

**KENDRIYA VIDYALAYA, ARMY CANTT., PANGODE**  
**ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2022-23**

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2022-23. 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  |
|-------------------------------------|---|--|
| <b>1. STAFF COUNCIL</b>             |   |  |
| 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                                   | Smt. Maya.M<br>Principal I/C & Vice Principal |  |
| 3                                   | Shri Rammohan K HDM                           |  |
| 4                                   | Smt. Sudha Pillai                             |  |
| 5                                   | Smt. Mini Anilkumar                           |  |
| 6                                   | Smt. D Meena                                  |  |
| 7                                   | Smt. Laila Kumari                             |  |
| 8                                   | Smt. Anita Cyriac                             |  |
| 9                                   | Smt. K Jaya                                   |  |
| 10                                  | Smt. Asha Padmakumar                          |  |
| <b>2. PURCHASE COMMITTEE</b>        |   |  |
| <b>(a) LOCAL PURCHASE COMMITTEE</b> |   |  |
| 1                                   | Smt. Maya.M<br>Principal I/C & Vice Principal | Monitor all the purchases/procurements of goods and services, right from the stage of selection of firms inviting quotations till the purchases are actually made.                         |
| 2                                   | Shri Rammohan K HDM                           |  |
| 3                                   | Smt. Asha Padmakumar                          |  |

| <b>(b) VIDYALAYA PURCHASE COMMITTEE</b> |                         |  |
|---|-------------------------|--|
| 1                                       | Shri Sreejith K V (I/C) | co ordinate and identify the need for purchase of materials and service required in the Vidyalaya. Conduct market survey, assess the quality wherever necessary. Intimate the requirements to Local Purchase Committee |
| 2                                       | Smt. Resmy R S          |  |
| 3                                       | Smt. Sudha Pillai       |  |
| 4                                       | Shri. Biju M S          |  |
| 5                                       | Smt. Bindu Jayaprakash  |  |
| 6                                       | Smt. Geetha S P         |  |

### **3.VIDYALAYA STEERING COMMITTEE**

|   |                             |   |
|---|-----------------------------|---|
|   | <b>ENGLISH</b>              | 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. |
| 1 | Smt. Anita Cyriac (I/C)     |   |
| 2 | Smt. Maya J                 |   |
| 3 | Smt. Bindu NV               |   |
| 4 | Smt. Neethumol U S          |   |
| 5 | Smt. Preethalekshmy A R     |   |
|   | <b>MATHS</b>                |   |
| 1 | Smt. SreelethaVinuraj (I/C) |   |
| 2 | Smt. Sunitha Sanalkumar     |   |
| 3 | Smt. Manju S Nair           |   |
| 4 | TGT I                       |   |
| 5 | TGT II                      |   |
|   | <b>SOCIAL STUDIES</b>       |   |
| 1 | Smt. K M Lailakumari (I/C)  |   |
| 2 | PGT History                 |   |
| 3 | PGT Economics               |   |
| 4 | PGT Geography               |   |
| 5 | Smt. K Jaya                 |   |
| 6 | Smt. Premalatha Bhatt       |   |
| 7 | PGT Pol.Science             |   |

|    |                              |
|----|------------------------------|
|    | <b>HINDI/ SANSKRIT</b>       |
| 1  | Smt. Sunita S (I/C)          |
| 2  | PGT Hindi                    |
| 3  | Shri. Harikrishnan V         |
| 4  | TGT Hindi                    |
| 5  | TGT Sanskrit                 |
|    | <b>SCIENCE</b>               |
| 1  | Smt. Sudha Pillai (I/C)      |
| 2  | Smt. Mini Anilkumar          |
| 3  | Smt. D Meena                 |
| 4  | Smt. Chitra G                |
| 5  | Shri Sreejith K V            |
| 6  | Shri. Pramod B               |
| 7  | Smt. Haripriya Nair          |
| 8  | Shri. Sukesh G               |
| 9  | Smt. Anitha Elizabeth Kurien |
| 10 | TGT Science                  |
|    | <b>PRT</b>                   |
|    | <b>ENGLISH</b>               |
| 1  | Smt.Meenakshi Sharma (I/C)   |
|    | <b>MATHS</b>                 |
| 2  | Smt. Jaseeba Beegum (I/C)    |
|    | <b>HINDI</b>                 |
| 3  | Smt Bindu Jayaprakash        |
|    | <b>EVS</b>                   |
| 4  | Smt. Manju Saraswathi (I/C)  |

| <b>4.DISCIPLINE</b> |                              |
|---------------------|------------------------------|
|                     | <b>SECONDARY</b>             |
| 1                   | Shri. Biju M S (I/C)         |
| 2                   | Smt. Sudha Pillai            |
| 3                   | Smt. K Jaya                  |
| 4                   | Smt. Resmy R S               |
| 5                   | Smt. D Meena                 |
| 6                   | Shri. Sukesh                 |
| 7                   | All Class Teachers           |
| 8                   | Coach                        |
|                     | <b>PRIMARY</b>               |
| 1                   | Smt. K Asha Padmakumar (I/C) |
| 2                   | Smt. Prabha Aravind          |
| 3                   | Smt Geetha S P               |
| 4                   | Smt. Bindu Jayaprakash       |
| 5                   | Smt. Manju Saraswathi        |
| 6                   | Smt. Meenakshi Sharma        |
| 7                   | All Class Teachers           |
| <b>5.ADMISSION</b>  |                              |
|                     | <b>SECONDARY</b>             |
| 1                   | Smt Meena D (I/C)            |
| 2                   | Smt. Chithra G               |
| 3                   | Shri Sreejith K V            |
| 4                   | Shri Sukesh G                |
| 5                   | Smt. Neethumol U S           |
| 6                   | Smt Manya R Gopal            |
| 7                   | Computer Instructors         |

