

Kn/Ramanathapuram West G.T.M School



Annual Plane & Sub Committies

2020

School Management Term

Principal
Vice Principal

Mr.S.Suthasharan
Mrs.T.Saththiyapalan

Sectional Heads

Primary
Secondary

Mr.P.Elanseliyan
Mr.A.Abthul Aleem

Treasurer

Mrs.K.Yogaratnam

Discipline In Charge

Mr.A.Rajendrakumar

→
S.Suthasharan
Principal
Kn/Ramanathapuram west G.T.M.School
Vudikulathodi

Teacher's Contact Details Telephone Number

Teacher's Name	Telephone Number
01. Mr.S.Suthasharan	0772881132
02. Mrs.S.Sivapalasintharam	0768699082
03. Mrs.R.Akilan	0777871021
04. Mr.S.Premkumar	0771696296
05. Mrs.K.Thesan	0770632781
06. Mrs.P.Ravishankar	0772938801
07. Mr.T.Jasinthan	0774676003
08. Mrs.K.Yogaratnam	0774133549
09. Mr.A.Rajendrakumar	0770346535
10. Mrs.M.Vijayakumar	0770582923
11. Mrs.K.Jegatheepan	0772956614
12. Mrs.V.Nanthakumar	0779896093
13. Mrs.T.Saththiyapalan	0776775817
14. Mr.P.Elanseliyan	0770260013
15. Mr.S.Lenosan	0777733522
16. Miss.K.Abinaya	0766695668
17. Mr.A.Abthul Aleem	0713399356
18. Mrs.T.Vijitharan	0770131232
19. Mrs.P.Sooriyakanthan	0777363490
20. Mrs.S.Sanmuganathan	0770545419
21. Mrs.K.Sivasubramanium	0777113403
22. Mrs.T.Patkunasingam	0779996125
23. Mrs.M.Mannavan	0777402173
24. Miss.K.Mathhumathy	0778590352
25. Miss.B.Danusha	0766032715

Non Academic Staff Telephone Number

01. Miss.R.Vimalarani

02. Mr.V.Mathiventhan

School Calender

1st Term	2020.01.02	2020.04.06	63 Days
2nd Term	2020.04.20	2020.07.31	70 Days
3rd Term	2020.09.02	2020.11.27	61 Days

Term	Total Days	Total Weeks	Teaching Days
First	63	15	63
Second	70	16	63
Third	61	14	63
Total	194	45	63

Office Management

Duputy Principal	Internal Supervision Students Discipline Inventory SEQUI Monthly Progress Time Table Project
Mr.A.Abthul Aleem	Internal Supervision Circulars SBA Students Seminar Students Leaving Project Relief Work Cencus Scholarship
Mrs.K.Yogaratnam	Internal Supervision Exam Results Teachers Particulars Students Admissions Office Correspondence Student Seminar Relief Work

Staffs Duty

• Mrs.T.Saththiyapalan

Photo Copy
Teachers Personal File
Typing Work
Teachers Attendance
Teachers Leave
Tie & Batch
Binding Work

Mr.A.Abthul Aleem

Education Office Work
Students Daily Attendance
Out Going Work
Leaving Certificate Help

Mrs.K.Yogaratnam

Laminating
Teachers Salary
Petty Cash
Students Fees

Mrs.K.Thesan

Computer Work
Class Daily Attendance
Office File System
Binding Work

Thirisara Programme

1. Food protection

Mr.A.Abthul Aleem

2. Anti Drug

Miss.K.Mathhumathy

3. Protection

Mrs.T.Vijitharan

4. Protection Children

Mrs.K.Sivasubramaniam

5. Protection Environment

Mr.T.Jasinthan

Class Teachers

• Primary Class

1	Mrs.K.Thesan
2	Mrs.V.Nanthakumar
3	Mrs.P.Ravishankar
4A	Mrs.T.Patkunasingam
4B	Mr.P.Elanseliyan
5	Mrs.R.Akilan

Secondary Class

6	
Mrs.T.Saththiyapalan	
7	Mr.A.Rajendrakumar
8	Mrs.M.Vijayakumar
9	Mrs.K.Yogaratnam
10	Mr.S.Premkumar
11	Mr.A.Abthul Aleem

