

## STAFF COMMITTEES

### ACADEMIC COUNCIL

1. English – Mrs. Kalpana B
2. Tamil – Mr. Praveen V
3. Maths – Mrs. Priyadarshini M
4. Science – Mrs. Hemalatha R
5. Social Science – Mrs. Ammu N
6. Hindi – Mrs. Madavi M
7. Computer Science – Mrs Uma Maheswari V

### Duties:

- To prepare the list of notebooks for the Academic year.
- To ensure the distribution of split-up syllabus to students of all classes.
- To monitor the teaching-learning process. To monitor the conduct of Remedial class for low achievers.
- To monitor the upkeep of CCE documents.

### PARENT TEACHER ASSOCIATION:

#### Mrs. Sakunthala. C

Parent Teacher Association Committee has been constituted to maintain the communication between parents, teachers and the students. This committee coordinates between the Under – Graduate committee, internal assessment committee, attendance committee and mentorship committee to keep a track of the students' performance and convey/communicate to their parents.

### Duties:

- To intimate parents about PTA meetings.
- To take the signature of parents attending the meeting.
- To take Parents suggestion during PTA meetings.
- To inform parents about the action taken.

## **EXAMINATION (INTERNAL)**

Mrs Dhanalakshmi R

### **Duties**

- To conduct internal exams as per the schedule given by calendar of activities.
- To update the Report cards and Mark list format as per the latest CBSE directions.
- To provide CCE registers to various subject teachers.
- To distribute the Timetable for Exam.
- To collect Question papers from paper setters, along with Blueprint & Marking scheme.
- To conduct retest as per norms.
- To analyse the Results of internal.

## **GUIDANCE AND COUNSELLING**

Mrs Karthiga D

### **Duties**

- To plan guidance & counselling activities for the academic year.
- To maintain Guidance & counselling register.
- To arrange talks by experts.
- To have a counselling hour every Wednesday for difficult students of various classes.

## **DISPLAY BOARD**

Mrs Anusuya S

### **Duties:**

- To ensure the display boards are decorated as per the topic given monthly basis. The articles displayed should be verified by the teachers.

## **CLUB ACTIVITIES**

### **Social club:**

Mrs Hemalatha R

#### **Duties:**

- To arrange talks by experts.
- To guide students to make Prize winning innovative Projects for Science exhibition.
- To organize Science exhibition.
- To conduct seminars on Science topics.
- To train students for Science Olympiad.

### **Math Club**

Mrs.Priyadarshini M

#### **Duties**

- To organize a Mathematic show.
- To invite experts in the subject from Maths Olympiad .

### **Literacy club**

Mrs Monsha A

#### **Duties:**

- To plan activities for the academic year.
- To conduct activities a per schedule
- To decorate the display boards with self composed articles/ poems/stories of students.
- To organize literary day.
- To arrange talk by any famous novelist or writer
- To celebrate Reading Day.