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.

|                               |                             |  |
|-------------------------------|-----------------------------|--|
|                               | <b>PRIMARY</b>              |  |
| 1                             | Smt.Asha Padmakumar(I/C)    |  |
| 2                             | Smt. Bindu Jayaprakash      |  |
| 3                             | Smt. Prabha Aravind         |  |
| 4                             | Smt. Jaseena Beegam         |  |
| <b>6.EXAMINATION</b>          |                             |  |
| <b>A) INTERNAL</b>            |                             |  |
|                               | <b>SECONDARY</b>            |  |
| 1                             | Smt. Mini Anilkumar (I/C)   | 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   |
| 2                             | Shri Pramod B               |  |
| 3                             | Smt Anitha Elizabeth Kurien |  |
| 4                             | Computer Instructor         |  |
| 5                             | Smt. Syamala S              |  |
| 6                             | Shri C Madhu Mohanan Nair   |  |
|                               | <b>PRIMARY</b>              |  |
| 7                             | Smt. S P Geetha (I/C)       |  |
| 8                             | Smt. Jaseena Beegam B       |  |
| 9                             | Smt. Meenakshi Sharma       |  |
| <b>(B) EXAMINATION (CBSE)</b> |                             |  |
| 1                             | Smt. K M Laila Kumari (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. Sreelatha Vinuraj      |  |
| 3                             | Smt. Bindu N V              |  |
| 4                             | Smt. Haripriya Nair         |  |
| 5                             | Computer Instructors        |  |
| 6                             | Smt. Syamala                |  |

**(C ) EXTERNAL EXAMINATIONS**

|   |                      |  |
|---|----------------------|--|
| 1 | Shri. Pramod B (I/C) | Co ordinate and conduct the various Out side Examinations. |
| 2 | Smt. Neethumol U S   |  |
| 4 | All Staff members    |  |

**7.TIME TABLE**

|   |                               |   |
|---|-------------------------------|---|
|   | <b>SECONDARY</b>              | 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. Sunitha Sanalkumar (I/C) |   |
| 2 | Smt. Sreeletha Vinuraj        |   |
| 3 | Smt. Manju S Nair             |   |
|   | <b>PRIMARY</b>                |   |
| 4 | Smt. S P Geetha (I/C)         |   |
| 5 | Smt Prabha Aravind            |   |
| 6 | Smt. Jaseena Beegum           |   |

**8. REMEDIAL COACHING**

|   |                             |  |
|---|-----------------------------|--|
|   | <b>SECONDARY</b>            | Prepare time table, arrange classes, supervise the progress and keep proper records. |
| 1 | Smt.Sreelatha Vinuraj (I/C) |  |
| 2 | Smt.Sunitha Sanalkumar      |  |
| 3 | Subject Teachers            |  |
|   | <b>PRIMARY</b>              |  |
| 4 | Smt.Bindu Jayaprakash (I/C) |  |
| 5 | Smt Manju Saraswathi        |  |
| 6 | Smt Meenakshi Sharma        |  |

**9.STUDENTS' DIARY**

|   |                            |   |
|---|----------------------------|---|
|   | <b>SECONDARY</b>           | To print and distribute diary in April. |
| 1 | Smt. Anita Cyriac (I/C)    |   |
| 2 | PGT Hindi                  |   |
| 2 | TGT Sanskrit               |   |
|   | <b>PRIMARY</b>             |   |
| 3 | Smt. Asha Padmakumar (I/C) |   |

**10.VIDYALAYA PATRIKA/ CLASS MAGAZINE / NEWS LETTER**

|   |                         |  |
|---|-------------------------|--|
|   | <b>SECONDARY</b>        | To collect and check the articles for the timely publication of the Vidyalaya patrika/Classmagazine / News letter. |
| 1 | Smt. Anita Cyriac (I/C) |  |
| 2 | Smt. Sunita S           |  |
| 3 | Smt. Bindu N V          |  |
| 4 | TGT Sanskrit            |  |
| 5 | All Class Teachers      |  |

