

KENDRIYA VIDYALAYA, ARMY CANTT. PANGODE
ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2019-20

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2019-20. All the members of the staff are requested to extend their wholehearted co-operation.

The member placed at No.1 of each committee shall be the convener of the committee. The conveners are requested to hold meeting of their committee under intimation to the undersigned, prepare an action plan for the year after discussing details with the members and submit a report to the undersigned. The committees will meet at regular intervals and review the progress of their program. The convener will maintain a record of their planning, implementation and follow up of the activities. Your contribution and support in the Vidyalaya is solicited.

All the teachers are asked to note down their committees & other members also in their teacher's diary.

S NO	NAME	ALLOTMENT OF DUTIES
STAFF COUNCIL		
1	Principal	Plan ahead for all the activities scheduled for the academic year. Allocate the programmes to the respective committees and initiate the execution of the same in the best possible manner
2	Maya.M (Vice Principal)	
3	Presanna Kumari. I (H.M.I/C)	
4	Smt. Sudha Pillai	
5	Smt. Mini Anilkumar	
6	Smt. Meena D	
7	Smt. Laila Kumari	
8	Smt. Anita Cyriac	
9	Smt. K Jaya	
10	Smt. Renjini B Nair	
PURCHASE COMMITTEE		
1	Smt. Maya.M I/C	Monitor the purchase of materials and service required in the Vidyalaya. Conduct market survey, assess the quality wherever necessary.
2	Smt. Sudha Pillai	
3	Smt. Premlatha Bhatt	
4	Smt. Resmy R. S	
5	Shri. Biju M S	
6	Smt. Sini S	
7	Smt. Bindu Jaya Prakash	
CO ORDINATOR -OLYMPIADS		
1	Smt. Anitha Elizabeth kurien	Conduct and co ordinate various Olympiads and maintain the records needed.
SWATCHTHA AND HARIT VIDYALAYA		
1	Smt. Sreelatha Vinuraj	Plan and conduct various activities to make the children aware of the importance of Swatchatha and Haritha. Cor ordinate and monitor to keep the vidyalaya Swatch and Harith.
2	Smt. Mini Anil kumar	
3	Anita Cyriac	
GSP AUDIT		
1	Shri .Pramod B	Plan and conduct various activities required for GSP Audit.
2	Smt. Anita Elizabeth Kurien	
INSPECTION TOOL PREPARATION, COLLECTION AND MAINTENANCE OF RECORDS		
1	Smt. Sudha Pillai (I/C)	Monitor the maintenance of records by various Incharges at the time of inspection. To co ordinate , collect and prepare all records including inspection tool well in advance .
2	Smt. Sreelatha Vinuraj	
3	Smt. Meena D	
4	Smt. Prasanna Kumari	
5	Smt. Renjini B Nair	

VIDYALAYA STEERING COMMITTEE

	ENGLISH	<p>To plan and implement the whole academic programme for the year. Prepare and implement special programme for the academically backward and gifted children. Ensure that the split up syllabus is strictly followed by all the subject teachers and home work is assigned and correction work is done regularly and properly. Hold subject committee meeting at regular intervals. Encourage new methodologies and innovative ideas.</p>
1	Smt. Anita Cyriac I/C	
2	Smt. Maya J	
3	Smt. Mredula P	
4	Smt. Bindu NV	
5	Smt. Manisha Menon	
	MATHS	
1	Smt. Sreeletha Vinuraj I/C	
2	Smt. Sunitha Sanal Kumar	
3	Smt. Annie Thomas.	
4	Smt. Manju S Nair	
5	Smt Deepthy	
	SOCIAL STUDIES	
1	Smt. K Lailakumari.	
2	Smt Rachna Mehta	
3	PGT Geography	
4	PGT Economics	
5	Smt. KJaya	
6	Smt. Premalatha Bhatt	
7	PGT Pol. Science.	
	HINDI/SANSKRIT	
1	Shri. Rajesh kumar Meena I/C	
2	TGT Sanskrit	
3	Smt. S Sunita	
4	Shri V Harikrishnan	
5	Smt. Indumol	
	SCIENCE	
1	Smt. Sudha Pillai I/C	
2	Smt. DMeena	
3	Smt. Mini Anilkumar	
4	Smt. Chitra .G	
5	Shri Pramod B	
6	Smt. Radha Mohan	
7	Smt. Haripriya Nair	
8	Shri. Sukesh G	
9	Smt. Anitha Elizabeth Kurien	
10	Shri. O Thomas	
	PRT	
	ENGLISH	
1	Smt Sini S I/C	
	MATHS	
2	Smt. G Jayasree I/C	
	HINDI	
3	Smt Asha Padmakumar I/C	
	EVS	
4	Smt. Kumari I S Anitha I/C	

