

DALMIA VIDYA MANDIR – DALMIA PURAM

DIFFERENT COMMITTEES – 2023 - 2024

The following committees, departments and clubs are hereby constituted to carry out various curricular, co-curricular and extra-curricular activities for session 2023-24. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the School during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals. The duties, responsibilities/activities are mentioned below.

S.N o.	DEPT/COMMITTEE/ CLUB	IN-CHARGE/ CONVENER / MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES
1.	a) ACADEMIC SUPERVISION	Nursery – IV – Ms.Revathi Grade – V – VII – Ms.Susan Bridget Grade – VIII – X- Mr.Hariharan Grade – XI- XII Ms.Parivaathini	1. Supervision of secondary and primary respectively. 2. Taking rounds to check the class rooms activities. 3. Observations of class room teaching and submission of report to the principal for comments. 4. Any other related work assigned by the Principal.
	b) COMMITTEE FOR SCHOOL PLAN & SUGGESTIONS	1.Principal 2.Ms.Parivaathini.V 3.Mr.Hariharan 4.Ms.Susan Bridget 5.Ms.Revathi 6.Mr.Gobinath	1.This committee will suggest and chalk out all action plan for academic and co – curricular activities. 2.This committee will function as advisory board for School’s activities. 3.Members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4.Decision of the committee will be final and binding on all students. 5.Any other related work assigned by the Principal
2.	ACADEMIC ADVISORY a) PRIMARY b)SECONDARY & SR. SECONDARY	All the subject committee conveners. 1.Primary – Ms.Revathi.R 2.Secondary – Ms.Susan & Ms.Parivaathini.	1.To get the Split-up of syllabus subject wise and class wise on or before 31 st March every year and check the monthly completion of syllabus as per split-up of syllabus. 2.To list out the names of weak students (on the basis of Term II Exam) and prepare action plan on or before 15 th June- 2023 and to ensure that

		3.Senior Secondary – Mr.Hariharan	action is taken as per plan (Remedial Classes will be start for the weak students). 3.To prepare and inform to subject teachers about the special time-table of all holidays, breaks (Autumn & Summer) and vacation including Morning Assembly time of School for remedial classes. 4.To suggest positive and practical plan for the improvement of the academic competency of the students. 5.Weak students’ monthly progress will be checked separately through prescribed Performa. 6.Any other related work assigned by the Principal
3.	CO-CURRICULAR ACTIVIES 1) Morning assembly organizations 2) Celebrating festival of & important days	1.Ms.Parivaathini. 2.Ms.Susan Bridget 3.Ms.Indirani 4.Ms.Tamilarasi 5.Ms.Gobinath 6.Ms.D.Priya. 7.Ms.J.Priya 8.Ms.Fenanci Nivetha 9.Ms.Meena	<u>MORNING ASSEMBLY</u> 1.To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly. 2.Children’s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her by provide a greeting card to all birth day students and to wish them by presenting birthday song. 3.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Non-controversial items only). 4.Thought for the day should be very short and thought provoking. 5.Organizing assembly programme during inspection and on special days. <u>CELEBRATION OF FESTIVAL & IMPORTANT DAYS</u> 1.To prepare a plan to celebrate important festivals & days as per School academic Calendar & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. 2.Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. 3.To encourage the students & staff to participate in these programmes & assign duties for them.

