

**PM SHRI KENDRIYA VIDYALAYA ARMY CANTT. PANGODE
ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2023-24**

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2023-24. 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
1.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	Smt. Maya.M Vice Principal	
3	Shri. Rammohan K HDM	
4	Shri. G Nagarajan	
5	Smt. Mini Anilkumar	
6	Smt. Chitra G	
7	Smt. Raji S	
8	Shri.Harikrishnan V	
9	Smt. K Asha Padmakumar	
10	PGT Hindi	
2.PURCHASE COMMITTEE		
(a) LOCAL PURCHASE COMMITTEE		
1	Smt. Maya.M 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. K Asha Padmakumar	
(b) VIDYALAYA PURCHASE COMMITTEE		
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	Shri. G Nagarajan	
4	Smt. Bindu Jayaprakash	
5	Smt. Geetha S P	
6		

3.VIDYALAYA STEERING COMMITTEE`

ENGLISH		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. Raji S (I/C)	
2	Smt. Athira S	
3	Smt. Bindu N V	
4	Smt. Neethumol U S	
5	Smt. Preethalekshmi A R	
MATHS		
1	Smt. Sreeletha Vinuraj (I/C)	
2	Smt. Sunitha Sanalkumar	
3	Smt. Manju S Nair	
4	TGT Maths	
5	TGT Maths	
SOCIAL STUDIES		
1	Shri. S Murugan (I/C)	
2	Shri. G Nagarajan	
3	PGT Economics	
4	PGT Geography	
5	TGT Sost	
6	TGT Sost	
7	PGT Pol.Science	
HINDI/ SANSKRIT		
1	Smt. Sunita S (I/C)	
2	Shri. Harikrishnan V	
3	PGT Hindi	
4	TGT Hindi	
5	TGT Sanskrit	
SCIENCE		
1	Smt. Deepa C K (I/C)	
2	Smt. Chitra G	
3	Shri. Sreejith K V	
4	Shri. Pramod B	
5	Smt. Haripriya Nair	
6	Shri. Sukesh G	
7	Smt. Gopi Priya	
8	Smt. Anitha Elizabeth Kurien	
9	Smt. Mini Anilkumar	
10	TGT Science	

	PRT	
	ENGLISH	
1	Smt. Geetha S P (I/C)	
	MATHS	
2	Smt. Jaseena Beegum (I/C)	
	HINDI	
3	Smt K Asha Padmakumar (I/C)	
	EVS	
4	Smt. Bindu Jayaprakash (I/C)	
	4.DISCIPLINE	
	SECONDARY	<p>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.</p>
1	Shri. G Nagarajan (I/C)	
2	Shri. Sreejith K V	
3	Smt. Resmy R S	
4	Smt. Mini Anilkumar	
5	Shri. Sukesh G	
6	Shri. S Murugan	
7	Smt. Neethumol U S	
8	All Class Teachers	
9	Coach	
	PRIMARY	
1	Smt. K Asha Padmakumar (I/C)	
2	Smt. Prabha Aravind	
3	Smt. Geetha S P	
4	Smt. Bindu Jayaprakash	
5	All Class Teachers	
	5.ADMISSION	
	SECONDARY	<p>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.</p>
1	Smt. Chithra G (I/C)	
2	Shri. Sreejith K V	
3	Shri. Sukesh G	
4	Smt. Neethumol U S	
5	Smt. Manya R Gopal	
6	Computer Instructors	

	PRIMARY	
1	Smt. K Asha Padmakumar(I/C)	
2	Smt. Bindu Jayaprakash	
3	Smt. Prabha Aravind	
4	Smt. Jaseena Beegam B	
6.EXAMINATION		
A) INTERNAL		
	SECONDARY	
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. Gopi Priya	
3	Smt. Anitha Elizabeth Kurien	
4	Computer Instructor	
	PRIMARY	
5	Smt. K Asha Padmakumar (I/C)	
6	Smt. Jaseena Beegam B	
7	Smt. Prabha Aravind	
(B) EXAMINATION (CBSE)		
1	Smt. Sreeletha Vinuraj (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 download the software for uploading marks
2	Smt. Haripriya Nair	
3	Computer Instructors	
4	Sub staff	
(C) EXTERNAL EXAMINATIONS		
1	Shri. Pramod B (I/C)	Co ordinate and conduct the various Out side Examinations.
2	Smt. Neethumol U S	
3	All Staff members	
7.TIME TABLE		
	SECONDARY	
1	Smt. Sunitha Sanalkumar (I/C)	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.
2	Smt. Sreeletha Vinuraj	
3	Smt. Manju S Nair	
	PRIMARY	
4	Smt. S P Geetha (I/C)	
5	Smt. Prabha Aravind	
6	Smt. K Asha Padmakumar	