DISCIPLINE	
	Secondary
1	Shri.Biju M S I/C
2	Smt. Sudha Pillai
3	Smt.K Jaya
4	Smt.Mini Anilkumar
5	Smt.Meena D
6	Shri. Sukesh
7	AllClassTeachers
8	Coach
	Primary
1	Smt. Prasanna kumara I/C
2	Smt. G. Jayasree
3	Smt. K.Asha Padmakumar
4	Smt. Bindu Jayaprakash
5	Smt. Manju Saraswathi
6	Shri. Gajanan Lodhe
7	AllClassTeachers
ADMISSION	
	SECONDARY
1	Smt. Lailakumari I/C
2	Smt. Chithra
3	Smt.Haripriya Nair
4	Smt.Radha Mohan
5	Smt.Indumol.I
6	Computer Instructors
	PRIMARY
1	Smt. Prasanna Kumari I/C
2	Smt.Ranjini B Nair
3	Smt. S.P.Geetha
4	Smt. Sini S
5	All class teachers of Class I
1. EXAMINATION	
A) INTERNAL	
	SECONDARY
1	Shri. Sukesh G I/C
2	Smt.Mini Anil kumar
3	Smt. Anitha Kurien
4	Smt.Sunitha S
5	Comp Instructor
6	Smt.Shyamala
	PRIMARY
7	Smt.Asha Padmakumar I/C
8	Smt. Bindu Jayaprakash

Select office bearers of Student Council. Assign duties to the members for maintaining discipline in the Vidyalaya. Prepare panel of student volunteers. To deal effectively with all cases of indiscipline ,late coming etc ,to maintain discipline during all functions and programme .Reporting undesirable cases to Principal / VP / Class Teachers.

To verify and finalise the online application forms for fresh admissions Conduct admission test, interviews and admit the students as per the KVS rules. Fresh admission / KV TC admission to be done following the Admission guidelines.

Plan unit test /examinations schedules well in advance and intimate the students about the dates of tests/examination. Get the question papers ready. Make arrangements for procuring stationeries for the smooth conduct of the examinations and tests. Announce result after moderation. Distribute study materials for Classes IX-XII

(B).EXAMINATION (CBSE)

1	Smt. Radha Mohan I/C	To complete the formalities of class IX & XI registration with CBSE.To get the registration forms filled for Class X and Class XII Examinations .Collecting fees as per the CBSE guidelines ,making DD and sending the soft and hard copies as per schedule.To down load the software for uploading marks and grades of Board Appearing Students of Class X & XII in their scholastic and Co-scholastic areas .Attend to all correspondence related to examination and academic matters and conduct CBSE Board Examinations for the current academic year.
2	Smt. Meena D	
3	Smt.Manju S Nair	
4	Smt. Deepthy .M	
5	Computer Instructors	
6	Smt.Syamala	

4. TIME TABLE

SECONDARY		Prepare time table for the Vidyalaya as per KVS Norms. Distribute the copies to the subject teachers and class teachers. Prepare time table for the academic inspection, remedial teaching and substitution work.
1	Smt.Sreelatha VinurajI/C	
2	Smt.Sunitha Sanalkumar	
3	Smt.Rajesh Kumar Meena	
4	Smt.Manju S Nair	
PRIMARY		
5	Smt.Prassanna kumari I/C	
6	Smt.Sini S	
7	Smt. Renjini B Nair	