	c) CCA(Internal) HOUSE MASTERS a) Primary	<u>BRAHMAPUTRA HOUSE</u> 1. Ms.Maheswari (HM) 2.Ms. Ramya(AHM) 3.Ms.Ms.Litwin jenita 4.Ms.Harthi 5.Ms.Merlin Monica <u>NARMADA HOUSE</u> 1.Ms.Fenanci Nivetha(HM) 2.Ms.Manochitra(AHM) 3.Ms.Belcy 4.Ms.Beno Rafella 5.Ms.Deepa 6.Ms.Revathi <u>CAUVERI HOUSE</u> 1.Ms.J.Priya(HM) 2.Ms.Mercy Mary(AHM) 3.Ms.Abila Vinnarasi 4.Ms.Tamilarasi 5.Ms.Ramamirtham <u>GANGA HOUSE</u> 1.Ms.Priya.D(HM) 2.Ms.Kanimozhi(AHM) 3.Ms.Sheeba 4.Ms.Meena 5.Ms.Sasikala	<u>CO-CURRICULAR ACTIVITIES (INTERNAL)</u> 1. To prepare an action plan for internal and external CCA activities for the session and complete in time. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation of CCA. 4. To plan for prize distribution. 5. To send the important news items from time to time related to CCA to newspaper agencies for publications. 6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters. 7. To send the information regarding the prize winners to the Web site committee to up load in our school web site / Social Media.
	b)Secondary & Sr. Secondary	<u>BRAHMAPUTRA HOUSE</u> 1. Ms.Arockia Selvi(HM) 2.Ms.Manikandan(AHM) 3.Ms.Indirani 4.Ms.Annie Priya 5.Ms.Saritha <u>NARMADA HOUSE</u> 1.Ms.Sornambigai(HM)	<u>CO-CURRICULAR ACTIVITIES (INTERNAL)</u> 1. To prepare an action plan for internal and external CCA activities for the session and complete in time. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation of CCA. 4. To plan for prize distribution. 5. To send the important news items from time to time related to CCA to

		2.Mr.Sudhakar(AHM) 3.Ms.Jayanthi Nair 4.Mr.Anandh 5.Ms.Parivaathini 6.Ms.Dorathy <u>CAUVERI HOUSE</u> 1.Ms.Vanitha(HM) 2.Ms.Surekha(AHM) 3.Ms.Hemavathi 4.Ms.Merlinal Nirmala kumari 5.Ms.Vinola Ponni <u>GANGA HOUSE</u> 1.Ms.Gobinath(HM) 2.Ms.Tamilselvi(AHM) 3.Ms.Jenova Christy 4.Ms.Susan Bridget 5.Ms.Mary Poongothai 1.Ms.Parivaathini 2.Ms.Susan 3.Ms.Merlin Monica 4.Ms.Litwin Jenita 1.Ms.Dorathy 2.Ms.Susan 3.Ms.Parivaathini 4.Ms.Revathi	newspaper agencies for publications. 6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters. 7. To send the information regarding the prize winners to the Web site committee to up load in our school web site / Social Media. <u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u> 1.Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. <u>BGY / VALUE EDUCATION</u> 1.To prepare compact programmes for developing good habits and moral value among the students. 2.To award the students with certificate & prizes on the observation of good habits & behavior of students 3.To present moral stories in the assembly (at least one in a week). 4.To encourage teachers to present moral talk to the students in morning assembly. 5.To implement BGYC in DVM DPM.
	c) CCA(external) d) Bharat Gaurav Yatra / Value Education		

	PREPARATION ARRANGEMENT REGISTER	2.Mr.Gobinath 3.Ms.Surekha 2.Ms.Tamil Selvi 1.Mr.Hariharan 2.Ms.Revathi	DVM rules. 2.To Make arrangement for the teacher on leave and on duty. 3.To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Summer) and vacation including Morning assembly time of School as per action plan. 4.Any special time table as when required. 5.To ensure the ringing of bell in time 6.Any other related work assigned by the Principal.
7.	GUIDANCE & COUNSELLING	1.Ms.Parivaathini 2.Ms.Susan 3.Ms.Ramamirtham 4.Ms.Mercy Mary	1.Provide proper guidance to students for their future plan & action. 2.Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 3.Experts should also be invited from time-to-time to provide proper guidance to the students. 4.Any other related work assigned by the Principal.
8.	PRAHARI (ANTI TOBACCO COMMITTEE)	1. Mr.Hariharan 2. Ms.Parivaathini 3. Mr.Gobinath	1.The aim of the Prahari club is to keep students away from usage of drugs and alcohol by spreading awareness about the harmful effects of substance abuse. The Prahari Club of the school organizes various activities such as Slogan Writing, Poster Making, Role Plays, Street Plays, workshops etc. on a regular basis to create awareness amongst students and ensure a drug free environment inside the school and in its vicinity.
9.	NON-SCHOLASTIC TRAINING PROGRAMME a) ART & CRAFT b)MUSIC & DANCE c)GAMES & SPORTS	1.Ms.Manochitra 1.Ms.D.Priya 1.Ms.Vinola Ponni 2.Mr.Anand	1.To complete the formalities to appoint start classes well in advance. 2.To prepare yearly plans (month wise). 3.To supervise the activities as per the plan. 4.To provide proper guidance to teacher concerned and to students. 5.To submit quarterly progress report of the activities & yearly report at the end of the session. 6.Any other related work assigned by the Principal.