|   |  |  |
|---|--|--|
|   | <b>PRIMARY</b>                         |  |
| 1 | Smt. Prabha Aravind (I/C)              |  |
| 2 | Smt. Bindu Jayaprakash                 |  |
| 3 | Smt Manju Saraswathy                   |  |
| 4 | Smt. Meenakshi Sharma                  |  |
| 5 | All Class teachers                     |  |
|   | <b>11.MORNING ASSEMBLY</b>             |  |
|   | <b>SECONDARY</b>                       | To prepare assembly schedule and implement it in a befitting manner. To maintain display boards.   |
| 1 | Smt. Smt. Sunita S (I/C)               |  |
| 2 | Smt.Manya R Gopal                      |  |
| 3 | Smt Maya J                             |  |
| 3 | Smt. Resmy R S (PA System)             |  |
| 4 | Shri. Biju M S (Discipline)            |  |
| 5 | Smt. Preethalekshmi                    |  |
| 6 | Music teacher                          |  |
| 7 | All Class Teachers                     |  |
|   | <b>PRIMARY</b>                         |  |
| 1 | Smt. Bindu Jayaprakash (I/C)           |  |
| 2 | Smt. Meenakshi Sharma                  |  |
| 3 | Smt. Jaseena Beegum                    |  |
| 4 | Smt. Manju Saraswathy                  |  |
| 6 | Music teacher                          |  |
| 7 | All Class Teachers                     |  |
| 8 | Computer Instructor                    |  |
|   | <b>12.FUNCTIONS &amp; CELEBRATIONS</b> |  |
|   | <b>SECONDARY</b>                       | Prepare the list of festivals (International, National & Regional importance) to be celebrated in advance and plan their celebrations in a befitting manner .Form sub committies for the celebrations of different festivals and allot duties to the members . |
| 1 | Smt.Bindu N V (I/C)                    |  |
| 2 | Smt Preethalekshmi                     |  |
| 3 | Smt. Neethumol U S                     |  |
| 4 | Smt. Resmy R S                         |  |
| 5 | Music teacher                          |  |
| 6 | Shri Biju M S                          |  |

|                                  |                            |  |
|----------------------------------|----------------------------|--|
|                                  | <b>PRIMARY</b>             |  |
| 1                                | Smt. Asha Padmakumar(I /C) |  |
| 2                                | Smt. Bindu Jayaprakash     |  |
| 3                                | Geetha S P                 |  |
| 4                                | Smt. Prabha Aravind        |  |
| 5                                | Smt Meenakshi Sharma       |  |
| <b>13. EXTERNAL COMPETITIONS</b> |                            |  |
|                                  | <b>SECONDARY</b>           |  |
| 1                                | Smt. Manju S Nair (I/C)    | To select students for the various external competitions and maintain record of the same |
| 2                                | PGT Economics              |  |
| 3                                | PGT Hindi                  |  |
|                                  | <b>PRIMARY</b>             |  |
| 1                                | Smt Manju Saraswathi I /C  |  |
| 2                                | Smt. Prabha Aravind        |  |
| <b>14. CCA</b>                   |                            |  |
|                                  | <b>SECONDARY</b>           | Plan and co-ordinate the CCA Activities as per schedule printed in the school diary.     |
| 1                                | Smt. Maya J (I/C)          |  |
| 2                                | Smt. Neethumol U S         |  |
| 3                                | Smt Resmy RS               |  |
| 4                                | PGT Hindi                  |  |
| 4                                | PRT Music                  |  |



|   |  |   |
|---|--|---|
|   | <b>PRIMARY</b>   |   |
| 1 | Smt. Jaseen Beegum(I/C)                                    |   |
| 2 | Ms. Meenakshi Sharma                                       |   |
| 3 | Smt. Prabha Aravind  |   |
| 4 | All ClassTeachers  |   |
|   | <b>15. CLUB ACTIVITIES</b>                                 |   |
| 1 | Smt. Anita Cyriac<br>(Chief Co-Ordinator and I/C)          | Co-ordinate the club activities and ensure proper functioning of various clubs.           |
| 2 | Smt. Preethalekshmy A R<br>(Associate Co-ordinator)        |   |
|   | <b>PRIMARY</b>   |   |
| 1 | Smt. Bindu jayaprakash<br>(Chief Co-Ordinator and I/C)     | Co-ordinate the club activities and ensure proper functioning of various clubs.           |
| 2 | Smt. Prabha Aravind<br>(Associate Co-ordinator)            |   |
|   | <b>16.CAREER GUIDANCE, COUNSELLING AND VALUE EDUCATION</b> |   |
|   | <b>SECONDARY</b>   | To give guidance, counselling and value education to students ,arrange for guest lectures |
| 1 | Smt. Premaletha Bhatt I/C                                  |   |
| 2 | Smt. Sunita S  |   |
| 3 | Smt. Maya J  |   |
| 4 | Computer Instructor  |   |
|   | <b>PRIMARY</b>   |   |
| 1 | Smt. K Asha Padmakumar                                     |   |

**17.PARENT TEACHER MEETING/  
PARENT-TEACHER-STUDENT COMMITTEE.**

**SECONDARY CO-ORDINATORS**

|                |                          |  |
|----------------|--------------------------|--|
| 1              | Smt. Anita Cyriac        | 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 Manju S Nair         |  |
| 3              | Smt. Resmy R S           |  |
| 4              | Shri. Biju M S           |  |
| <b>PRIMARY</b> |                          |  |
| 1              | Smt.Asha Padmakumar(I/C) |  |
| 2              | Smt. Bindu Jayaprakash   |  |
| 3              | Smt Geetha S P           |  |
| 4              | All Class Teachers.      |  |