Subject Co - Ordinators

Tamil	Mrs.M.Vijayakumar
	Miss.K.Abinaya
Islam	Mr.A.Abthul Aleem
English	Mrs.K.Yogaratnam
	Mrs.K.Sivasubramanium
Maths	Mr.S.Premkumar
Science	Mrs.T.Saththiyapalan
Business Styudies	Mrs.S.Sanmuganathan
Civics, Life com & Geo	Mr.A.Rajendrakumar
History	Mr.A.Abthul Aleem
Computer	
Health Science	Miss.K.Mathhumathy
	Mrs.T.Vijitharan
Home Econ & P.T.S	Mrs.P.Sooriyakanthan
Secod Language	

S.B.A

• Full Incharge

6 - 11

Mrs.N.Vijayakumar

Internal Supervising Committee

Principal

Mr.S.Suthasharan

Vice principal

Mrs.T.Saththiyapalan

Sectional Head

Mr.P.Elanseliyan
(Primary)

Mr.A.Abthul Aleem

(Secondary)

Duties of Sectional Heads

Class Supervision
Checking Class Record Books
Checking Attendance Register
S.B.A
Completion Scheme
Lesson Plane
Completion of Term Units

Class Teachers Duties

Attendance Register
Completing Class Record Book
Class Room Cleanliness'Class Disciplin
Maintaining Students Personal File
Maintaining Relief Work
Distributing Free Books
School Uniform
Students Outgoing
Term Marks Shedule
Self Motivations
Collecting S.D.A & F.F.Fee
Displaying Students Details

Women's Affairs

Mrs.T.Saththiyapalan
Mrs.K.Yogaratnam
Mrs.K.Sivasubramanium
Mrs.N.Vijayakumar
Mrs.K.Thesan
Mrs.T.Patkunasirfgam

Relief Work

Students Admission

Mr.A.Abthul Aleem

Students Leaving Certificate

Mrs.T.Saththiyapalan

Grade 5 Scholarship Fund

Mr.S.Lenosan
Mrs.R.Akilan

Main Hall Maintenance and All Functions

Mr.A.Rajendrakumar

Shramadana Committee

Mr.A.Abthul Aleem
Mr.A.Rajendrakumar
Mr.S.Premkumar
Miss.K.Mathhumathy

5S Implimentation

Mrs.T.Saththiyapalan
Mr.S.Lenosan
Mrs.P.Ravishankar
Mrs.N.Vijayakumar

Free Books

Mr.T.Jasinthan
Mr.S.Premkumar
Mr.P.Elanseliyan

Free Uniform

Mr.A.Rajendrakumar
Mr.S.Premkumar
Mrs.N.Vijayakumar

Students Identity Card

Mr.S.Premkumar
Miss.K.Abinaya

Bank Dealing

Mrs.K.Yōgaratnam
Mr.S.Premkumar

Media Unit

Mr.S.Lenosan
Mrs.K.Thesan

Library

Miss.K.Abinaya

Students' Height & Weight

Mr.A.Abthul Aleem
Mrs.S.Sanmuganathan
Mrs.K.Thesan
Mrs.P.Ravishankar

School Electricity

Mr.T.Jasinthan
Mr.P.Elanseliyan

Home Economic Unit

Mrs.P.Sooriyakanthan

Maths

Mr.S.Premkumar

Art Unit

Mr.T.Jasinthan

Health Committee

Mrs.T.Vijitharan
Miss.K.Mathhumathy
Miss.B.Danusha

Exhibition Committee - Primary

Mr.P.Elanseliyan Incharge
Mrs.K.Thesan
Mrs.V.Nanthakumar
Mrs.P.Ravishankar
Mrs.T.Patkunasingam
Mrs.R.Akilan

Exhibition Committee - Secondary

Mr.A.Abthul Aleem Incharge
Mr.T.Jasinthan
Mr.A.Rajendrakumar
Mrs.N.Vijayakumar
Miss.K.Abinaya
Mrs.M.Mannavan

Students' Food & Welfare Committee

Mr.A.Abthul Aleem
Mrs.K.Yogaratnam
Mrs.R.Akilan
Mr.P.Elanseliyan

Debate Committee

Mrs.N.Vijayakumar
Miss.K.Abinaya

Indoor Games

Mrs. T. Vijitharan

Miss. K. Mathumathy

Miss. B. Danusha

Chess

Magazine Committee

Mrs. N. Vijayakumar

Miss. K. Abinaya

Mrs. K. Thesan

Mrs. V. Nanthakumar

Mrs. M. Mannavan

Time Table Committee

Mr. T. Jasinthan

Miss. K. Abinaya

SBTD Committee

Mrs. T. Saththiyapalan

Mr. A. Abthul Aleem

Mr. A. Rajendrakumar

Literary Association (Primary)