10.	SUBJECT COMMITTEES a) PRIMARY SECTION b) SECONDARY & SR. SECONDARY SECTION	1.English – Ms.Dorathy 2.Tamil – Ms. Revathi 3.Maths – Ms.Tamil Selvi 4.Science – Ms.Fenanci Nivetha 5.CS –Ms.D.Priya 6.Hindi – Ms.Meena 1.English – Ms.Susan 2.Tamil – Ms.Saritha 3.Maths – Mr.Hariharan 4.Science – Mr.Parivaathini 5.Social – Ms.Hemavathy 6.CS – Ms.Annie Priya 7.Hindi – Ms.Jayanthi Nair 8.Commerce – Mr.Gobinath	1.To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance. 2.To check class wise monthly academic performance analysis & discuss for future course of action. 3.To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal. 4.To put a vigil on class wise progress of subject/lesson. 5.To highlight the importance of the subject amongst the students and create interest in subject. 6.To discuss difficult topics on rotation by faculty members. 7.To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc. 8.To discuss the activities /worksheets/ plan excursions etc as per the split up of syllabus and coverage of lessons. 9.To use the computers/ LCD etc to make the lessons interesting. 10.To procure activity / TLM materials and to use them for teaching purpose effectively. 11.Minutes of Subject committee meeting should be approved by the principal and to be adhered scrupulously. 12.Any other related work assigned by the Principal.
11.	CLUB ACTIVITIES a)LITERARY CLUB	Department of English, Tamil, Hindi	1.To prepare a plan to create literary atmosphere in School. 2.To prepare class wise magazines at least one in each subject 3.To prepare the students for participating in external & internal competitions. 4.To organize minimum two competitions/ seminars/ programmes etc. Based on Language in a year. 5.To guide the students to write articles to publish in Magazine and newspapers. 6.Any other related work assigned by the Principal.

b)MATHEMATICS CLUB	Department of Mathematics	1.To form a mathematics club & encourage student interested in mathematics to take up good projects. 2.To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz etc. 3.To promote the mathematical & scientific atmosphere in the School leading to logical thinking, analyzing and in problem solving. 4.To prepare at least one class wise magazine. 5.To organize at least two competitions/ seminars/ programmes etc. based on the subject. 6.To guide the students to prepare articles to publish in Magazine and Newspapers. Any other related work assigned by the Principal.
c)SCIENCE CLUB	Department of Science	1. To form a science club & encourage student interested in science to take up good projects. 2. To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc. 3. To promote scientific atmosphere in the School leading to logical thinking, analyzing and in problem solving. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on subject. 6. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 7. To guide the students to write articles to publish in magazine and Newspapers. 8. Any other related work assigned by the Principal.
d)SOCIAL SCIENCE CLUB	Department of Social Science	1.To prepare a plan to create atmosphere in School related to Social Science activities. 2.To prepare the students for participating in external & internal competitions. 3.To prepare at least one magazine class wise. 4.To organize at least two competitions/seminars/programmes etc. based on