8. REMEDIAL COACHING		
	SECONDARY	Prepare time table, arrange classes, supervise the progress and keep proper records.
1	Smt. Deepa C K (I/C)	
2	Smt. Sreeletha Vinuraj	
3	Smt. Athira S	
4	Subject Teachers	
	PRIMARY	
5	Smt. Bindu Jayaprakash (I/C)	
6	Smt. Manju Saraswathi	
7	Smt. Jaseena Beegam B	
9. STUDENTS' DIARY		
	SECONDARY	To print and distribute diary in April.
1	Smt. Raji S (I/C)	
2	Smt. Shylaja Thykandy	
3	TGT Sanskrit	
	PRIMARY	
4	Smt. K Asha Padmakumar (I/C)	
10. VIDYALAYA PATRIKA/ CLASS MAGAZINE / NEWS LETTER		
	SECONDARY	To collect and check the articles for the timely publication of the Vidyalaya patrika/Classmagazine / News letter.
1	Smt. Raji S (I/C)	
2	Smt. Sunita S	
3	Smt. Bindu N V	
4	TGT Sanskrit	
5	All Class Teachers	
	PRIMARY	
1	Smt. Geetha S P (I/C)	
2	Smt. Bindu Jayaprakash	
3	Smt. Manju Saraswathi	
4	Smt. Prabha Aravind	
5	All Class teachers	

11.MORNING ASSEMBLY		
	SECONDARY	To prepare assembly schedule and implement it in a befitting manner. To maintain display boards.
1	Smt. Bindu N V (I/C)	
2	Smt. Manya R Gopal	
3	Smt. Athira S	
4	Smt. Resmy R S (PA System)	
5	Shri. Sreejith K V (Discipline)	
6	Smt. Preethalekshmi A R	
7	Music Teacher	
8	All Class Teachers	
	PRIMARY	
1	Smt. Jaseena Beegam B (I/C)	
2	Smt. Bindu Jayaprakash	
3	Smt. Meenakshi Sharma	
4	Music Teacher	
5	All Class Teachers	
6	Computer Instructor	
7		
12.FUNCTIONS & CELEBRATIONS		
	SECONDARY	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. Athira S (I/C)	
2	Smt. Preethalekshmi A R	
3	Smt. Neethumol U S	
4	Smt. Resmy R S	
5	Shri. S Murugan	
6	Music teacher	
	PRIMARY	
1	Smt. Bindu Jayaprakash (I /C)	
2	Smt. K Asha Padmakumar	
3	Smt. Geetha S P	
4	Smt. Prabha Aravind	
5	Smt. Jaseena Beegam B	

13. EXTERNAL COMPETITIONS		
	SECONDARY	
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	
	PRIMARY	
4	Smt. Prabha Aravind (I/C)	
5	Smt. Geetha S P	
14. CCA		
	SECONDARY	Plan and co-ordinate the CCA Activities as per schedule printed in the school diary.
1	Smt. Preetha Lekshmi A R (I/C)	
2	Smt. Resmy R S	
3	Smt. Sunita S	
4	Shri. Salman Khan	
5	PRT Music	
	PRIMARY	
5	Smt. Bindu Jayaprakash (I/C)	
6	Smt. Meenakshi Sharma	
7	Smt. Jaseena Beegam B	
8	All Class Teachers	
15. CLUB ACTIVITIES		
1	Smt. Sunitha Sanalkumar (Chief Co-Ordinator and I/C)	Co-ordinate the club activities and ensure proper functioning of various clubs.
2	Smt. Sunita S (Associate Co-ordinator)	
	PRIMARY	
3	Smt. Prabha Aravind (Chief Co-Ordinator and I/C)	Co-ordinate the club activities and ensure proper functioning of various clubs.
4	Smt. Geetha S P (Associate Co-ordinator)	