Mr. P. Elanseliyan

Mrs. V. Nanthakumar

Literary Association - Secondary

Tamil

Miss. K. Abinaya

Mrs. N. Vijayakumar

English

Mrs.K.Sivasubramanium
Mrs.K.Yogaratnam

Students Educational Tour - Primary

Mr.P.Elanseliyan Incharge
Mrs.P.Ravishankar
Mrs.K.Thesan
Mrs.V.Nanthakumar
Mrs.R.Akilan
Mrs.T.Patkunasingam

Students Educational Tour - Sencondary

Mr.T.Jasinthan Incharge
Mr.A.Rajendrakumar
Mr.S.Premkumar
Miss.K.Mathumathy
Mrs.M.Mannavan

Teachers' Tour

Mr.T.Jasinthan Incharge
Mr.A.Abthul Aleem
Mr.A.Rajendrakumar
Mrs.K.Sivasubramanium

Inventory

Mrs.T.Saththiyapalan
Mr.S.Lenosan
Mr.S.Premkumar

Incharge of Inventory Books

Office Equipment	Mrs. T.Saththiyapalan
Sports, Band & Music	Miss.K.Mathumathy
Science	Mrs. T.Saththiyapalan
Furniture	Mr.S.Premkumar
Computer	Nil
Home Economics	Mrs.P.Sooriyakanthan
Library	Miss.K.Abinaya
Agriculture & Life Skills	Mr.S.Lenosan

Discipline Committee

Mrs. T.Saththiyapalan	Incharge
Mr.A.Rajendrakumar	
Mr.A.Abthul Aleem	
Mr.P.Elanseliyan	
Mr.S.Premkumar	
Mrs.S.Sivapalasantharam	
Mrs.N. Vijayakumar	
Mrs.K. Thesan	
Mr. T.Jasinthan	

Assembly Primary Class

Mr.P.Elanseliyan
Mrs.R.Akilan
Mrs.P.Ravishankar

Assembly Secondary Class

Mr.A.Rajendrakumar
Mrs.N. Vijayakumar
Mr.A.Abthul Aleem
Mrs.K.Sivasubramaniam
Miss.K.Mathumathy

S.D.C

Mr.S.Suthasharan
Mrs.T.Saththiyapalan
Mr.A.Rajendrakumar
Mr.S.Premkumar
Mr.A.Abthul Aleem
Mrs.K.Thesan

Sports Committee

Mrs.T.Vijitharan
Miss.K.Mathumathy
Miss.B.Danusha

Islamic majilis

Mr.A.Abthul Aleem

Morning prayers

Mr.S.Lenosan
Mrs.M.Mannavan
Mrs.K.Sivasubramaniam

Reading Development

Mrs.N.Vijayakumar
Mrs.P.Ravishankar

Secondary
Primary

Slow Learners

Mrs.K.Thesan

Quality Input Goods

Mr.T.Jasinthan
Mrs.K.Thesan

Incharge
Primary

Teachers' Salary

Mrs.K.Yogaratnam
Mr.T.Jasinthan

Band

Mr.A.Rajendrakumar
Mr.S.Lenosan
Miss.K.Mathumathy

Incharge

Counselling & Career Guidance

Mrs.N.Vijayakumar
Mrs.K.Thesan

Incharge

Primary Prefects

Ms.K.Venukan

Register , Record Book & Daily Attendance

Mr.A.Abthul Aleem

Teachers' Warrant

Mr.S.Suthasharan
Mrs.K.Thesan

Scrabbles

Mr.P.Elanseliyan
Mr.A.Abthul Aleem

Canteen Committee

Mr.A.Abthul Aleem
Mr.A.Rajendrakumar
Mr.S.Premkumar
Mrs.N.Vijayakumar
Mrs.K.Thesan

Incharge

Traffic Committee

Mr.A.Rajendrakumar
Mr.A.Abthul Aleem
Mr.P.Elanseliyan

Incharge

Department (Electricity / Telephone & Canteen Rent)

