

ACADEMIC COUNCIL COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
Academic Council	1. English – G.Rojamani
	2. Tamil – P.Chennammal
	3. Mathematics – T.Dinesh
	4. Hindi - G.SLalitha
	5. Science -G. Thilagavathi
	6. Social science – A.Padma
	7. Computer science – G.Saranya

RESPONSIBILITES:

1. To prepare the list of notebooks for the academic year.
2. To ensure the distribution of split-up syllabus to students of all classes.
3. To monitor the teaching- learning process.
4. To monitor the upkeep of CCE documents.
5. To monitor the conduct of remedial class for low achievers.
6. To conduct weekly meeting with parents, teachers and students.

DISCIPLINE COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
Discipline	M.Sakthi and all class teachers.

RESPONSIBILITIES:

1. To assign duties to the committee members to monitor the uniform of students and latecomers.
2. To inform the parents about regular defaulters.
3. To maintain the details of defaulters in the register.
4. To plan for corrective measures through skit or talk during morning assembly.
5. To monitor the discipline of students during the assembly.
6. To check whether students are attending the assembly or not.

- To check the bags of higher class students at regular intervals to ensure that they do not bring mobiles to school.

EXAMINATION COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
Examination	1. K.Silambarasi
	2. M. Micheal johnson

RESPONSIBILITIES:

- To conduct internal exams as per the schedule is given by the calendar of activities.
- To update the report cards and mark list format as per the latest CBSE directions.
- To provide CCE registers of various subject teachers.
- To distribute the timetable for exam.
- To collect question papers from paper setters, along with blueprint and marking scheme.
- To conduct retest as per norms.
- To analyse the results of internal.

CCA COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
CCA	1. Leema
	2. K.Silambarasi
	3. Srilekha
	4. G.Thilagavathi

RESPONSIBILITIES

- To prepare CCA calendar of activities.
- To conduct co- curricular activities.
- To ensure the morning assembly programmes are conducted in stipulated time.

4. To prepare students for morning assembly.
5. To ensure the quality of the items presented on stage.
6. To ensure the assembly register is updated regularly.
7. To organise programmes on special days.
8. To ensure maximum participation of students.
9. To organise annual day and distribute CCA prizes.

FACILITIES COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
Facilities	1. T. Dinesh
	2. M. Micheal johnson
	3. M. Sakthi

RESPONSIBILITES

1. To monitor the use of AV room as per AV room timetable.
2. To ensure the AV room logbook is monitored.
3. To ensure AV room timetable is displayed in the AV room as well as on the door outside.
4. To ensure first aid boxes are available at the entrance/ reception.
5. To provide first aid boxes in all the labs, sports room, principal room.
6. To ensure the furniture in each classroom is of uniform nature as far as possible.
7. To check whether any furniture requires repair and to bring it to the notice of the furniture I/C.

LIBRARY COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
Library	1. S.Kuppuraj
	2. A. Padma

RESPONSIBILITES

1. To purchase books as per guidelines.

2. The suggestion from staff members for the purchase of new books to be taken.
3. To ensure books are circulated as per the requirement of students and staff members as per library rules.
4. The library should be open during lunchtime for students to read books and magazines.
5. Students should be encouraged to write a book review.
6. Good quotations related to books and reading to be displayed in the library.

PTA ASSOCIATION COMMITTEE

COMMITTEE	STAFF INCHARGE AND MEMBERS
Parent Teacher Association	All class teachers.

RESPONSIBILITIES

1. To intimate parents about PTA meetings.
2. To take the signature of parents attending the meeting.
3. To take parents suggestions during PTA meetings.
4. To inform parents about the action taken.
5. To have a counselling hour every Saturday for difficult students of various classes.

Structure of committee (POCSO AND POSH)

GOALS:

POCSO Committee consisting of the following members is set up under the CBSE initiatives and guidelines to deal with the complaints under Protection of Children from Sexual Offences Act (POCSO 2012).

S.No	Name of the member	Designation	Position in committee	Contact no
1.	S.Elampuranam	Correspondent	Chairman	
2.	C.S.Govindaraj	Principal	Secretary	9976961013
3.	K.Silambarasi	Lady teacher	Member	9345739763
4.	G.Saranya	Lady teacher	Member	9003476049
5.	G.Thilagavathi	Lady parent	Member	8098409614
6.	Srilekha	Lady parent	Member	9626989984
7.	Vasanthi elampuranam	Counsellor	Member	

OBJECTIVES

1. To enforce the safety of children in the school premises.
2. To reinforce gender equality and harmony.
3. To conduct self defence programmes.

Structure of committee (Anti Bullying and Disciplinary)

GOALS:

According to the CBSE circular no.: Acad.-17/2015 (CBSE/Acad/Dir(Arti)/2015) dated 9th March 2015, bullying can be directly from the bully to the victim(e.g., through physical intimidation or attacks, verbal abuse, unwanted attention and advances, damaging property), or it can be indirect (e.g., through spreading malicious rumours). It can also include cyber-bullying (e.g., sending unpleasant messages, photographs and emails, to the victim or to others).

The Anti-Bullying Committee comprises of the following members:

S.no	Name of the member	Designation	Position in committee	Contact no
1.	S.Elampuranam	Correspondent	Chairman	
2.	C.S.Govindaraj	Principal	Secretary	9976961013
3.	A.Padma	Lady teacher	Member	9344428112
4.	M.Sakthi	PET	Member	9944378799
5.	G.B.Kavitha	Lady parent	Member	8778107755
6.	B.C.Murali	Gent parent	Member	8866436021
7.	Vasanthi elampuranam	Counsellor	Member	

RESPONSIBILITES:

1. Implementation of bullying prevention programme.
2. Being vigilant and observing the signs of bullying among the students and responding quickly and sensitively.