REMEDIAL COACHING

SECONDARY		Prepare time table, arrange classes, supervise the progress and keep proper records.
1	Smt.SunithaSanalkumar	
2	Smt.SreelathaVinuraj	
3	Subject Teachers	
PRIMARY		
4	Smt.RanjiniB Nair I/C	
5	Smt.SiniS	

STUDENTS DIARY

SECONDARY		To print and distribute diary in April.
1	Smt.AnitaCyriac I/C	
PRIMARY		
2	Smt.Bindu jayaprakash(I/C)	

10. VIDYALAYA PATRIKA/ CLASSMAGAZINE / NEWS LETTER

SECONDARY		To collect and check the articles for the timely publication of the Vidyalaya patrika/Classmagazine / News letter.
1	Smt. AnitaCyriac I/C	
2	Shri. Rajesh Kumar Meena	
3	Smt. Sunita S	
4	Smt. Bindu N V	
5	TGT -AE	
6	TGT- SKT	
7	All Class Teachers	
PRIMARY		
1	Smt.Kumari I. S Anitha (I/C)	
2	Shri. Gajanan .P. Iodhe	
3	Smt. Sini S	
4	Smt. Farida Salih	
5	All Class teachers	

10. MORNING ASSEMBLY	
	SECONDARY
1	Smt. Premaletha Bhatt (I/C)
2	Smt. Bindu N V
3	Smt. Haripriya Nair
4	Smt. Resmy R S (PA System)
5	Shri. Biju M S (Discipline)
6	Smt. Maya J-CCA Co-ordinator
7	Shri. Pramod - Photography
8	All Class Teachers
	PRIMARY
1	Smt. Farida Salih (I/C)
2	Smt. Pinki Soni
3	Shri. Deepak Verma – PA system
4	Smt. Manju Saraswathi – PA system
5	Smt. Kumari I. S Anitha-
6	Smt. Sini S – Photography
7	Shri. Gajanan .P. lodhe -
8	All Class teachers
FUNCTIONS, CELEBRATIONS	
	SECONDARY
1	Smt. Deepthy M I/C
2	Shri Pramod. B
3	PGT History
4	Smt. Bindu N V
5	Smt. Resmy RS
6	Smt. Maneesha Menon
7	Shri. V Harikrishnan
	PRIMARY
1	Smt. Ranjini B Nair I/C
2	Smt. S P Geetha
3	Smt. Prabha Aravind
4	Shri. Gajanan .P. lodhe
10. EXTERNAL COMPETITIONS	
	SECONDARY
1	Smt. Maneesha Menon I/C
2	PGT Economics
3	Smt. Sunitha Sanalkumar
	PRIMARY
4	Smt. Bindu Jayaprakash I/C
5	Smt. S P Geetha

To prepare assembly schedule and implement it in a befitting manner. To maintain display boards.

Prepare the list of festivals (International, National & Regional importance) to be celebrated in advance and plan their celebrations in a befitting manner. Form sub committees for the celebrations of different festivals and allot duties to the members.

To select students for the various external competitions and maintain record of the same

CCA		
SECONDARY		
1	Smt. Maya J I/C	Plan and co-ordinate the CCA Activities as per schedule printed in the school diary.
2	Smt. Darshana Gopinath	
3	Smt. Hari Priya Nair	
PRIMARY		
4	Smt. Prabha Aravind I/C	
5	Smt. S P Geetha	
6	2.AllClassTeachers	
EXCURSION		
SECONDARY		
1	Smt. Jaya K(In –charge)	To plan and organize excursion and educational trips for all classes and staff.
2	Shri. Pramod B	
3	Shri. Biju M S	
4	Shri Suresh G	
PRIMARY		
5	Shri. Deepak Verma I/C	
6	Smt. Pinki Soni	
7	Smt. S. P. Geetha	
ADVENTURE ACTIVITIES		
1	Shri. Biju M S(In-charge)	To plan and organize adventure activities.
2	Shri. Hari Krishnan	
3	Smt. Darshana Gopinath	
CLUB ACTIVITIES		
1	Smt. Hari Priya Nair (Chief co-ordinator and In-charge)	Co-ordinate the club activities and ensure proper functioning of various clubs.
2	Smt. Annie Thomas (Associate Co-ordinator)	
CAREER GUIDANCE AND COUNSELLING, VALUE EDUCATION		
SECONDARY		
1	Smt. Anita Cyriac(In-charge)	To give guidance, counselling and value education to students ,arrange for guest lectures
2	Shri. O Thomas	
3	Smt. Premaletha Bhatt	
4	Smt. Laila Kumari	
5	Computer Instructor	
PRIMARY		
1	Smt. K Asha Padmakumar	
PARENT TEACHER MEETING/PARENT-TEACHER-STUDENT COMMITTEE.		
SECONDARY CO-ORDINATORS		
1	Smt. Mini Anil kumar (In-charge)	Co-ordinate the PTA meetings of classes and to address the safety needs of students and to take regular feedback from parents in this regard..
2	Smt. Sunitha Sanalkumar	
3	Smt. Resmy R.S	
4	Shri Biju M S	
PRIMARY		
1	Smt. Prasanna Kumari	
2	Smt. Ranjini B Nair	
3	Smt. Sini S	
4	All Class Teachers.	