16.CAREER GUIDANCE, COUNSELLING AND VALUE EDUCATION		
	SECONDARY	To give guidance, counselling and value education to students ,arrange for guest lectures
1	Shri. S Murugan (I/C)	
	Shri. Sreejith K V	
2	Smt. Sunita S	
3	Smt. Neethumol U S	
4	Computer Instructor	
	PRIMARY	
5	Smt. K Asha Padmakumar (I/C)	
6	Smt. Geetha S P	
17.PARENT TEACHER MEETING/ PARENT-TEACHER-STUDENT COMMITTEE.		
	SECONDARY CO-ORDINATORS	
1	Smt. Neethumol U S (I/C)	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. Preetha Lekshmi A R	
3	Smt. Resmy R S	
	PRIMARY	
5	Smt. K Asha Padmakumar(I/C)	
6	Smt. Bindu Jayaprakash	
7	Smt. Geetha S P	
8	All ClassTeachers.	
18.FURNITURE		
	SECONDARY	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.
1	Shri. Pramod B (I/C)	
2	Smt. Resmy R S	
3	Shri. Hari Krishnan V	
4	Shri. Salman Khan	
	PRIMARY	
5	Smt. Prabha Aravind (I/C)	
6	Mrs. Jaseena Beegam B	

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. Sreejith K V		
3	Shri. G Nagarajan		
4	Shri. Sukesh G		
5			
	PRIMARY		
6	Shri. Rammohan K (I/C)		
7	Smt. Geetha S P		
8	PRT		
20.EXCURSION			
	SECONDARY		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. G Nagarajan		
4	Shri. Harikrishnan V		
	PRIMARY		
5	Smt. K Asha Padmakumar (I/C)		
6	PRT		
21.SIC (SCHOOL INNOVATION COUNSIL)-PM SHRI			
1	Smt. Gopi Priya (I/C)		
2	Smt. Haripriya Nair		
3	Shri. Sreejith K V		
4	Smt. Raji S		
5	Shri. Salman Khan		

22.LOST AND FOUND		
	SECONDARY	To deal with lost and found articles and keep a record of it.
1	Shri. G Nagarajan (I/C)	
	PRIMARY	
2	Smt. Jaseena Beegam B (I/C)	
23.CLEANLINESS AND SANITATION		
	SECONDARY	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.
1	Smt. Resmy R S (I/C)	
2	Smt. Anitha Elizabeth Kurien (Ground floor)	
3	Smt. Manya R Gopal (First floor)	
4	Smt. Manju S Nair (Second floor)	
5	Shri. Sukesh G	
6	Smt. Bindu N V (School campus and back side of the lab)	
7	Smt. Chitra G	
	PRIMARY	
8	Smt. Asha Padmakumar (Ground Floor)	
9	Smt. Jaseena Beegam B (First Floor)	
10	Smt. Bindu Jayaprakash (Children's park and premises)	

24.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 Anilkumar	
3	Smt. Anitha Elizabeth Kurien	
	PRIMARY	
4	Smt. Manju Saraswathi (I/C)	
5	Smt. Prabha Aravind	
6	Smt. Meenakshi Sharma	
25.CO ORDINATOR -OLYMPIADS		
1	Smt. Anitha Elizabeth kurien (I/C)	Conduct and co ordinate various Olympiads and maintain the records needed.
	PRIMARY	
2	Smt. Prabha Aravind (I/C)	
26.CO ORDINATOR -GIGYASA		
1	Shri. Sukesh G (I/C)	Conduct and co ordinate various activities and maintain the records needed.
27.CO ORDINATOR -VVM		
1	Smt. Haripriya Nair (I/C)	Conduct and co ordinate VVM and maintain the records needed.
28.CO ORDINATOR -INSPIRE		
1	Shri. Pramod B (I/C)	Registration and monitoring of INSPIRE projects and maintain the records needed.
2	Smt. Haripriya Nair	
29.CO ORDINATOR -NCSC/SCIENCE EXHIBITION		
1	Shri. Sukesh G (I/C)	Conduct , co ordinate and monitoring of NCSC projects and maintain the records needed.
2	Shri. Sreejith K V	
3	Smt. Haripriya Nair	
30.SWATCHTHA AND HARIT VIDYALAYA		
1	Shri. Pramod B (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	Smt. Anitha Elizabeth Kurien	
3	Smt. Sreeletha Vinuraj	
4	Smt. Athira S	