**18.FURNITURE**

**SECONDARY**

|                |                             |  |
|----------------|-----------------------------|--|
| 1              | Shri. Pramod B (I/C)        | 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. |
| 2              | Smt. Resmy R S              |  |
| 3              | Smt. Hari Krishnan V        |  |
| 4              | Shri. Biju M S              |  |
| <b>PRIMARY</b> |                             |  |
| 1              | Smt. Manju Saraswathi (I/C) |  |
| 2              | Ms. Meenakshi Sharma        |  |

**19.MAINTENANCE AND REPAIR OF VIDYALAYA BUILDING**

**SECONDARY**

|   |                      |  |
|---|----------------------|--|
|   |                      | To carry out maintainance of the infra structure & Construction work |
| 1 | Smt. Resmy R S (I/C) |  |
| 2 | Shri. Biju M S       |  |
| 3 | Shri Sreejith K V    |  |
| 4 | Smt. Sudha Pillai    |  |
| 5 | Shri. Sukesh G       |  |

|   |                                |   |
|---|--------------------------------|---|
|   | <b>PRIMARY</b>                 |   |
| 1 | Shri Rammohan K (I/C)          |   |
| 2 | Smt.Geetha S P                 |   |
| 3 | Ms. Meenakshi Sharma           |   |
|   | <b>20.EXCURSION</b>            |   |
|   | <b>SECONDARY</b>               | To plan and organize excursion and educational trips for all classes and staff. |
| 1 | Smt. Resmy R S (I/C)           |   |
| 2 | Shri. Pramod B                 |   |
| 3 | Shri. Biju M S                 |   |
| 4 | Shri. Harikrishnan             |   |
|   | <b>PRIMARY</b>                 |   |
| 1 | Smt.Asha Padmakumar(I/C)       |   |
| 2 | Ms. Meenakshi Sharma           |   |
|   | <b>21.ADVENTURE ACTIVITIES</b> |   |
| 1 | Shri. Biju M S (I/C)           | To plan and organize adventure activities.                                      |
| 2 | Shri. HariKrishnan V           |   |
| 3 | Smt. Preethalekshmi A R        |   |
|   | <b>22.LOST AND FOUND</b>       |   |
|   | <b>SECONDARY</b>               | To deal with lost and found articles and keep a record of it.                   |
| 1 | Shri. Biju M S (I/C)           |   |
|   | <b>PRIMARY</b>                 |   |
| 2 | Smt. Jaseena Beegum(I/C)       |   |

## 23.CLEANLINESS AND SANITATION

|   |   |   |
|---|---|---|
|   | <b>SECONDARY</b>  | <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 (I/C)                                    |   |
| 2 | Smt. G Chitra (Ground floor)                            |   |
| 3 | Smt. Manya R Gopal ( <b>First floor</b> )               |   |
| 4 | Smt. K Jaya ( <b>Second floor</b> )                     |   |
| 5 | Smt. Anitha Elizabeth Kurien                            |   |
| 6 | Smt. Bindu N V (School campus and back side of the lab) |   |
| 7 | Shri Sukesh G   |   |
|   | <b>PRIMARY</b>  |   |
| 1 | Smt. Asha Padmakumar ( <b>Ground Floor</b> )            |   |
| 2 | Smt. Meenakshi Sharma ( <b>First Floor</b> )            |   |
| 3 | Smt. Bindu Jayaprakash (Children's park and premises)   |   |

## 24.BEAUTIFICATION AND GARDENING

|   |                              |   |
|---|------------------------------|---|
|   | <b>SECONDARY</b>             | <p>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.</p> |
| 1 | Shri. Pramod B (I/C)         |   |
| 2 | Smt. Mini Anilkumar          |   |
| 3 | Smt. Anitha Elizabeth Kurien |   |
|   | <b>PRIMARY</b>               |   |
| 1 | Smt. Meenakshi Sharma (I/C)  |   |
| 2 | Smt. Prabha Aravind          |   |
| 3 | Smt Manju Saraswathi         |   |