		FURNITURE
	SECONDARY	<p>Maintain the stock of all furniture in the Vidyalaya. Prepare condemnation list of broken furniture. Record a room-wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breaking of furniture. Make arrangement for repairing broken furniture if any, plan purchases as per availability of funds on priority basis.</p>
1	Shri. Pramod B I/C	
2	Smt. Chitra G	
3	TGT AE	
4	Smt.Resmi R S	
	PRIMARY	
1	Smt.ManjuSaraswathi.(I/C)	
2	Smt.G. Jayasree	
		LOST AND FOUND
	SECONDARY	<p>To deal with lost and found articles and keep a record of it.</p>
1	Sri .Biju M SI/C	
	PRIMARY	
2	Smt .Prasanna Kumari I/C	
		CLEANLINESS AND SANITATION
	SECONDARY	<p>Distribute supervision duties to the members block wise to see that cleanliness and sanitation is maintained in the class rooms labs, toilet and the immediate premises. Incharge to submit daily report to VP/Principal/HM.</p>
1	Smt.Resmy R.S (In-charge)	
2	Smt. D Meena(Groundfloor)	
3	Smt.Darshana Gopinath (First floor)	
4	Smt. K Jaya (Second floor)	
5	Smt. Anitha Elizabeth Kurien	
6	Smt.Bindu N V(School campus and backside of the lab)	
	Ms.Swati Kanoujia	
	PRIMARY	
1	Smt.RanjiniB Nair(GroundFloor)	
2	Smt. Jayasree G.(First Floor)	
3	PRT I(Children's park and premises)	
	SECONDARY	<p>To carry out maintainance of the infra structure & Construction work</p>
1	Smt.ReshmyRS (In-charge)	
2	Shri.Biju M S	
3	SmtSudha Pillai	
4	Smt. Chitra G	
5	TGT AE	
	PRIMARY	
1	Smt.RanjiniB Nair	
2	Smt.Geetha SP	
3	Smt. PinkiSoni	