31.GSP AUDIT			
1	Smt. Anita Elizabeth Kurien (I/C)	Plan and conduct various activities required for GSP Audit.	
2	Shri. Pramod B		
32.SPORTS AND GAMES			
	SECONDARY	Ensure that all the sporting activity are planned well ahead of time, execute the programe efficiently, conduct the sport day in the benefiting manner.	
1	Shri. Sreejith K V (I/C)		
2	Sports Coach		
3	All Class Teachers		
	PRIMARY		
4	Smt. Prabha Aravind (I/C)		
5	Smt. Bindu Jayaprakash		
6	All Class Teachers		
33.CO-ORDINATION FOR ART & SUPW			
1	Smt. Resmy R S (I/C)		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	Music teacher		
3	Craft Teacher		
34. LIBRARY			
	SECONDARY	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.	
1	Smt. Manya R Gopal (I/C)		
2	Smt. Athira S		
3	Shri. Sukesh G		
4	Smt. Sreeletha Vinuraj		
5	Smt. Gopi Priya		
6	Smt. Haripriya Nair		
7	Smt. Sunita S		
8	Shri. G Nagarajan		
	PRIMARY		
1	Smt. Bindu Jayaprakash (I/C)		
2	Smt. Meenakshi Sharma		
3	All Class teachers		
4	Student Members		

35.AUDIO VISUAL AIDS		
	SECONDARY	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. Resmy R S (I/C)	
2	Smt. Preethalekshmi A R	
	PRIMARY	
1	Smt. Jaseena Beegam B (I/C)	
2	Smt. Prabha Aravind	
36.SCOOTS AND GUIDES / CUBS AND BULBULS		
	SCOUTS AND GUIDES	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. Pramod B	
3		
	CUBS AND BULBULS	
1	Smt. Prabha Aravind (I/C)	
2	Smt. K Asha Padmakumar	
3	Shri. Rammohan K	
37.UBI FEE VERIFICATION, RECONCILIATION AND CONCESSION		
	SECONDARY	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. Sunitha Sanalkumar (I/C)	
2	Smt. Manju S Nair	
	PRIMARY	
1	Smt. Jaseena Beegam B (I/C)	
2	Smt. Geetha S P	
38. 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. Preethalekshmi A R (I/C)	
2	Smt. Neethumol U S	
3	Shri. Harikrishnan V	
	PRIMARY	
4	Smt. K Asha Padmakumar (I/C)	
5	Smt. Bindu Jayaprakash	
6	Smt. Prabha Aravind	

39. 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	Shri. Salman Khan (I/C)	
2	Shri. Pramod B	
3	Nurse	
4	Class Teachers	
	PRIMARY	
5	Smt. Bindu Jayaprakash	
6	Class Teachers	
7	Nurse	
40. 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. G Nagarajan (I/C)	
2	Nurse	
3	All class Teachers	
	PRIMARY	
4	Smt. Geetha S P (I/C)	
5	Smt. Meenakshi Sharma	
6	All Class Teachers	
41. 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. Pramod B (I/C)	
2	Smt. Anitha Elizabeth Kurien	
3	Nurse	
	PRIMARY	
4	Smt. Jaseena Beegam B (I/C)	
5	Smt. Prabha Aravind	
42. PA SYSTEM		
	SECONDARY	To make sure that at least one mike system is kept in perfect condition all the time. Make alternate arrangements for any failure of the system in any function or programmes. Assess the damages of electrical gadgets and make timely proposals for their repairs.
1	Smt. Resmy R S (I/C)	
2	Smt. Bindu N V	
	PRIMARY	
3	Smt. Prabha Aravind (I/C)	
4	Smt. Geetha S P	

43.PHOTOGRAPHY		
	SECONDARY	Take Photographs of all activities happening in the Vidyalaya and make it available for future compliance.
1	Shri. Salman Khan (I/C)	
2	Comp Instructor	
3	Shri. Pramod B	
	PRIMARY	
4	Smt. Meenakshi Sharma (I/C)	
5	Smt. Jaseena Beegam B	
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. Neethumol U S	
3	Smt. Manju S Nair	
4	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 (Admission Correspondence)	
6	Smt. Sreeletha Vinuraj (CBSE Examination Correspondence)	
7	Smt. Mini Anilkumar (Internal Exam correspondence)	
8	Smt. Preethalekshmi A R (CCA)	
9	Smt. Neethumol U S (PTA Registers)	
47. ARRANGEMENT FOR STAFF MEETING		
1	Shri. Sukesh G (I/C)	To arrange staff meetings as per the instructions from Principal.
2	Smt. Prabha Aravind	
3	Smt. Resmy R S	
4	Smt. Raji S	
5		

