

MAHARISHI VIDYA MANDIR PUDUCHERRY

2024-2025 Incharge-ship

ACADEMICS

S. No	Maintanence	Incharge
1	Timetable Allocation	Ms.Shenbagam/ Ms.Mumtaj/Ms.Karkuzhali (KG) Ms.Gayathri Ganesan/ Ms.Suganthi (I,II) Ms.Selvapushpa/Ms.Samsath/Ms.Annie Saara (III - V) Ms.Sumathi, Ms.Suvedha, Ms.Vijayalakshmi, Ms.Roshini, Ms.Axcelamary (VI - XI)
2	Time Table Upload in App	Class teachers / Mr.Anbu / Ms.Roshini/Ms.Ragavardhini/Ms.Selvapushpa/Ms.Ramyakrishnan
3	Substitution Allocation	Ms.Sumathi /Ms.Shenbagam(K.G - II)/Ms.Vijayalakshmi/ Ms.Roshini/Ms.Nithya
4	Class Interchange Record	Ms.Sumathi /Ms.Nithya/Ms.Bharathi.M
5	Weekly Planner Checking(every Saturday)	Ms.Shenbagam(Kg-II)/ Ms. Aruna (III-V)/Ms.Renuga(VI - VIII)/Ms.Sonia(IX - XI)
6	Homework	Ms.Indumathi/Ms.Karkuzhali (KG)
		Ms.Suganya/Ms.Kamalini (I, II)
		Ms.Valli/Ms.Devika(III - V)
		Ms.Ragavardhini/ Ms. Tamizholi (VI -VIII)
7	Workdone (App)	Ms.Rama Priya, Physics(New)(IX - XI)
		Ms.Vidhya/Ms.VishnuPriya(KG)
		Ms.Jeystri/Ms.Suganthi (I,II)
		Ms.Bharathi.M/ Ms.ArulMozhi/Ms.Nivedha(III-V)
8	ECA & Club Upload in App	Ms.Shreevarshni/ Ms.Tamizholi/ Ms.Prabhavathy(VI-VIII)
9	HW Upload in App	Ms.Axeela Mary/Ms.Suveda (IX - XI)
10	Coffee Day	Mr.Anbu/Ms.Roshini/Ms.Selva Pushpa/Ms.Ragavardhini/Ms.Ramyakrishnan
		Ms.Janane(Office)/Ms.Gayathri.L/Ms.Roshini/Ms.Ramyakrishnan/
		Class Teachers/ Ms.Semmalar/Ms.Shenbagam (KG)
		Class Teachers/ Ms.Anitha/Ms.Shenbagam (I,II)
		Class Teachers /Ms.Samsath/Ms.Sumathi(III -V)
		Class Teachers /Ms.Nivetha/ Ms.Sumathi (VI - VIII)
		Class Teachers /Ms. Helen/Mr.Gokul/ Ms.Sumathi (IX - XI)
11	Parent Consent Form - Report Maintenance	Ms.Shenbagam (KG)/Ms. Gayathri.G (I,II)/Ms.Samsath(III - V), Ms.Annie Saara (VI - VIII)/Ms. Shreevarshini (IX - XI)
12	SpellBee	Ms.Suganthi/Ms.Samsath/Ms.Malarvizhi
13	MI Kids	Ms.Jayastrri /Ms.Gayathri Ganesan/ Ms.Aruna /Ms.Dhivya.A
14	Writewiz	Ms.Remya(Overall I-VIII)// Ms.Divya(I-III)/Ms.Renuga (IV, V)/Ms. Mouleeshwari (VI - VIII)
15	Teams App	Ms.Rama priya(I,II)/Ms.Aruna(III-V)/Ms.Mouleeswari(VI-VIII)/Ms.Nathiya (Over all)All Handwriting Teachers
16	Homework Defaulters	Ms.Roshini/ Ms.Selva Pushpa/Ms.Ragavardhini/Ms. Remya Krishnan/Ms. Renuka
17	Lesson plan Collecting/Checking	Ms. Kamalini (I,II)/ Ms.Prabhavathi (III - V)/ Ms.Barathi.D (VI-VIII)/ Ms. Suveda (IX - XI)
18	Class/Personal Workdone	Ms.Shenbagam (KG)/Ms. Gayathri.G (I,II)/Ms.Samsath(III - V), Ms.Annie Saara (VI - VIII)/Ms. Shreevarshini (IX - XI)
19	Handbook checking committee	Ms.Suganthi/Ms.Samsath/Ms.Malarvizhi

