



## **SCHOOL ORDER**

**No: 01/ AY 2020-2021**

### **COMPOSITION AND TASK OF SCHOOL COMMITTEES**

#### **I. SCHEDULING COMMITTEE:**

##### **1. Composition**

- (a) Ms Susan George-Principal
- (b) MsKayalvizhi- Academic Co-ordinator
- (c) Ms.KavithaShaunmugan – Senior Coordinator
- (d) Ms.Pricila –Primary Coordinator
- (e) MsSwedha –KG Coordinator

##### **2. Tasks**

- (a) Preparation of all types of time table.
- (b) Substitution & Zero Period Allocation
- (c) Preparation of all types of time table.
- (d) Monitoring of bell timing, checking & reporting to the principal on teachers attending the class.
- (e) Planning of educational tours to the classes as per the schedule.
- (f) To checkout Annual plan of meetings and to maintain minutes and records of such meetings.

#### **II. EXAMINATION COMMITTEE:**

##### **3. Composition**

- (a) Ms.Kavitha –Senior Coordinator
- (b) Ms.Vanitha-ERP Co-ordinator
- (c) Ms.Liji Thomas-Librarian
- (d) MsLeela –Primary Teacher
- (e) Ms Subramanian –Lab AssiStant
- (f) MsShubhapriya–KG Teacher

##### **4. Tasks**

- (a) To ensure the Assessment Process is as efficiently planned, organized and executed as possible.
- (b) Prepare guidelines for Teachers to prepare question paper for different examination
- (c) Prepare precise and lucid instructions regarding (a) pattern of question paper (b) types of questions (c) rational marks allotted to different types of questions (d) language of instruction etc
- (d) Collection of subject test paper/chapter wise test/weekly test/term test/end year examination/formative and summative assessment
- (e) Preparation of Question Bank:- In charge prepares subject wise question bank in coordination with subject teacher
- (f) Preparation of standard question paper subject wise according to guidelines given by the principal for FA and Summative Assessment. Question paper should be in proper format. Grammatical mistakes should not be there in question paper. Question paper must not exceed or less than the prescribed marks for the particular examination.

- (g) Preparation for Examination:-Ensure necessary items to conduct examination i.e. question paper, answer sheets, Mark sheets, thread and other stationary items. Give advance requirement to the administrative officer.
  - (h) Seating Arrangement:-Making proper seating arrangement for students for different examinations.
  - (i) Time-table:-Making examination time table with the consent from Principal.
  - (j) Duty charge:-Prepare examination duty charts for the Teachers.
  - (k) Preparation of marking scheme: Teacher will prepare marking scheme of question with question paper and submit it to the Examination In charge Committee.
  - (l) Answer sheets correction: – Teacher will submit corrected answer sheet within (hours) after the examination (different school –different deadline).
  - (m)Records keeping:-Keeping records of all the examination held in the school in soft as well as hard copy.
  - (n) Mark List: – Teacher will show the mark lists to the principal before final entering of mark sheets.
  - (o) Preparation of Report Card:-Preparation of Mark sheets format for different examination.
  - (p) Final Report Card:- Examination In charge will ensure final printing of report card before 48 hours
  - (q) Parent Teacher Meeting:- Conducting PTM and keeping records of PTM attendance and Feedback
  - (r) Under achievers/slow learners’ identification strategies for effective monitoring for their improvement.
  - (s) Scrutinizing and submission of report on projects/unit test/monthly test immediately after the completion of respective exam.
  - (t) To check answer scripts of Exams at random to ensure uniformity.
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### **III. CULTURAL COMMITTEE:**

#### **5. Composition**

- (a) Ms.Selvi-Science Teacher
- (b) MsSumi-Hindi Teacher
- (c) Ms.Nagalakshmi- Tamil Teacher
- (d) Ms.Shraddha– KG Teacher
- (e) Mr.Anthony- Music Teacher
- (f) MsIndusha – Math Teacher

#### **6. Tasks**

- (a) To encourage and bring out the talents in our students,
  - (b) To organizes various events and programs during the school year
  - (c) To decide the time and agenda of the programmes.
  - (d) To inform the staff and students about the events
  - (e) To liaise with civic and other authorities for the support of cultural events.
  - (f) To arrange mementos for guests and gifts/certificates for the participants
  - (g) To prepare and maintain records of all cultural activities.
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### **IV. HEALTH AND WELLNESS:**

#### **7. Composition**

- (a) Ms Susan George -Principal
- (b) Ms.Melba-Nurse
- (c) Ms.Kamalakanni-Home Room Teacher
- (d) MsShalini –Science Teacher
- (e) MsPriyadharshini– KG Teacher

#### **8. Tasks**

- (a) Arrangement of medical check-up for all students twice in a year.