BEAUTIFICATION AND GARDENING			
SECONDARY			
1	Shri. Pramod B(I/C)	To undertake gardening work. To ensure that all the displayboards are maintained and used properly. Monitor the items displayed on them. To make sure that the items are constantly replaced. Emphasize the importance of value education through displays, co-ordinate with the class teachers to ensure that the class displays are also maintained properly.	
2	Smt. Mini Anil Kumar		
3	Smt. Anitha Elizabeth Kurien		
4	TGT AE		
PRIMARY			
1	Smt. Ranjini B Nair		
2	Smt. Sini S		
3	Smt. Gajanan Lodhe		
SPORTS AND GAMES			
SECONDARY			
1	Shri. Biju M S (In-charge)	Ensure that all the sporting activity are planned well ahead of time, execute the programme efficiently, conduct the sport day in the benefiting manner.	
2	Coach		
3	All Class Teachers		
PRIMARY			
1	Mr Deepak Verma		
2	Smt. Asha Padmakumar		
3	All class teachers		
CO-ORDINATION FOR ART, SUPW			
1	TGT AE (In-charge)	To encourage students to take part in art and social work activities with in and outside the Vidyalaya. To Contribute towards the maintainace and upkeeping of vidyalaya infrastructure.	
2	Smt. Resmy R S		
3	Craft teacher		
LIBRARY			
SECONDARY			
1	Smt. Darsana Gopinath (In-charge)	To encourage students to develop reading habit. Plan and carry out innovative programmes connected with library with in and outside the Vidyalaya, so that the outlook of the Vidyalaya Library can be uplifted to a greated height. Maintain Vidyalaya pages in social media in a befitting manner.	
2	Smt. Anita Cyriac		
3	Shri. Sukesh G		
4	Smt. Sreeletha Vinuraj		
5	Smt. D. Meena		
6	Smt. Rachna Mehta		
7	Shri. Rajesh Kumar Meena		
8	Shri. Pramod B		
PRIMARY			
1	Smt Bindu Jayaprakash (I/C)		
2	Smt. Sini S		
3	All Class teachers		
4	Student Members		
AUDIO VISUAL AIDS			
SECONDARY			
1	Smt. Jaya K (I/C)	To prepare list of audio visual aids to be brought in consultation with the subject teachers. Make purchases of necessary items and provide them to the subject teachers as and when they require them to be used in teaching. Maintain the items properly.	
2	Smt. Resmy. R. S		
PRIMARY			
1	Smt. Bindu Jayaprakash I/C		
2	Smt. G. Jayasree		
SCOUTS AND GUIDES/ CUBS AND BULBULS			
SCOUTS AND GUIDES			
1	Smt. Maya J	Plan and co-ordinate the SCOUTS AND GUIDES/CUBS AND BULBULS as per schedule and requirement. To plan and implement scouting/guiding activities in the Vidyalaya . To train the colour party for special occasions . To get the National flag ready for the National festivals	
2	Shri Pramod B		
3	Smt. Darsana Gopinath		
4	Shri. Biju M S		
CUBS AND BULBULS			
1	Smt. Sini S		
2	Smt. K Asha Padmakumar		
3	Smt. Prabha Aravind		
4	Smt. Radhika Bele		
5	Mr. Deepak Verma		
6	Mr. Gajanan Lodhe		
7	Smt. Pinki Soni		

FEE VERIFICATION, RECONCILIATION AND CONCESSION		
	SECONDARY	Check fee collection and ensure that the correct fee is collected from each student. Ensure that the daily fees have been received from each student. Maintain CS-54, tally fee collection with office records.
1	Smt.Sunitha SanalKumar (I/C)	
2	Smt.ManjuS Nair	
	PRIMARY	
1	Smt.Gjayasree (I/C)	
TEACHING AIDS		
	SECONDARY	To see that teaching aids are properly maintained and neatly arranged. To see that necessary teaching aids are purchased and make them available to the subject teachers.Maintain the stock register.
1	Smt. K. Jaya I/C (In-charge)	
2	Smt. Premlatha Bhatt	
3	Shri. V Harikrishnan	
	PRIMARY	
1	Smt.Kumari I S Anitha (I/C)	
2	Smt.Ranjini B Nair	
STUDENTS MEDICAL CHECKUP		
	SECONDARY	Distribute the medical examination cards to the class teachers. Make arrangement with available doctors and prepare a times schedule for the medical examination of the students of every class well in advance.To ensure that every student will undergo medical examination.
1	Sri Biju M S (I/C)	
2	Smt. Mini Anilkumar	
3	Nurse	
4	Class Teachers	
	PRIMARY	
1	Smt.Manju Saraswathi	
2	Class Teachers	
3	Nurse	
PA SYSTEM		
	SECONDARY	To make sure that atleast one mike system is kept in perfect conditional lthe time. Make alternate arrangements for any failure of the system in any function or programmes.
1	Smt. Resmy R S(In-charge)	
2	Smt. Premlatha Bhatt	
	PRIMARY	Assessthe damages of electrical gadgets and make timely proposals for their repairs.
1	Mr. Deepak Verma	
2	Smt. Manju Saraswathi	