			subject. 5.To organize Social Science Exhibition at School Cluster, Regional & National level and try to achieve remarkable achievements in these exhibitions. 6.To guide the students to prepare articles to publish in magazine and newspapers. 7.To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc. Any other related work assigned by the Principal. 1.To inculcate the habit of loving nature in the minds of children. 2.To announce a particular day as “Plantation Day “and the children may be asked to plant and to take care of sapling in the School campus. 3.Every class may be allotted a particular area in the garden to be maintained during their SUPW (Socially Useful Productive Work) periods. 4.To encourage students to look in to the beautification of campus. Any other related work assigned by the Principal. 1.To complete the SBSB (Sports / Swasth Bachche Swasth Bharat) activities as a part of health club 2.To propose and arrange adventure trips for the students Any such trips from school side should be taken up with true spirit. 1.To make an annual plan of excursions for different classes to different places of educational and Historical importance. 2.To arrange conveyance, permission for entry and other arrangements to conduct tours successfully. Any other related work assigned by the Principal. 1.To procure films appropriate to the children level from Children Film Society of India. 2.To monitor the film shows organized by the teachers 3.To maintain a register for the film shows
	e) NATURE CLUB	1.Ms.Mary Poongothai 2.Ms.Revathi 3.Ms.Surekha 4.Ms.Vanitha	
	f) HEALTH CLUB	1.Ms.Revathi 2.Ms.Sornambigai	
	g) EDUCATIONAL EXCURSIONS	1.Principal 2.Ms.Parivaathini 3.Mr.Hariharan 4.Ms.Susan 5.Ms.Revathi 6.Ms.Revathi	
	h) FILM AND ARTS	1.Ms.Susan 2.Mr.Gobinath	

	i)ICT	1.Ms.Priya 2.Ms.Jenova Christy 3.Ms.Sasikala	1.To make the children aware of the technological development 2.To plan and conduct activities to bring out the talents. 3.To over see the functioning / maintenance of computers in DVM. 4.To send monthly reports to Principal / HO. 5.To update website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc. 6.To check CBSE website and HO every day and to download circulars etc. Allow the children to take part in various activities involving ICT
12.	GAMES AND SPORTS DEPARTMENT	1. Ms.Vinola Ponni 2. Mr.Anand	1.To prepare a plan & programme for the entire session as per DVM Schools. 2.Select the students & games in the beginning of the session to impart proper training to students. 3.Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. 4.Encourage the students to use the available sports equipments in school judiciously. 5.Complete all internal games & sports competitions by the first week of September & organize the Sports day celebration by the end Oct/Nov of every year. Any other related work assigned by the Principal.
	b) SUPW (Socially Useful Productive Work) DEPARTMENT	1.Ms.Revathi 2.Ms.Hemavathy 3.Ms.Priya.J	1. Prepare plan for the SUPW training in various fields as per HO directions. 2. To help in organizing exhibitions at School level by Science and SST dept. 3. Decoration of School should be maintained inside as well as outside of the School. 4. Maintenance of School electrical, P.A. system, water connections, repair of furniture etc with help of students during SUPW periods. 5. Any other related work assigned by the Principal.

	e)TEACHING AID CUM E-Content ROOM SECONDARY & SR. SECONDARY	1. Ms.Parivaathini 2. Mr.Hariharan	1. To set an activity room to teach primary students as per DVM SOP's. 2. To plan and arrange for purchasing materials required for teaching aids Dept. 3. Any other related work assigned by the Principal.
	f)PRIMARY RESOURCE ROOM	1.Ms.Parivaathini 2.Ms.Susan Bridget	1. To conduct periodical workshops and meetings to teachers. 2. To monitor the quality of worksheets prepared by the teachers and its execution as per plan. 3. To monitor the Teaching – Learning process and Methodology used by the teachers.
	g)XEROXING AND PRINTING OF WORK-SHEETS	1.Ms.Sangavi 2.Ms.Nandhini	1.To plan and arrange for purchasing materials required for T.L.M. 2.Any other related work assigned by the Principal.
13.	FURNITURE DEPARTMENT	1. Mr.Hariharan 2. Ms.Revathi	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of School furniture for students & staff in various classrooms & departments as per requirements from the budget allotment. 3. Any other related work assigned by the Principal.
14.	LABORATORY a) PHYSICS b)CHEMISTRY c)BIOLOGY	1.Mr.Parii.C Ms.Merlinal Nirmala Kumari Ms.Parivaathini	1.To make necessary arrangement for procuring the materials for Science, Language and Maths Laboratories as per the needs. 2.Lab attendant to maintain the laboratories for students use, update the stock & make necessary arrangement of apparatus for the use of students. 3.The required practical/activities to be conducted for different classes as per prescribed syllabus.