- (b) Creating a sense of community and raising awareness through the use of campus and community health and wellness resources.
  - (c) To offer programs that encourages physical activity, emotional well-being, and healthy eating habits.
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## **V.SUBJECT HEAD :**

### **9. Composition**

- (a) Ms Susan George-Principal
- (b) Ms.Hemalatha-English
- (c) Ms.Vanitha- Math
- (d) Dr.Sumigope- Hindi
- (e) Ms.Nagalaskhmi- Tamil
- (f) Ms.Selvi P- Science
- (g) Ms.Suma Reddy – Social Science& Economics

### **10. Tasks**

- (a) Provide academic leadership for the development of the Subject
  - (b) Incorporating latest teaching methods and techniques.
  - (c) Ensuring availability of Training Aids, Charts, Models and Live Demonstration which can be downloaded from the Net.
  - (d) Ensuring that all Subject Teachers are in the loop to ensure desired progress in teaching objectives.
  - (e) Provide leadership with School management in the development and delivery of the Subject's curriculum, teaching and assessment methods.
  - (f) Oversee the content, outcomes and quality of modules offered in the Subject.
  - (g) Support the Principal in developing, maintaining and managing the highest standards in the delivery of teaching and learning
  - (h) Stimulate and support the development of research within the Subject.
  - (i) Support the Principal in mentoring and developing the staff associated with the Subject.
  - (j) Support the development of a stimulating, creative and collegial working environment within the School.
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## **VI.MOTIVATIONAL AND LEADERSHIP COMMITTEE**

### **11. Composition**

- (a) MsSasikala S – Math Teacher
- (b) Ms.Anitha G- Primary Teacher
- (c) Ms.Anadan –PE Teacher
- (d) MsGomathi – KG Teacher
- (e) Ms Lakshmi –Primary Teacher
- (f) MsJayaSoumiya –KG Teacher

### **12. Tasks**

- (a) Putting up suitable Quotes and Saying.
  - (b) Ensuring Grievances are acted upon and remedial measures put in place.
  - (c) Ensuring interesting & motivating practices are adopted to make Learning a Fun Process.
  - (d) Suggesting alternative learning strategies.
  - (e) Offering ideas for appropriate learning projects.
  - (f) To enhance teachers' development through holding different professional development activities and school orientations
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## **VII DISCIPLINE COMMITTEE**

### **13. Composition**

- (a) Ms Susan George-Principal
- (b) Ms.Kerchiyal - P.E.T Faculty
- (c) Mr.Anandan-P.E.T Faculty
- (d) Mr Raman –Tamil Teacher
- (e) Ms.Jananee-Primary Teacher
- (f) Ms.Sivasankari –Science Teacher
- (g) MsPriyanka – KG Teacher

### **14. Tasks**

- (a) Checking of student uniforms, late comers, students missing assembly.
  - (b) Behaviour of students inside and outside the class room.
  - (c) Students coming out in the middle of the class.
  - (d) Monitoring of the movement of students in a line during arrival and departure time.
  - (e) Discipline during recess and important functions. Morning assembly, in and outside classrooms, playground.
  - (f) Duty allotment to council members
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## **VIII.ACADEMIC AUDIT COMMITTEE**

### **15. Composition**

- (a) MsKavitha(Senior Coordinator ) -Grade IX,X
- (b) MsLiji Thomas-Science - Grade I & II
- (c) Ms.Pricilla(Primary Coordinator) - Grade III,IV,V
- (d) Ms.Kayal (ACO) Grade VI – VIII
- (e) MsSwedha(KCO)- KG Department