| <b>25.CO ORDINATOR -OLYMPIADS</b>               |                                    |   |
|---|------------------------------------|---|
| 1   | Smt. Anitha Elizabeth kurien (I/C) | Conduct and co ordinate various Olympiads and maintain the records needed.  |
| 2   | Smt.Prabha Aravind (Primary)       |   |
| <b>26.CO ORDINATOR -GIGYASA</b>                 |                                    |   |
| 1   | Smt. Anitha Elizabeth kurien (I/C) | Conduct and co ordinate various activities and maintain the records needed.   |
| <b>27.CO ORDINATOR -VVM</b>                     |                                    |   |
| 1   | Smt. Haripriya Nair (I/C)          | Conduct and co ordinate VVM and maintain the records needed.  |
| <b>28.CO ORDINATOR -INSPIRE</b>                 |                                    |   |
| 1   | Shri Pramod B(I/C)                 | Registration and monitoring of INSPIRE projects and maintain the records needed.  |
| <b>29.CO ORDINATOR -NCSC/SCIENCE EXHIBITION</b> |                                    |   |
| 1   | Shri Sukesh G(I/C)                 | Conduct , co ordinate and monitoring of NCSC projects and maintain the records needed.  |
| 2   | Shri Pramod B                      |   |
| <b>30.SWATCHTHA AND HARIT VIDYALAYA</b>         |                                    |   |
| 1   | Smt. Sreelatha Vinuraj (I/C)       | 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   | Shri. Pramod B                     |   |
| 3   | Smt. Anita Cyriac                  |   |
| <b>31.GSP AUDIT</b>                             |                                    |   |
| 1   | Shri. Pramod B (I/C)               | Plan and conduct various activities required for GSP Audit.   |
| 2   | Smt. Anita Elizabeth Kurien        |   |

### 32.SPORTS AND GAMES

#### SECONDARY

1 Shri. Biju M S (I/C)

2 Coach

3 All Class Teachers

#### PRIMARY

1 Smt Meenakshi Sharma (I/C)

2 Smt Bindu Jayaprakash

3 All Class Teachers

Ensure that all the sporting activity are planned well ahead of time, execute the programe efficiently, conduct the sport day in the benefiting manner.

### 33.CO-ORDINATION FOR ART & SUPW

1 Smt. Resmy R S(I/C)

2 Music teacher

3 Craft Teacher

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.

### 34. LIBRARY

#### SECONDARY

1 Smt. Manya R Gopal (I/C)

2 Smt. Anita Cyriac

3 Shri. Sukesh G

4 Smt. Sreeletha Vinuraj

5 Smt.Sudha Pillai

6 Smt. Haripriya Nair

7 Smt Sunita S

8 Smt K M Laila Kumari

#### PRIMARY

1 Smt. Bindu Jayaprakash (I/C)

2 Ms. Meenakshi Sharma

3 All Class teachers

4 Student Members

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.

| <b>35.AUDIO VISUAL AIDS</b>                               |                              |   |
|---|------------------------------|---|
|   | <b>SECONDARY</b>             | 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.                     |
| 1   | Smt. K Jaya (I/C)            |   |
| 2   | Smt. Resmy R S               |   |
|   | <b>PRIMARY</b>               |   |
| 1   | Smt. Jaseena Beegum (I/C)    |   |
| 2   | Smt. Prabha Aravind          |   |
| <b>36.SCOOTS AND GUIDES / CUBS AND BULBULS</b>            |                              |   |
|   | <b>SCOUTS AND GUIDES</b>     | 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 . |
| 1   | Smt. Resmy R S (I/C)         |   |
| 2   | Shri. Biju M S               |   |
| 3   | Shri. Pramod B               |   |
|   | <b>CUBS AND BULBULS</b>      |   |
| 1   | Smt. Prabha Aravind (I/C)    |   |
| 2   | Smt. Asha Padmakumar         |   |
| 3   | Shri. Rammohan K             |   |
| <b>37.FEE VERIFICATION, RECONCILIATION AND CONCESSION</b> |                              |   |
|   | <b>SECONDARY</b>             | Check fee collection and ensure that the correct fee is collected form each student. Ensure that the daily fees have been received from each student. Maintain CS-54, tally fee collection with office records.   |
| 1   | Smt. Sreelatha Vinuraj (I/C) |   |
| 2   | Smt. Manju S Nair            |   |
|   | <b>PRIMARY</b>               |   |
| 1   | Smt Jaseena Beegum (I/C)     |   |
| 2   | Smt. Geetha S P              |   |

| <b>38. TEACHING AIDS</b>            |                             |   |
|-------------------------------------|-----------------------------|---|
|                                     | <b>SECONDARY</b>            | 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                                   | Preethalekshmi A R(I/C)     |   |
| 2                                   | Smt. Premlatha Bhatt        |   |
| 3                                   | Shri. Harikrishnan V        |   |
|                                     | <b>PRIMARY</b>              |   |
| 1                                   | Smt. Asha Padmakumar (I/C)  |   |
| 2                                   | Smt. Bindu Jayaprakash      |   |
| 3                                   | Smt. Prabha Aravind         |   |
| <b>39. STUDENTS MEDICAL CHECKUP</b> |                             |   |
|                                     | <b>SECONDARY</b>            | 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                                   | Shri. Biju M S (I/C)        |   |
| 2                                   | Shri. Pramod B              |   |
| 3                                   | Nurse                       |   |
| 4                                   | Class Teachers              |   |
|                                     | <b>PRIMARY</b>              |   |
| 1                                   | Smt. Manju Saraswathi       |   |
| 2                                   | Class Teachers              |   |
| 3                                   | Nurse                       |   |
| <b>40. FIRST AID</b>                |                             |   |
|                                     | <b>SECONDARY</b>            | 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          |   |
|                                     | <b>PRIMARY</b>              |   |
| 1                                   | Smt. Manju Saraswathi (I/C) |   |
| 2                                   | Smt. Meenakshi Sharma       |   |
| 3                                   | All Class Teachers          |   |



#### 41.MAINTENANCE OF MEDICAL ROOM

##### SECONDARY

- 1 Shri. Pramod B (I/C)
- 2 Smt. Anitha Elizabeth Kurien
- 3 Nurse

To maintain medical room neat and user friendly. Make all purchases as per the requirement and availability of fund.