Mr.T.Jasinthan

Census

Mrs.V.Nanthakumar
Mrs.K.Thesan
Mrs.M.Mannavan

Lico Club

Mr.A.Rajendrakumar
Mr.S.Lenosan
Miss.K.Mathumathy
Miss.B.Danusha

Paint & Resource Committee

Furniture

Mr.P.Elanseliyan
Mr.A.Rajendrakumar

Computer Unit

Miss.K.Abinaya
Mr.S.Lenosan
Mrs.K.Thesan

Incharge

Staff Meeting Join Secretaries

Mrs.N.Vijayakumar
Miss.K.Abinaya

Sport & Athletics

Mrs.T.Vijitharan

Volley Ball

Miss.K.Mathumathy

Foot Ball

Miss.B.Danusha

Net Ball

Miss.K.Mathumathy
Miss.K.Abinaya
Mrs.N.Vijayakumar

Incharge

First Aid Committee

Miss.K.Mathumathy
Mrs.T.Saththiyapalan
Mr.A.Abthul Aleem
Mr.T.Jasinthan
Mrs.P.Ravishankar

Incharge

Environment Committee

Mr.T.Jasinthan
Mr.A.Rajendrakumar
Mrs.T.Saththiyapalan
Mrs.K.Thesan
Mr.S.Lenosan
Mrs.R.Akilan
Mrs.V.Nanthakumar

Incharge

Scout

Mr.A.Rajendrakumar

Cub Scout

Mr.P.Elanseliyan

S.E.Q.I

- **Students Achievement**

Mrs.P.Ravishankar

Leaving & Teaching

Mrs.K.Sivasubramaniam

Sustematic Curriculum Management

Mrs.T.Saththiyapalan

Co -curricular Activities

Mrs.K.Yogaratnam

Student Welfare

Mrs.K.Thesan

Leadership Management

Mr.A.Rajendrakumar

Physical Resourse Management

Mr.P.Elanseliyan

School & Community Relationship

Mr.A.Abthul Aleem

Teachers Welfare Association (Guild)

President	Mr.A.Rajendrakumar
Vice President	Mr.T.Jasinthan
Secretary	Mrs.N.Vijayakumar
Assistant Secretary	Mr.A.Abthul Aleem
Treasurer	Mr.S.Premkumar

Members

Mr.S.Suthasharan	Mrs.S.Sivapalasantharam
Mrs.R.Akilan	Mrs.K.Thesan
Mrs.P.Ravishankar	Mrs.K.Yogaratnam
Mrs.K.Jegatheepan	Mrs.V.Nanthakumar
Mrs.T.Saththiyapalan	Mr.P.Elanseliyan
Mr.S.Lenosan .	Miss.K.Abinaya
Mrs.T.Vijitharan	Mrs.P.Sooriyakanthan
Mrs.S.Sanmuganathan	Mrs.K.Sivasubramanium
Mrs.T.Patkunasingam	Mrs.M.Mannavan
Miss.K.Mathumathy	Miss.B.Danusha

Technical Committee

Quality Input - 2020

	Purchasing	Evaluation Committee
Principal/D.Principal	Mr.S.Suthaskaran	Mrs.T.Saththiyapalan
Seniors	Mrs K.Thesan	Mr.T.Jasinthan
Subject	Teacher	Teacher
Science	Mrs.T.Saththiyapalan	-
Mathematics	Mr.S.Premkumar	-
History/Geo&Civics	MR.A.Abthul Aleem	Mr.A.Rajendrakumar
Islam	MR.A.Abthul Alem	-
English	Mrs.K.Sivasubramaniyam	Mrs.K.Yogaratnam
Language	Mrs.N.Vijayakumar	Miss.K.Abinaga
Art	-	Mr.T.Jasinthan
P.T.S&Home.Edo	-	Mrs.P.Sooriyakanthan
Health&Phy.Edu	Miss K.Mathumathy	Mrs T.Vijitharan
Primary	Mrs.P.Ravishankar	Mrs.V.Nanthakumar
General	Mrs.S.Sanmuganathan	Mrs.M.Mannavan

Tamil School's Academic Calender - 2020

1st Term	2020.01.02	2020.04.06	63 Days
2nd Term	2020.04.20	2020.07.31	70 Days
3rd Term	2020.09.02	2020.11.27	61 Days

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S. Sumathi

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