

KENDRIYA VIDYALAYA, ARMY CANTT., PANGODE

COMMITTEES AND SUB-COMMITTEES FOR THE YEAR 2016-2017

ALLOTMENT OF DUTIES

The following committees have been formed with a view to streamline the effective functioning of the Vidyalaya during the academic year 2016-17 . This is to be noted that the first member in each committee will act as the convener and in his or her absence , the person succeeding the list will take over the charge. The conveners are requested to hold meetings of the respective committees at regular intervals as per the calendar of activities prescribed by KVS and also based on the institutional plan of the Vidyalaya. . They are responsible for charting out an action plan and distributing various duties to the members after discussion with the members. The committees will be responsible for the follow- up actions of issues promptly. Your contributions and support are earnestly solicited.

PRINCIPAL

1. STAFF COUNCIL

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.

1.Principal	6. Smt. Anita Cyriac
2. Vice Principal	7.Smt. L Meenakshi Ammal.
3.Smt. Latika Nair (H M)	8.Smt. Besty Isaac
4. Smt. Sudha Pillai	
5.Smt. Mini Anilkumar	

2. ACADEMIC COMMITTEES

The topics are covered with in the time frame of the common split up syllabus provided by KVS. Monthly Meetings are held, academic issues are discussed and possible solutions are intimated. Make comprehensive plan for all the activities including seminars, Workshops, Exhibitions scheduled for the academic year in advance and executing the same in the best possible manner.

ENGLISH	HINDI/ SANSKRIT
1. Smt. Anita Cyriac I/C	1. Smt. S Sunitha I/C
2. Smt. Maya J	2. Smt. L Meenakshi Ammal
3. Smt. Bindu N V	3. Shri Harikrishnan
4. Smt. Malathi Sajikumar	4. PGT Hindi -
5. Smt. Annie George	5. TGT Hindi -

MATHS	SCIENCE
1. Smt. Sreeletha Vinuraj	1.Smt.Sudha Pillai I/C
2. Smt. Sunita Sanal Kumar I/C	2. Smt.D Meena
3. Shri. Thomas Varghese	3. Smt.Mini Anilkumar
4.. Smt. Deepa K	4. Smt.O P Bejith Padma
5. Smt. Manju S Nair	5.Smt.Lakshmi Devi
SOCIAL STUDIES	6. Smt. Chitra G
1.Smt. K M Lailakumari I/C	7. Smt. Radha Mohan
2. PGT History -	8. Smt. Vrinda S
3. PGT Economics	9. Smt. Anitha Elizabeth Kurien
4. Smt. K Jaya	10.Shri. O Thomas
5.TGT Sst-	

3. **DISCIPLINE**

Select office bearers of Student Council. Assign duties to the members for maintaining discipline in the Vidyalaya. Prepare panel of student volunteers. The committee should deal with all cases of indiscipline very professionally and maintain discipline during functions and programme executions.

SECONDARY	PRIMARY
1. Smt. Indu Sharma I/C	1.Smt. S.V Sathi Devi Amma I/C
2.Smt. Sudha Pillai	2. Smt. G Jayasree.
3. Smt .Lekshmi devi	3. Smt. K Asha Padmakumar
4. Smt. Anita Cyriac	4.Smt. Bindu Jayaprakash
5.Smt. Mini Anilkumar	5.Smt.Manju Saraswathi
6. Shri. Thomas Varghese	
7. Shri. K R Sudarsanan	
7. All Class Teachers	
6. Coaches	6. All Class Teachers

7. ADMISSIONS

Make registration of students in time. Conduct admission test, interviews and admit the students as per the KVS rules.

SECONDARY	PRIMARY
1. Smt. K M Laila Kumari I/C	1. Ms. Latika Nair
2.Smt. Chitra G	2. Smt. Ranjini B Nair
3. Smt. Manju S Nair	3. Smt. S P Geetha
4. Smt. Radha Mohan	4. Smt. Sini S
5.Smt. Vrinda S	5.Smt.Bindu jayaprakash
6.Smt. Besty Isaac	6. Smt .Indumol
7. Computer instructors.	