	d)LANGUAGE LAB e)MATHS LAB	Ms.Susan Bridget Mr.Hariharan	4.To organize exhibitions in different subjects at various levels. 5.To check the practical / activity record regularly. 6.To give sufficient practice to the board class students. Any other related work assigned by the Principal
15.	MAINTENANCE OF SCHOOL CAMPUS a)SCHOOL BUILDING REPAIR & MAINTENANCE CIVIL AND ELECTRICAL	1.Mr.Hariharan (Senior Wing) 2.Ms.Revathi (Primary Wing)	1. To plan for repair & maintenance, urgently required in the School building and Departments. 2. Coordination with the civil team of DCBL. 3. Arrange to keep the School Campus neat & clean. 4.To take an action in time for the decent look of the School 5. To maintain the tube lights & fans etc. in proper condition 6. The committee members will look after the judicious use of water and electrical power in the school. 7. The committee will suggest the requirements in respect of maintenance and repair. 8. Any other related work assigned by the Principal.
	b) BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS	1.Mr.Hariharan(Senior Wing) 2.Ms.Revathi(Primary Wing)	1. To prepare plan to beautification of the campus 2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens 3. To take up the plantations of trees in around the campus 4. To instruct and supervise the gardener to maintain the campus without any weeds etc. 5. Any other related work assigned by the Principal.
16.	CLEANLINESS OF THE SCHOOL –	1.Mr.Hariharan(Senior Wing) 2.Ms.Revathi(Primary Wing)	Ground Floor, Office, Principal room and front Lobby – Primary section – Ground floor of Secondary & Sr. Sec section – First Floor of Secondary & Sr Sec section – Second Floor of Secondary & Sr Sec section – Front road, Assembly ground and other areas to be cleaned – All toilets should be washed with Phenyl. Wet mop of all corridors, departments and steps 1. The above said places will be cleaned after school hours/ before

			school starts. 2. All Group D employees will report to undersigned at and will supervise the cleaning work. Any other related work assigned by the Principal.
17.	SCHOOL PATRIKA / NEWSLETTER EDITORIAL BOARD	1.Mr.Hariharan 2.Ms.Susan Bridget 3.Ms.Parivaathini 4.Ms.Revathi 5.Ms.Saritha	1. To encourage the students to write articles on different topics and collect the articles. 2. To edit all the articles written by the students 3. To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee. 4. To complete all administrative formalities for printing the magazines / newsletter. 5. To collect messages from authorities. 6. To release the Newsletter latest by 1st September 2023. 7. Any other related work assigned by the Principal.
18.	MAINTANANCE OF BOOK OF CHORONICLES AND MINUTES OF MEETING NEWS LETTER AND PRESS INFORMATION COMMITTEE	1.Mr.Hariharan 2.Ms.Susan Bridget 3.Ms.Parivaathini 4.Ms.Revathi 5.Ms.Saritha	1. To Keep record of all events and student prize winners in different competitions (External) 2. To record the minutes of meetings. 3. Any other related work assigned by the Principal. 1. To send a report to head office in the form of a Newsletter (Quarterly). 2. To send information to the press regarding the different functions and achievements of the school to give wide publicity 3. Any other related work assigned by the Principal.
19.	PURCHASE AND CONDEMNATION COMMITTEE	1. Ms.Gobinath 2. Ms.Sangavi 3. Ms.Nandhini 4. Ms.Parivaathini	1. To call for quotations for all the items required in the month of April/May every year. 2. To follow the rules and regulations of HO for the purchase of the materials. 3.To prepare a consolidated condemnation report for every session before the SMC Meeting and to get it approved 4. Purchases for the different depts. to be done in the school as per requirement.