GENERAL

1	Main Block Ground Floor Incharge	Mr.Srinivasan /Ms.Jayanthi
	Main Block First Floor Incharge	Mr.Surendiran/Mr.Arun
2	Yellow Block - Ground Floor	Mr.Venkat/ Ms.Kowsalya/Semmalar
4	Classroom Sanitation Sheet Maintenance	Mr.Srinivasan/Ms.Jayanthi/ Mr.Venkat/ Mr.Surendiran/ Class Teachers/Supervisors
5	Mirror Note updates Checking	Ms.Poorani /Ms.Sumathi/Ms.Vijayalakshmi/Ms.Sonia
6	Students Nails, Hair cut,Height, Weight & Discipline Checking.	Mr.Srinivasan/Ms.Jayanthi/ Mr.Venkat/ Mr.Surendiran/ Class Teachers
7	Height & Weight App Upload Checking	Mr.Srinivasan/Ms.Jayanthi/ Mr.Venkat/ Mr.Surendiran/ Class Teachers/Supervisors
8	Circulars & Messages	Mr.Anbu (Office)/ Ms.Mouleeshwari/Ms.Aruna
9	Bus Incharges	OVER ALL BUS INCHARGE - Ms. NITHYA
		Ms.Janani/Ms.Semmalar (Van-1)
		Ms.Bharathi.P/ Ms.Sathya (Van-2)
		Ms. Ragavardhini/Ms.VishnuPriya (Van-3)
		Ms.Roshini/ Ms. Kavitha (Van- 4)
		Ms.Bharathi.M/Ms.Roseline Mary / (Van-5)
		Ms.Malar/Ms. Valli (Van-6)
Ms.Nivetha/ Ms. Jayanthi /(Van-7)		

S. No	Maintenance	Incharge
		Ms.Kalaiselvi/ Ms. Manoj (Van - 9)
		Ms. Nithya /Ms. Surendiran (Van-10)
		Ms.Arun/ Ms.Bharathy.D (Van-11)
		Ms.RamyaKrishnan/Ms.Kowsalya(Van - 12)
		Ms.Samsath Begam/Mr.Gokul(Van - PSV)
10	Minutes Writeups	Ms.Vidhya
		Ms.Divya
		Ms.Mouleeswari
		Ms.Rama Priya
11	Campus & Washroom Cleanliness Checking	Mr. Surendar/Ms.Suvetha (Main Block-Ground Floor)
		Mr. Srinivasan /Ms.Annie Saara (Main Block- First Floor)
		Mr.Venkat/Ms.Jayanthi (Yellow Block- Ground Floor)
12	Medical Camp and other camp arrangements	Mr.Srinivasan/Ms.Jayanthi/ Mr.Venkat/ Mr.Surendiran/ Mr.Anbu / Supervisors
13	Meeting Arrangements	Ms.Bharathi.M/ Ms.Helen /Ms.Kamalinidevi/Ms.Aruna
14	Video K-II collecting incharge(Weekly Once)	Ms.Shenbagam /Ms.Gayathri.G/Ms.Vidhya
15	Floor Incharge	Class teachers of the particular floors
		III-V Children dispersal- Ms Devika, Ms.Arun Mozhi, Ms. Remya Ms.Aruna ALL PET TEACHERS and Male staffs
16	Students Dispersal	VI-XI Children dispersal - Ms.Renuka, Ms.Tamizholi, Ms.Shreevarshini, ALL PET TEACHERS and Male staffs
17	Punching Incharge	Mr.Manoj Kumar/Mr.Arun/Mr.Surendiran
19	Coffee Day	Class Teachers
20	Lab Incharges	Math/Science/Language/Robotics/Computer Teachers
21	House Board	House captains/Vice Captains & House members

RECORD MAINTENANCE

S. No	Maintenance	Incharge
1	Admission Register Entry	Ms.Karkuzhali Ms.Vidhya
2	Records of Art education & Musical Instruments	Ms.Roseline Mary (Music) Mr.Manoj/ Ms.Vishnu Priya
3	Files & Records (Academics)	Ms.Sumathi/ Ms.Shenbagam\ Mr.Anbu
4	Physical Education records & Asset maintaining	Mr.Srinivasan / Mr.Venkat/ Mr.Surendar/Ms. Jeyanthi
5	Library Asset Maintaining	Mr.Arun / Mr.Surendar
6	Books & stationary Maintaining	Ms.Janane /Office Staff
7	Parent Complaints - Register	Ms.Poorani/ Office Staff