8. EXAMINATION

A) INTERNAL

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 material for Classes IX-XII

SECONDARY	PRIMARY
1. Smt O P Bejith Padma I/C	1.Smt.Kumari I S Anitha
2. Smt.Mini Anilkumar	2.Smt.Rohini
3. Smt. Radha Mohan	
4. Smt. Remya Mohan	
5. Shri.Akhil PGT History	
6.Shri. Sony PGT Geography	
7. Shri. K Sivanandan	
8. Shri. Sasi	
9.Smt.Shyamala	

EXAMINATION (CBSE)

Assign class teacher to process the entry form for CBSE. Send the completed nominal list of X and XII to the board within stipulated time. Attend to all correspondence related to examination and academic matters.

1. Smt.Lekshmi Devi I/C CBSE
2. Smt. Chitra G
3.Smt. Radha Mohan
4. Smt. Reshmi R S (CCE IX &X in-charge)
5. Computer Instructors
6. Smt Anitha Elizabeth Kurien
7. Smt. Shyamala
8.Shri. Sivanandan
9.Shri. Sasi
10 Class teachers

9.TIME TABLE

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.

SECONDARY	PRIMARY
1. Smt. Sreelatha Vinuraj I/C	1. Smt. Ranjini B Nair I/C
2. Smt. Sunitha Sanalkumar	2. Smt.Sini S
3.Smt. K Deepa	

10. REMEDIAL COACHING

Prepare time table, arrange classes, supervise the progress and keep proper records.

SECONDARY	PRIMARY
1. Smt. Sreelatha Vinuraj I/C	1. Smt. Ranjini B Nair I/C
2. Smt. Manju S Nair	2. Smt. Sini S
4.Subject Teachers	

11. STUDENTS DIARY

To print and distribute diary to students in April.

SECONDARY	PRIMARY
1. Smt. Anita Cyriac (I/C)	1.Smt. Indumol I (I/C)

12. VIDYALAYA PATRIKA/ CLASS MAGAZINE / NEWS LETTER / PALLAV

To release it by January. Pallav: Collect articles, compile and sent the report/materials to concern I/C every month.

SECONDARY	PRIMARY
1. Smt. Anita Cyriac I/C	1. Smt. Asha Padmakumar (I/C)
2. Smt. Sunitha S	2. Smt. Farida Salih
3. Smt. Bindu N V	All Class teachers.
4. Shri.K R Sudarsanan	
5. Smt. L.Meenakshi Ammal	
6. All Class Teachers	

13. MORNING ASSEMBLY

To prepare assembly schedule and implement it most befittingly. To maintain display boards class teachers are requested to look after discipline and to stand behind their respective classes.

SECONDARY	PRIMARY
1. Smt. Manju S Nair (I/C)	1.Smt. Manuju Saraswathy (I/C)
2. Smt. Anitha Elizabeth Kurien	2.Smt. Rohini
3. Smt. K Jaya	3. Class teachers
4. Smt Resmi R S (PA System)	
5. Shri. KR Sudarsanan (Photography)	
6. Smt. Indu Sharma (Discipline)	
7. Smt. Anita Cyriac - CCA Co-ordinator	
8. All Class Teachers (Read Note)	

Note: Every Student to be given opportunity to present programmes in the assembly and Class Teachers to award grades as part of CCE and record of the same to be maintained.

14. FUNCTIONS, CELEBRATIONS

SECONDARY	PRIMARY
1.Smt. Maya J I/C	1.Smt G jayasree (i/C)
2. Smt. Bindu N V	2.Smt. Renjini B Nair
3.Smt. Resmi R S	3.Smt. Geetha S P
4.Shri K R Sudarsanan	
5.Smt. Darsana Gopinath	
6.Shri. Harikrishnan	

15. EXTERNAL COMPETITIONS

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

SECONDARY	PRIMARY
1.Smt. Malathy Sajikumar I/C	1.Smt. S P Geetha (I/C)
2. Smt. Sunitha Sanalkumar	

B) YOUTH PARLIAMENT

1.Smt. Anita Cyriac I/ C
2.Smt. Bindu N V
3.Smt. Sunitha S
4. Smt. Darsana Gopinath
5. Other Members as decided by In charge Teacher A C

16. CCA

Plan and co ordinate the CCA & Club Activities as per schedule printed in the school diary.

