5.To maintain proper records of the suggestion and action taken.
40.	RTI Committee	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. J. JEYA RAJ	1.Making proper record of RTI Cases with Id no. and date of reply. Ensuring the reply under RTI is given in the stipulated time period. 3.All related works
41.	RTE Committee	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. V. SENTINI SHOBA 4. J. JEYA RAJ 5. M. HEMALATHA	1.Making proper records of the cases under RTE and timely verification of the bills claimed. 2.All other related works
42.	Court Case & Land Lease	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. V. SENTINI SHOBA 4. J. JEYA RAJ	1.Making proper record of Court Cases with no. and date after consultant with the Advocate. 2.Making sure the reply must be given in Court in the given time period.

	Committee		Payment to advocate. 4.All related works.
43.	Condemnation Board	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. V. SENTINI SHOBA	1. To obtain the information and list of items to be condemned from various stock holders. 2. To physically verify the items being condemned. To complete the procedure for condemnation and auction. Any other related work.
44.	Safety & Disaster Management	1. Dr. R. Kalai Arasi 2. M.R. SOWMYA 3. V. SENTINI SHOBA 4. M. Nishamili	1.To identify potential fire safety hazards. To continuously monitor the potential danger to the life of children and staff due to structural and design deficiency of school building. 2.To ensure that fire safety equipment is available at all required points and in functional condition and to complete process for procuring necessary fire extinguishers. 3.To organize Mock Drills after prior information to Principal / Vice- Principal. 4.To liase with the local agencies like fire department, Traffic Police to spread awareness among students and staff regarding various safety issues. 5.To ensure safe entry and exit of children into and out of the school campus