##### PRIMARY

- 4 Smt. Manju Saraswathi (I/C)
- 5 Smt. Meenakshi Sharma

#### 42. PA SYSTEM

##### SECONDARY

- 1 Smt. Resmy R S (I/C)
- 2 Smt. Bindu N V

##### PRIMARY

- 1 Smt .Manju Saraswathi(I/C)
- 2 Smt Prabha Aravind

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. Assessthe damages ofelectricalgadgetsandmak etimelyproposals for their repairs.

#### 43.PHOTOGRAPHY

##### SECONDARY

- 1 Shri. Sukesh G (I/C)
- 2 Comp Instructor

3 Pramod B

##### PRIMARY

- 1 Smt Meenakshi Sharma(I/C)
- 2 Smt Jaseena Beegum

Take Photographs of all activities happening in the Vidyalaya and make it available for future compliance.

**44. COMPUTER EDUCATION**

|   |                        |   |
|---|------------------------|---|
| 1 | Shri Sreejith K V(I/C) | To ensure the working condition of computers and maintain record of CAL/TAL |
| 2 | Smt. Haripriya Nair    |   |
| 3 | Computer Instructors   |   |

**45.ADOLESCENCE EDUCATION PROGRAMME/ ACP**

|   |                          |  |
|---|--------------------------|--|
| 1 | Smt. Manya R Gopal (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. K Jaya              |  |
| 3 | Smt. Manju S Nair        |  |
| 4 | Smt Premlatha Bhatt      |  |
| 5 | Shri. Pramod B           |  |

**46.OFFICIAL LANGUAGE IMPLEMENTATION**

|   |  |   |
|---|--|---|
| 1 | Smt. Sunita S (I/C)  | 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 | PGT Hindi  |   |
| 3 | TGT Hindi  |   |
| 4 | Smt. K Asha Padmakumar                                     |   |
| 5 | Smt. Chitra G<br>(Admission Correspondence)                |   |
| 6 | Smt. K M Laila Kumari<br>(CBSE Examination Correspondence) |   |
| 7 | Smt. Mini Anilkumar<br>(Internal Exam correspondence)      |   |
| 8 | Smt. Maya J (CCA)  |   |
| 9 | Smt. Anita Cyriac (PTA Registers)                          |   |

| <b>47. ARRANGEMENT FOR STAFF MEETING</b>   |                             |   |
|--|-----------------------------|---|
| 1  | Smt.Manya R Gopal (I/C)     | To arrange staff meetings as per the instructions from Principal.   |
| 2  | Shri. Biju M S              |   |
| 3  | Smt Prabha Aravind          |   |
| 4  | Smt. Resmy R S              |   |
| 5  | Smt. Syamala                |   |
| <b>48.INSPECTION TOOL PREPARATION, COLLECTION AND MAINTENANCE OF RECORDS AND REPORTS</b> |                             |   |
|  | <b>SECONDARY</b>            | Monitor the maintainance of records by various in-charges and co-ordinate collect and prepare all records including inspection tool well in advance. To maintain records of all activities in the school in chronological order with brief report and monthly presentation, open a file for the same. |
| 1  | Smt. Sudha Pillai (I/C)     |   |
| 2  | Smt. Sunitha Sanalkumar     |   |
| 3  | Smt. Anita Cyriac           |   |
|  | <b>PRIMARY</b>              |   |
| 1  | Smt. Bindu Jayaprakash(I/C) |   |
| 2  | Smt. Geetha S P             |   |
| 3  | Smt. Asha Padmakumar        |   |
| <b>49.GRIEVANCE CELL</b>   |                             |   |
| 1  | Smt. Neethumol U S (I/C)    | To open the suggestion box once in a fortnight, attend to the grievances of the students and record it regularly.   |
| 2  | Smt. Chitra G               |   |
| <b>50.VIDYALAYAWEBSITE/FACEBOOK PAGE/ TWITTER PAGE</b>                                   |                             |   |
| 1  | Smt. Haripriya Nair (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. Manya R Gopal          |   |
| 3  | Smt Anita Cyriac            |   |
| 4  | Shri. Pramod B              |   |
| 5  | Computer Instructors        |   |

**51.ESCORT ARRANGEMENT**

|   |                      |   |
|---|----------------------|---|
| 1 | Shri. Biju M S (I/C) | To prepare the panel in April and send the escorts in rotation. |
| 2 | Smt. Resmy R S       |   |

**52. ALUMNI ASSOCIATION**

|   |                           |   |
|---|---------------------------|---|
| 3 | Smt. Mini Anilkumar (I/C) | To coordinate the activities of the Alumni Association. |
|   | Smt. D Meena              |   |
|   | Smt. Sunita S             |   |