48.INSPECTION TOOL PREPARATION, COLLECTION AND MAINTENANCE OF RECORDS AND REPORTS		
	SECONDARY	Monitor the maintenance 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	Shri. G Nagarajan (I/C)	
2	Smt. Sreelatha Vinuraj	
3	Smt. Raji S	
	PRIMARY	
4	Smt. Geetha S P (I/C)	
5	Smt. Bindu Jayaprakash	
6	Smt. K Asha Padmakumar	
49.GRIEVANCE CELL		
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	Shri. G Nagarajan	
50.VIDYALAYA WEBSITE/ FACEBOOK PAGE/ TWITTER PAGE		
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. Athira S	
4	Shri. Pramod B	
5	Computer Instructors	
51.ESCORT ARRANGEMENT		
1	Shri. Sreejith K V (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.
4	Shri. Pramod B	
5	Smt. Sunita S	
53.T.L.M.COMMITTEE		
	PRIMARY	To ensure supply of sufficient learning materials to students / teachers. To co-ordinate and effect purchase every month.
1	Smt. K 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 Beegam B	
3	Smt. Meenakshi Sharma	
4	Computer Instructor	
55. NCC		
1	Shri. Sukesh G (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 . 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. Sunitha Sanalkumar	
3	Smt. Manju S Nair	
4	Computer Instructors	
5	All ClassTeachers	
57.PRESS & PUBLIC RELATIONS		
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. Raji S	
3	Smt. Asha Padmakumar	
4	Computer Instructors	
58. NIOS /ODE		
1	Shri. Pramod B (I/C)	Conduct the NIOS/ODE as per the schedule in a smooth way.
2	Shri. Sreejith K V	
59. PM SHRI		
1	Smt. Haripriya Nair (I/C)	
2	Shri. G Nagarajan	
3	Shri. Sreejith K V	
4	Shri. Sukesh G	
5	Shri. Pramod B	
6	Smt.Raji S	
7	Smt.Resmy R S	
8	Shri.Rammohan K	
60.CONDEMNATION COMMITTEE		
1	Shri. Sreejith K V (I/C)	Co ordinate and checking of all procedures of condemnation of articles.
2	Shri. G Nagarajan	
3	Smt. Prabha Aravind	

61. ATL/ TOY BASED PROGRAMMES		
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. Jaseena Beegam B	
62.PARIKSHE PE CHARCHA/CBL/EXPERIENTIAL LEARNING		
1	Smt. Raji S (I/C)	Co ordinate and conduct all the activities and maintain proper records
	PRIMARY	
2	Smt. Geetha S P (I/C)	
63.TEACHER ENRICHMENT PROGRAMME		
1	Smt. Sunita 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. Anitha Elizabeth Kurien	
3	Shri. S Murugan	
	PRIMARY	
4	Smt. K Asha Padmakumar	
64.SAFETY COMMITTEE		
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	Shri. G Nagarajan	
3	Shri. Deepa C K	
4	Smt. Rammohan K	
5	Shri. Sreejith K V	
6	Smt. Resmy R S	
7	TGT Sost	
8	Smt. K Asha Padmakumar	
9	Smt. Bindu Jayaprakash	
65.REDRESSAL OF PUBLIC/ STAFF/ PARENTS/ STUDENTS GRIEVANCES		
65(a)GRIEVANCE/ REDRESSAL COMMITTEE FOR EMPLOYEES		
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. Sukesh G	
4	Smt. K Asha Padmakumar	
5	Shri. G Nagarajan	
6	Shri. S Murugan	
65.(b)SPECIAL GRIEVANCE CELL FOR PARENTS AND STUDENTS		
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	Shri. G Nagarajan	