### **16. Tasks**

- (a) To monitor completion of Syllabus as per the split-up.
  - (b) To submit the Report of target achieved by each teacher in the previous month and the Report of Target fixed for the coming month
  - (c) To submit the reasons for non-achievement of the target fixed by any Teacher.
  - (d) To ensure regular correction of notebooks by the subject teachers.
  - (e) To maintain a written record of works done by the committee.
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## **IX. COMPETITION COMMITTEE**

### **17. Composition**

- (a) MrThamizharasan -Librarian
- (b) Ms.Vanitha – ICT Teacher
- (c) Mr.Samuel-Music Teacher
- (d) MsPavithra –Math Teacher
- (e) MsYamini –Biology Teacher
- (f) MsParveen Bilal –Hindi Teacher
- (g) MrEzhil N B – Art Teacher
- (h) MsSangeeta –KG Teacher

### **18. Tasks**

- a. Arrangements of morning assembly, important day celebration.

- b. Conducting all competitions as per the norms.
  - c. To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of staff and other experts in a planned manner.
  - d. To monitor day to day Morning Assembly programme effectively and ensure befitting presentation on all fronts on time.
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## **X.ADMISSION COMMITTEE**

### **19. Composition**

- (a) Ms Susan George-Principal
- (b) MsNidhi –SEO
- (c) Mr.Lokesh- Admin Manager
- (d) Ms.Kayalvizhi-Academic Co-ordinator
- (e) Mr.Shiju Thomas-Accountant

### **20. Tasks**

- (a) Admission to all classes as per the norms
  - (b) Maintenance of admission register
  - (c) Transfer certificate
  - (d) Dates for announcement for interview, admission test etc..
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## **XI. TEN MINUTES COMMITTEE**

### **21. Composition**

Lt. Gen. Bobby Mathews (Retd),Joint Director

**22. Tasks :**To make every HIS Student a well aware individual with desired Communication Skills and Confidence . The Subjects are :

- a. Public speaking : MsHemalatha ,M
  - b. Quiz : MsJananee ,Ms Suma Reddy
  - c. Spellings : Priyadharshini , Ms Pricilla
  - d. Math Concept: MsSasikala S , MsPavithra
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## **XII.CBSE Circulars & Notifications**

### **23. Composition**

- (a) Ms.Kayal-ACO
- (b) Ms.Shylaja – Admin Officer

### **24. Tasks**

- (a) Filing Circulars
  - (b) Informing Principal
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## **XIII .SPORTS COMMITTEE**

### **25. Composition**

- (a) Ms Joyce John-KG Teacher

- (b) MsKamali-Tamil Teacher
- (c) Ms.Anandan – Physical Education Teacher
- (d) Ms.Kerachial- Physical Education Teacher
- (e) Four House Mistress-MsSharmila, MsPriyadharshini, MsNagalakshmi, Ms Suma Reddy

#### **26. Tasks**

To ensure that Sports Activities are conducted in an efficient and holistic manner :

- (a) Inter House Competitions are conducted well in time before Inter School Competitions.
  - (b) Selection & Training of Teams
  - (c) Conduct of Sports Events and Ensuring Proper Kit, Dress and Equipment is available.
  - (d) Facilitating Special Sports coaching where required.
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### **XIV.STAFF WELFARE COMMITTEE**

#### **27.Composition**

- (a) MsKayalvizhi
- (b) MsLiji Thomas
- (c) MsSasikala J G
- (d) d.MsPoornima

#### **28.Tasks**

- (a) To build a healthy working environment and foster good relationships among the staff
- (b) Collection and compile database of faculty and staff working in the campus.
- (c) To provide opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state
- (d) To plan and organize regular programs and activities for the development of faculty and administrative staff
- (e) Maintenance of relevant records

### **XV . STUDENT COUNSELLING**

#### **29. Composition**

- (a) MS GAYATHRI
- (b) MS SUPRAJA SRIDHAR

#### **30 . Tasks**

- (a) To providecounselling, consultation, coordination and advocacy services to all students, parents and the school community.
- (b) A school Counsellorworks in preventive, curative and developmental mode. If there is a need, the Counsellor meets and extends the support of parents and school community for overall growth of the child.
- (c) To conduct workshops on Adolescent Education for Secondary Classes

**Dated :09 JUNE 2020Ms SUSAN GEORGE**

**Principal**