PHOTOGRAPHY		
	SECONDARY	Take Photographs of all activities happening in the Vidyalaya and make it available for future compliance.
1	Shri. Pramod B (I/C)	
2	Shri. Sukesh G	
3	Ms.Swati Kanoujia	
	PRIMARY	
1	Shri. Gajananan Ladhe	
2	Smt. Sini S	
COMPUTER EDUCATION		
1	Smt.RadhaMohan (I/C)	To ensure the working condition of computers and maintain record of CAL/TAL
2	Smt.Haripriya Nair	
3	Computer Instructors	
FIRST AID		
	SECONDARY	To purchase essential materials and medicines for the first aid kit. Attend to cases requiring first aid and provide them with material and help.
1	Shri. Biju M S I/C	
2	Nurse	
3	All class Teachers	
	PRIMARY	
1	Smt.ManjuSaraswathi (I/C)	
2	All classteachers	
MAINTENANCE OF MEDICAL ROOM		
	SECONDARY	To maintain medical room neat and user friendly. Make all purchases as per the requirement and availability of fund.
1	Shri.OThomas I/C	
2	AnithaKurien	
3	Nurse	
	PRIMARY	
4	Smt.Manju Saraswathi (I/C)	
ADOLESCENCE EDUCATION PROGRAMME/ ACP		
1	Smt.Bindu N V(I/C)	To plan and execute programmes to help adolescent lead a better life. To implement Awakened Citizens Programme in letter and spirit.
2	Smt. Jaya k	
3	Smt. Manju S Nair	
4	Smt.Darshana Gopinath	
5	Shri. Pramod. B	

OFFICIAL LANGUAGE IMPLEMENTATION		
1	Shri. Rajesh Kumar Meena (In-charge)	Correspondence in Hindi, Arranging classes courses quarterly meeting and preparation of reports. Monthly report to be submitted to the principal on the last working day.
2	Smt. Sunita S	
3	Smt. Indumol. I	
4	Shri. Deepak Verma	
5	Smt. Laila Kumari (Admission Correspondence)	
6	Shri.Sukesh G (CBSE Examination Correspondence)	
7	Smt. Radha Mohan (Internal Exam correspondence)	
8	Smt. Maya J (CCA)	
9	Smt. Mini Anil Kumar(PTA Registers)	
ARRANGEMENT FOR STAFF MEETING		
1	Smt.Chitra G	Arrange staff meetings as per the instructions from Principal
2	Smt.Sini S	
3	Smt.Reshmi R S	
4	Shri. Biju M S	
5	Smt.Shyamala	
RECORDS AND REPORTS		
1	Smt.Sudha Pillai	To maintain records of all activities in the school in chronological order with brief report and monthly presentation, open a file for the same.
2	Smt.AnitaCyriac	
3	Smt.Kumari I S Anitha	
4	Smt.Ranjini B Nair	
GRIEVANCE CELL		
1	Smt.Sudha Pillai	To open the suggestion box once in a fortnight, attend to the grievances of the students and record it regularly.
2	Smt.Meena D	
VIDYALAYAWEBBSITE/FACEBOOK PAGE/ TWITTER PAGE		
1	Smt. RadhaMohan(I/C)	Updating of website facebook page and twitter page, at least once in a month, Monthly report to be submitted to principal.
2	Smt. Haripriya Nair	
3	Smt. Darshana Gopinath	
4	Shri. Pramod B	
5	Ms.Swati Kanoujia	
ESCORT ARRANGEMENT		
1	Shri.Biju M S (I/C)	To prepare the panel in April and send the escorts in rotation.
2	Smt. Indumol I	
ALUMINI ASSOCIATION		
1	Smt.Mini Anilkumar(I/C)	To coordinate the activities of the Alumini Association.
2	Smt. D Meena	
3	Smt.Sunita.S	
T.L.M.COMMITTEE		
PRIMARY		
1	Smt. Prasanna Kumari	To ensure supply of sufficient learning materials to students / teachers. To co- ordinate and effect purchase every month.
2	Smt. Kumari I S Anitha	
3	Smt. Sini S	
4	Smt. Renjini B Nair	
FILM SHOW COMMITTEE		
1	Smt.Pinki Soni I/C	To arrange many films of education value and organize film shows once in two weeks and maintain records.
2	Computer Instructor	
NCC		
1	Smt. Manju Saraswathy I/C	To coordinate NCC activities. Encourage the students to enrol in NCC.