	66.INTERNAL COMPLAINT COMMITTEE ON SEXUAL HARASSMENT		
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. Meenakshi Sharma		
4	Shri. G Nagarajan		
	67.OFFICE WORK		
1	Shri. D S Radhakrishna Prasad (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. Reshma R K		
	68.BACK TO BASICS/ FLN		
	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 & NIPUN.	
1	Smt. Manju S Nair (I/C)		
2	Smt. Deepa C K		
3	Subject Teachers		
	PRIMARY FLN		
4	Smt. Bindu Jayaprakash (I/C)		
5	Smt. K Asha Padmakumar		
6	Smt. Prabha Aravind		
	69.EDUCATIONAL STATISTICS (DPI DATA COLLECTION)		
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		
	70. SATURDAY ACTIVITY (FUN DAY)		
1	Smt. Prabha Aravind (I/C)	Prepare the annual plan of Saturday activities and execute it in befitting manner.	
2	Smt. Bindu Jayaprakash		
3	Smt. K Asha Padmakumar		
4	All Club In-Charges		
	71.RECEPTION COMMITTEE		
1	Smt. Anitha 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. Neethumol U S		
3	Smt. Chitra G		
4	Smt. Bindu Jayaprakash		
5	Smt. Manya R Gopal		
	72.PISA/CCT		
1	Smt. Manju S Nair (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. Anitha Elizabeth Kurien		
3	Smt. Geetha S P		

73. ARTIFICIAL INTELLIGENCE		
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	
74. EBSB, AKAM		
1	Smt. Athira S (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. Neethumol U S	
3	PGT Economics	
4	PGT Geography	
75.MONTHLY ROUND UP OF ACTIVITIES		
1	Shri. G Nagarajan	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	
76.INTERNAL COMPLAINT COMMITTEE		
1	Smt. Maya M Vice Principal I/C	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. K Asha Padmakumar	
4	Shri. G Nagarajan	
77.COMMITTEE TO DEAL WITH LEGAL ISSUES		
1	Shri. Rammohan.K	Coordinate the matters related to Child Right Commission, RTI , Letter from MP or VIPs
2	Shri. G Nagarajan	
3	Shri. Sreejith K V	
78. COMPENSATION OF ACADEMIC LOSS PROGRAMME (CALP)		
1	Smt. Sunitha Sanalkumar (I/C)	Coordinate & monitor the school level programme to compensate for loss of students in academic subjects due to movement outside school for participate in various activities/ competitions/cultural events at Regional & National Level and maintain the records needed.
2	Smt. Neethumol U S	
79. COMMUNITY PARTICIPATION COMMITTEE		
1	Smt. Manya R Gopal (I/C)	Coordinate the activities involving community participation like engaging with volunteering for or donating to neighbouring schools locality. Collect the data and maintain records.
2	Smt. Resmy R S	
3	Smt.Gopi Priya	

80. SCHOOL DEVELOPMENT COMMITTEE		
1	Smt. Resmy R S (I/C)	A School Developments Committee (SDC) coordinate and monitor all the school activities and infrastructure development.
2	Shri. Rammohan K	
3	Shri. Pramod B	
4	Shri. G Nagarajan	
5	Shri. Sreejith K V	
6	Smt. K Asha Padmakumar	
7	Smt. Gopi Priya	
81. STUDENT PROTECTION COMMITTEE		
1	Shri. G Nagarajan (I/C)	Responsible for monitoring, reporting and responding to the issues of child protection in the vidyalaya and to take up innovative activities to raise awareness in the community about the issues of local child protection concern. Maintain proper records.
2	Smt. Mini Anilkumar	
3	Smt. Sunitha Sanalkumar	
4	Shri. Rammohan K	
5	Smt. K Asha Padmakumar	
82. DISASTER MANAGEMENT COMMITTEE		
1	Shri. Salman Khan (I/C)	The committee to look into safety of the students , staff and the Structural Safety of the school for various hazards during an emergency. The Committee to have the emergency plan, communication plan, coordinate the crisis response team and provide demo practice and adequate training.
2	Shri. G Nagarajan	
3	Shri. Sreejith K V	
4	Shri. S Murugan	
5	Smt. Mini Anilkumar	
6	Smt. Resmy R S	
7	Smt. Bindu Jayaprakash	
83. YOUTH PARLIAMENT		
1	Shri. G Nagarajan (I/C)	
2	Smt. Bindu N V	
3	Smt. Manju S Nair	
4	Smt. Sunita S	

PRINCIPAL