EXAM DEPARTMENT

S. No	Maintenance	Incharge
1	Portion Completion Checking	All Class teachers
2	Report Card, Timetable Checking & Sharing with Parents	Ms.Sumathi /Ms.Gayathri.L/ Ms.Roshini/ /Mr.Anbu
3	Exam portion, blue print, Question Paper Checking, Answer Key & App Entry	Class Teachers / Subject Teachers
		Ms.Indhumathi, Ms.Malar (KG)
	Question paper & Answer key Uploaded in app checking	Ms.Kamalini Devi, Ms.Suganya (I,II)
		Ms. Prabhavathy , Ms.RamyaKrishnan (III - V)
		Ms.Annie Saara,Ms.Shreevarshini (VI - VIII)
	Ms.Suvetha , Mr. Mathivanan (IX - XI)	
4	Mark Entry - Checking	Ms.Sonia / Ms.Anne Sara/Ms.Suvedha (VI-XI) Ms.Aruna/Ms.Nivetha (I-V) Ms.Mumtaj/ Ms. Bharathi.P(KG)
5	Invigilation Duty Incharge	Ms.Sumathi/ Ms.Gayathri.L /Ms. Vijayalakshmi (III - XI)
6	Exam Question Paper Counting & segregation	Ms.Mumtaj/ Ms. Vidhya (KG)
		Ms.Valli/ Ms. Nivedha / (I-V) Ms.Roshini / Ms.Ragavardhini/ Ms.RamyaKrishnan /Ms.Nithya/Ms.Bharathy.D (VI-XI)
7	Exam Answer Script Receiver & Distributer	Ms.Sumathi/ Ms.Vijayalakshmi /Ms. Gayathri .L/ Ms. Radha Bai Ms.Gokul
		Ms.Shenbagam / Ms.Mumtaj/Ms.Jeystri (KG - II) Ms.Samsath / Ms.Valli /Ms.Dhivya (III - V)

S.No	Maintanence	Incharge
8	Question Papers & Worksheets Xerox	Ms.Janane(Office)/ Mr.Anbu
SCHOOL FUNCTIONS AND EVENTS		
S.No	Maintanence	Incharge
1	School Functions , events & Other Competitions	Mr.Anbu (Office)/Ms.Nivetha/Ms.Tamizholi/Ms.Renuga/Ms. Suvetha/Ms.Axellamary /Ms.Devika/Ms.Bharathy.M
2	Assembly Incharge	(Ms.Gayathri.G / Ms.Suganya/ Ms.Anitha,Ms.Kavitha (I & II) Ms.Annie Saara/ Ms. Devika,Ms.Nivedha, Ms. ArulMozhi/ (III -V) Ms.Samsath/Ms.Ramapriya /Ms. Nathiya, Ms. Valli (VI-XI)
3	ECA Incharge	Mr.Venkat / Ms.Gayathri.L /Ms.Vijayalakshmi/
4	Club & CCA Incharge	Ms.Samsath / Mr. Surendiran
5	Online Competition - Students list segregation	Ms.Roshini / Ms. Renuka/Ms.Ragavardhini/Ms. Ramya Krishnan/ Mr.Venkat/Mr.Manoj kumar/Ms.Divya.A/Ms.Valli
6	Student Birthday Poster Making	Mr.Manoj Kumar /Class Teachers
7	Newsletter Content	Ms.Gayathry.G/ Ms.Dhivya.A Ms.Mouleeswari/ Ms. Aruna
8	News letter Design	Ms.Selva pushpa/Ms.Roshini/ Ms.Ragavardhini/ Ms. RamyaKrishnan/Ms. Renuka
9	FaceBook activity post & Content Preparation	Mr.Anbu/Ms.Selva pushpa/Ms.Roshini/Ms.Ragavardhini/ Ms. RamyaKrishnan
10	Website File Updation	Ms.Roshini/ Ms.Selva pushpa/Ms.Ragavardhini/ Ms. RamyaKrishnan
12	Photos Taking Incharge	Mr.Aravinth/Mr.Anbu
13	Photo Designing	Ms.Roshini/ Ms. Renuka/Ms.Ragavardhini/ Ms. RamyaKrishnan
14	Photos Print & Notice board Display	Mr.Anbu/ Ms.Geetha(Office)
15	Website Photos Incharge	Mr.Aravind Mr.Anbu
16	Certificate Design	Ms.Roshini / Mr.Anbu /Ms.Ragavardhini
17	Certificate Print	Mr.Anbu/Ms.Jayastri
18	Certificate uploads in App	Ms.Roshini/ Ms. Renuka/Ms.Ragavardhini/ Ms. RamyaKrishnan
19	Field Trip - Arrangements	Mr. Srinivasan,Mr.Venkat/ Mr.Aravinth/Mr.Anbu (Office)
20	Website Calender Update	Ms.Roshini/ Ms.Ragavardhini/Ms. Ramya Krishnan
21	Extramarks Incharge	Ms.Ragavardhini