	OFFICE ASSISTANCE	1.Ms.Sangavi 2.Ms.Nandhini	5. Any other related work assigned by the Principal. To guide the teachers to follow DVM rules.
20.	Protection Of Children From Sexual Offences (POCSO) Committee	1.Principal 2.Ms.Parivaathini 3.Ms.Revathi 4.Ms.Sornambigai	All children have an equal right to access education in an environment that is safe, protective and conducive to the overall development. In order to ensure strict compliance of the Protection of Child from Sexual Offence (POCSO) Act 2012, the school has formed the POCSO Committee. It takes initiatives and actions for creating awareness about sexual exploitation among the school children. In-house induction sessions are held for all employees and students to create an awareness on gender sensitization. Complaint / Suggestion boxes are provided on each floor for students to make written complaints. Any complaint of sexual abuse, whether received through the drop box or otherwise is to be acted upon immediately.
21.	HEALTH & HYGEINE	1. Ms.Revathi 2. Ms.Parivaathini 3. Ms.Dheepa 4. Ms. Merlinal	1. To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer. 2.To print and maintain the Health card for each students 3. To make available stock of First aid materials for the students. 4. A special care must be taken for girl child as per their natural need, if situation demands for that. 5. Any other related work assigned by the Principal.
22.	SECURITY & CONSERVANCY	1.Mr.Gobinath	1. To maintain a record of security personals deployed by the DCBL. 2. To give an outlay of security required for the campus to the DCBL and supervise the work done by the security personals. 3. Any lapse in the system should be informed to the DCBL to rectify it immediately. 4. Any other related work assigned by the Principal.
23.	DISCIPLINE	1. Mr.Hariharan 2. Ms.Parivaathini 3. Ms.Revathi 4. Ms.Susan Bridget 5. Mr.Gobinath 6. Mr.Anand 7. Ms.Vinola Ponni	1. To enforce general instructions related to discipline are being followed by students or not. 2. Committee members will keep a strict watch on behavior of students in school campus. 3. This committee will take the responsibility to ensure that the school

			atmosphere is healthy and conducive for learning in all respects for the students. 4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action. 5. Committee will decide the course of action against the concerned students (s). 6. Any other related work assigned by the Principal.
24.	a) WEB SITE / SOCIAL MEDIA COMMITTEE b)SOFT BOARD COMMITTEE	1.Ms.Parivaathini 2.Ms.Priya 3.Ms.Jenova Christy 1.Class teachers	1.To Design the web site of the school with help of latest technology. 2.To collect the information as per the heads. 3.To upload the information received immediately. 4.To upload frequently the creativity and achievement of the students and teachers. 5.To highlight the special features, Notifications and Important events in web site regularly.
25.	REDRESSAL OF GRIEVANCES CELL	1. Mr.Hariharan 2. Ms.Parivaathini	1. To open the grievances box kept in the school once (2 nd Friday) in every month. 2. Any complaints to be enquired and to report to higher authorities. 3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. 4. Any other work related and assigned by the Principal.
26.	VISHAKHA (INTERNAL COMPLAINT COMMITTEE)	1.Ms.Parivaathini 2.Ms.Susan	This committee is in due compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013. VGS is committed to providing a harassment- free environment to all its employees. The school neither tolerates nor condones behavior that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.
27.	ANTI-BULLYING COMMITTEE	1. Mr.Hariharan 2.Ms.Parivaathini	In order to provide safe, conducive and amiable teaching—learning environment in the school, it is ensured that the school remains free from any sort of bullying and ragging. To foster such an environment the school has an Anti- Bullying Committee which focuses on creating awareness about the implications and ill-effects of bullying. The committee also takes initiatives to

			involve students in events and discussions to sensitize them about the value of ethical and upright conduct, human rights, gender sensitivity, self-esteem, empathy, interpersonal communication, coping with stress and emotions, dealing with anger, and resisting peer pressure. These are done through role plays, street theatre (nukkad natak), group-discussions, debates, special assemblies, etc.
28.	OFFICE ASSISTANCE COMMITTEE	1. Ms.Sangavi 2. Ms.Nandhini	To assist the office in the following areas: To up load - Pay bill. To monitor the UBI portal and fees collection To prepare and send the monthly reports To get approvals of all papers from CEO's office TDS filling with external agency Income tax calculation To type the letters given by office and principal
29.	OLYMPIADS	1.Ms.Susan Bridget 2.Ms.Fenanci Nivetha 3.Ms. Sornambigai	Identify and provide participating candidates with an exposure to the competitive world to hone their learning skills on national or international levels.
30.	NCC BHARAT SCOUTS AND GUIDES	1.Ms.Revathi 2.Mr.Gobinath 1.Ms.Surekha 2.Mr.Anand	1.To create NCC wing in the school premises. 2.To attend meetings, encourage the students to participate in different competitions.

Dr.Manoj Kumar Singh
Director - Academics