UBI ONLINE FEES COLLECTION		
1	Smt.Radha Mohan I/C	Verify the collection of fees including fresh admissions maintaining the register, reporting the defaulters if any to the class teachers . Cross checking the total collection with the entries in the class attendance register.To maintain the records of fees exemption (RTE and SGC). To verify the UBI portal for fee collection
2	SmtHaripriya Nair	
3	SmtSunitha Sanalkumar	
4	Comp Instructors	
5	ClassTeachers	
PRESS & PUBLIC RELATIONS.		
1	Smt. Darshana Gopinath (I/C)	To deal with media and external public relations in matters related with various activities and celebrations conducted in the Vidyalaya. To take initiative to publicise the good will of the Vidyalaya.
2	Smt.Ranjini B Nair	
3	Computer Instructors	
4	Smt.Maya J	
NIOS /ODE		
1	ShriPramod B I/C	Conduct the NIOS/ODE as per the schedule in a smooth way.
2	Shri Gajanan Lodhe	
3	Shri Deepak Verma	
EXTERNAL EXAMINATIONS.		
1	Smt. D . Meena I/C	Co ordinate and conduct the various Out side Examinations.
2	Smt. Sudha pillai	
3	Shri Pramod B	
4	All Staff members	
SHAALA DARPAN		
1	Smt. HaripriyaNairI/C	To disseminate messages timely to students and parents
2	Smt. Radha Mohan	
3	All Staff members	
SAFETY COMMITTEE		
1	Maya.M (VP) I/C	Take care of the safety and security of children by taking all the measures and deal with all the complaints regarding the safety of children.
2	Smt. Sudha Pillai	
3	Smt. Prasanna Kumari	
4	Shri.Biju M S	
5	Smt. Resmy R S	
6	Smt. K Jaya	
7	Smt.G Jayasree	
REDRESSAL OF PUBLIC/STAFF/PARENTS/STUDENTS GRIEVANCES		
1	Maya.M (VP) I/C	Deal with all the complaints and Grievances registered by the public/parents/students
2	Smt. Meena D	
3	Smt. SudhaPillai	
4	Smt. Laila Kumari K M	
5	Smt.Prasanna Kumari	
6	Smt. K Jaya	
7	Smt. Sunita S	
8	Smt. Kumari. I S Anitha	
INTERNAL COMPLAINT COMMITTEE ON SEXUAL HARASSMENT		
1	Maya.M (VP) I/C	To deal with the complaints, especially those related with sexual harassment against children or women employee.
2	Smt. Mini Anilkumar	
3	Smt. Jaya K	
4	Smt. Farida Salih	
5	Shri. Biju M S	
OFFICE WORK		
1	Smt. Lailakumari	To supervise the matters related with Pay Bill preparation ,Salary dispersal of contract and conservancy staff and any other work assigned by the Principal.
2	Smt. SreelethaVinuraj	

Back to Basics		
	SECONDARY	To Conduct LAT, SLATE and to plan appropriate monitoring tools/remedial programme based on the assessment tools. To collect and record all documents related to Back to Basic.
1	Smt. Annie Thomas	
2	Smt. K.Jaya	
3	Subject Teachers	
	PRIMARY	
1	Smt.Ranjini B Nair I/C	
2	Smt. Sini S	
3	Smt. S.P.Geetha	
Educational Statistics (DPI data Collection)		
1	Smt. Resmi R S(I/C)	To update the details required for educational statistics conducted by DPI as per the time schedule.
2	Computer Instructors	
Saturday Activity		
1	Smt. kumari. I S Anitha	Prepare the annual plan of Saturday activities and execute it in befitting manner.
2	Smt. Sini S	
3	Smt. Renjini B Nair	
RECEPTION COMMITTEE		
	Anitha Elizabeth Kurien	Co-ordinate the Reception (arrange green bouquet, welcome board and Refreshment) of Guests invited for various functions in the school.
2	Smt. G.Jaya Sree	
3	Smt. Renjini B Nair	
4	Shri Pramod B	
5	Shri. Biju M S	