**53.T.L.M.COMMITTEE**

|   |                           |   |
|---|---------------------------|---|
|   | <b>PRIMARY</b>            | To ensure supply of sufficient learning materials to students / teachers. To co-ordinate and effect purchase every month. |
| 1 | Smt. Asha Padmakumar(I/C) |   |
| 2 | Smt. Geetha S P           |   |
| 3 | Smt. Bindu Jayaprakash    |   |

**54.FILM SHOW COMMITTEE**

|   |                           |  |
|---|---------------------------|--|
| 1 | Smt. Prabha Aravind (I/C) | To arrange many films of education value and organize film shows once in two weeks and maintain records. |
| 2 | Smt Jaseena Beegum        |  |
| 3 | Smt. Meenakshi Sharma     |  |
| 4 | Computer Instructor       |  |

**55. NCC**

|   |                             |  |
|---|-----------------------------|--|
| 1 | Smt. Manju Saraswathy (I/C) | To co-ordinate NCC activities. Encourage the students to enrol in NCC. |
|---|-----------------------------|--|

**56.UBI ONLINE FEE COLLECTION**

|   |                           |  |
|---|---------------------------|--|
| 1 | Smt. Haripriya Nair (I/C) | Verify the collection of fees including fresh admissions maintaining the register, reporting the defaulters if any to the class teachers .<br>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 | Smt. Sreelatha Vinuraj    |  |
| 3 | Smt. Manju S Nair         |  |
| 4 | Computer Instructors      |  |
| 5 | All Class Teachers        |  |

| <b>57.PRESS &amp; PUBLIC RELATIONS</b>                  |                           |  |
|---|---------------------------|--|
| 1   | Smt. Manya R Gopal (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. Anita Cyriac         |  |
| 3   | Smt. Asha Padmakumar      |  |
| 4   | Computer Instructors      |  |
| <b>58. NIOS /ODE</b>                                    |                           |  |
| 1   | Shri. Pramod B (I/C)      | Conduct the NIOS/ODE as per the schedule in a smooth way.  |
| <b>59. SHAALA DARPAN</b>                                |                           |  |
| 1   | Smt. Haripriya Nair (I/C) | To disseminate messages timely to students and parents   |
| 2   | Shri. Sreejith K V        |  |
| 3   | All Staff members         |  |
| <b>60.CONDEMNATION COMMITTEE</b>                        |                           |  |
| 1   | Shri Sreejith K V (I/C)   | Co ordinate and checking of all procedures of condemnation of articles.  |
| 2   | Smt.Sudha Pillai          |  |
| 3   | Smt.Prabha Aravind        |  |
| <b>61. ATL/ TOY BASED PROGRAMMES</b>                    |                           |  |
| 1   | Shri Sukesh G (I/C)       | Conduct and co ordinate all the activities related to Toy based programmes and ATL. Maintain the stock register of ATL and all do all the other works related to ATL.Maintain proper records.            |
| 2   | Smt Bindu Jayaprakash     |  |
| <b>62.PARIKSHE PE CHARCHA/CBL/EXPERIENTIAL LEARNING</b> |                           |  |
| 1   | Smt Neethumol U S (I/C)   | Co ordinate and conduct all the activities and maintain proper records   |
| 2   | Smt Manya R Gopal         |  |
| 3   | Smt.Geetha S P (Primary)  |  |

| <b>63.TEACHER ENRICHMENT PROGRAMME</b>                             |                               |   |
|--|-------------------------------|---|
| 1  | Smt Neethumol U S (I/C)       | Co ordinate the teacher training sessions taken by the teachers who undergone various training sessions and courses. Co ordinate and conduct various activities for teacher enrichment and maintain proper records  |
| 2  | Smt Sunita S                  |   |
| 3  | Smt Anitha Elizabeth Kurien   |   |
| 4  | Smt Asha Padmakumar (Primary) |   |
| <b>64.SAFETY COMMITTEE</b>   |                               |   |
| 1  | Smt. 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             |   |
| 5  | Smt. Asha Padmakumar          |   |
| 6  | Shri. Biju M S                |   |
| 7  | Smt. Resmy R S                |   |
| 8  | Smt. K Jaya                   |   |
| 9  | Smt. Asha Padmakumar          |   |
|  | Smt Bindu Jayaprakash         |   |
| <b>65.REDRESSAL OF PUBLIC/ STAFF/ PARENTS/ STUDENTS GRIEVANCES</b> |                               |   |
| <b>65(a)GRIEVANCE/ REDRESSAL COMMITTEE FOR EMPLOYEES</b>           |                               |   |
| 1  | Smt. Maya.M (VP) (I/C)        | The prime objective of the grievance redressal procedure is to promote practices and procedures which would ensure creation and sustenance of healthy employer-employee relationship, expeditious settlement of genuine grievances of employees and officers so as to increase satisfaction on the job, resulting in improved proficiency and productivity of the institution |
| 2  | Shri Rammohan K               |   |
| 3  | Shri. Biju M S                |   |
| 4  | Smt. Asha Padmakumar          |   |
| 5  | Smt. Sudha Pillai             |   |

| <b>65.(b)SPECIAL GRIEVANCE CELL FOR PARENTS AND STUDENTS</b> |                              |  |
|--|------------------------------|--|
| 1  | Smt. Maya.M (VP) (I/C)       | Deal with all the complaints and Grievances registered by the public/parents/students  |
| 2  | Shri Rammohan K              |  |
| 3  | Smt. Chitra G                |  |
| 4  | Smt. Laila Kumari K M        |  |
| 5  | Smt. K Jaya                  |  |
| <b>66.INTERNAL COMPLAINT COMMITTEE ON SEXUAL HARASSMENT</b>  |                              |  |
| 1  | Smt. 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. Meenakshi Sharma        |  |
| 5  | Shri. Biju M S               |  |
| <b>67.OFFICE WORK</b>  |                              |  |
| 1  | Smt.Chitra G (I/C)           | 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        |  |
| <b>68.BACK TO BASICS/ FLN</b>                                |                              |  |
|  | <b>SECONDARY</b>             | 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. Premlatha Bhatt (I/C)   |  |
| 2  | Smt. K Jaya                  |  |
| 3  | Subject Teachers             |  |
|  | <b>PRIMARY FLN</b>           |  |
| 1  | Smt. Bindu Jayaprakash (I/C) |  |
| 2  | Smt. Asha Padmakumar         |  |
| 3  | Smt Prabha Aravind           |  |

| <b>69.EDUCATIONAL STATISTICS (DPI DATA COLLECTION)</b> |                                     |  |
|--|-------------------------------------|--|
| 1  | Smt. Resmy R S (I/C)                | To update the details required for educational statistics conducted by DPI as per the time schedule.   |
| 2  | Computer Instructors                |  |
| <b>70.SATURDAY ACTIVITY (FUN DAY)</b>                  |                                     |  |
| 1  | Smt. Meenakshi Sharma (I/C)         | Prepare the annual plan of Saturday activities and execute it in befitting manner.   |
| 2  | Smt. Bindu Jayaprakash              |  |
| 3  | Smt. Asha Padmakumar                |  |
| 4  | All Club In-Charges                 |  |
| <b>71.RECEPTION COMMITTEE</b>                          |                                     |  |
| 1  | Smt. Aanitha Elizabeth Kurien (I/C) | Co-ordinate the Reception (arrange green bouquet, welcome board and Refreshment) of Guests invited for various functions in the school.  |
| 2  | Smt. Sudha Pillai                   |  |
| 3  | Smt. Bindu Jayaprakash              |  |
| 4  | Smt Neethumol U S                   |  |
| 5  | Smt Manya R Gopal                   |  |
| <b>72.PISA/CCT</b>                                     |                                     |  |
| 1  | Smt.Mini Anilkumar (I/C)            | Co-ordinate and monitor the work of mentor teachers. Co ordinate the assignments and examinations related to related to PISA/CCT in all the classes and maintain proper records. |
| 2  | Smt. Bindu N V                      |  |
| 3  | Smt. Anitha Elizabeth Kurien        |  |
| <b>73. ARTIFICIAL INTELLIGENCE</b>                     |                                     |  |
| 1  | Shri.Sreejith KV (I/C)              | Co ordinate and monitor all the activities related to AI which is implemented in various classes. Maintain proper records.   |
| 2  | Smt.Haripriya Nair                  |  |
| 3  | Shri.Sukesh G                       |  |
| 4  | Comp Instructor                     |  |



| <b>74. EBSB, AKAM</b>                         |   |   |
|---|---|---|
| 1   | Smt K Jaya (I/C)                              | Co ordinate and conduct all the activities related to EBSB and AKAM according to the instructions from GOI and KVS and maintain proper records  |
| 2   | Smt Premlatha Bhatt                           |   |
| 3   | PGT Economics                                 |   |
| 4   | PGT Geography                                 |   |
| <b>75.MONTHLY ROUND UP OF ACTIVITIES</b>      |   |   |
| 1   | Smt. Sudha Pillai                             | Collect the details of all the activities, celebrations conducted, achievements of students and teachers and Details of training etc as a part of Monthly round up of activities to be sent to RO in every month.   |
| 2   | Smt. Neethumol U S                            |   |
| <b>76.INTERNAL COMPLAINT COMMITTE</b>         |   |   |
| 1   | Smt. Maya.M<br>Principal I/C & Vice Principal | Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment. Prevent discrimination and sexual harassment, by promoting gender amity among the employees |
| 2   | Shri.Rammohan.K                               |   |
| 3   | Smt. Asha Padmakumar                          |   |
| 4   | Shri.Biju M S                                 |   |
| <b>77.COMMITTEE TO DEAL WITH LEGAL ISSUES</b> |   |   |
| 1   | Shri.Rammohan.K                               | Coordinate the matters related to Child Right Commission, RTI , Letter from MP or VIPs  |
| 2   | Smt.K.M.Laila Kumari                          |   |
| 3   | Shri.Biju M S                                 |   |

**PRINCIPAL**