SECONDARY	PRIMARY
1. Smt. Anita Cyriac (Overall In Charge)	1.Smt. Shamila
2. Smt. K Deepa & Smt Anitha Kurien (Co-ordinator Class VI & VII)	2.Smt.
3.Smt. Manju S Nair & Smt.Hema (Coordinator Class VIII-IX)	3. All Class Teachers
4.Smt.Darsana Gopinath & Mr. Sony PGT Geo(Coordinator Class X-XII)	

GANGA HOUSE

SECONDARY	PRIMARY
1.Smt. Annie George (In-charge) (Chief House Co-ordinator)	1.Smt. Indumol (I/C)
2. Smt. Bindu V G TGT Hindi (Associate Co-ordinator)	2. Smt. Sathy Devi amma
3. Smt. S. Radha Mohan .(Co-ordinator Senior Secondary(X-XII)	3. Smt Asha Padmakumar
	4. Smt Sini S

YAMUNA HOUSE

SECONDARY	PRIMARY
1.Smt.Malathy Sajikumar(In-charge) (Chief House Co-ordinator)	1.Smt .Manju Saraswathi (I/C)
2.Shri.Divya TGT SST (Associate Co-ordinator)	2. Smt .Kumari I S Anitha
3. Smt. Vrinda S. (Co-ordinator Senior Secondary (XI-XII)	3. Smt. Renjni B Nair
	4. Smt .Rohini

KRISHNA HOUSE

SECONDARY	PRIMARY
1. Smt. Bindu N V (In-charge) (Chief House Co-ordinator)	1. Smt Prabha Aravind (I/C)
2. Mr. Akhil (Associate Co- ordinator)	2. Smt. S P Geetha
3.Smt. Chithra (Co-ordinator Senior Secondary(XI-XII)	3. Smt .Sari sasi

CAUVERY HOUSE

SECONDARY	PRIMARY
1. Smt. K Jaya.(In-Jcharge) (Chief House Co-ordinator)	1. Smt. M G Dhanya
2.Smt.Soumya Devi(Associate Co-ordinator)	2. Smt G Jayasree
3. Smt.Lekshmi Devi Co-ordinator Senior Secondary(XI-XII)	3. Smt Bindu Jayaprakash
	4. Smt Suguna

14.EXCURSION

To plan and organize excursion and educational trips for all classes and staff.

SECONDARY	PRIMARY
1. Shri Thomas Varghese (In –charge)	1.Smt. Dhanya M G
2. Shri Hari Krishnan	2.Smt. Bindu Jayaprakash
3.Smt. Deepa K	
4.Smt.Resmi R S	
5.Smt. Indu Sharma	

ADVENTURE ACTIVITIES

To plan and organize adventure activities

1.Shri. K.R.Sudarsanan (In-charge)
2.Shri Hari Krishnan
3.Smt.Indu Sharma

15.CLUB ACTIVITIES

To ensure proper functioning of science, adventure, nature, literary and Mathematics Clubs etc.

Smt. S. Radha Mohan (Chief co-ordinator and In-charge)	Mathematics Club - Smt Sreelatha Vinuraj I/C Smt.Manju.S.Nair All maths teachers
Science Club - Smt. O Thomas, I/C Smt. Anitha Kurien All Science Teachers	Philately Club Smt. Hema, PGT Pol.Sci I/C Smt. Meenakshi Ammal
Literary Club - Smt. Maya J I/C Smt. Sunitha . S	Quiz Club- Smt. Lakshmidivi.S I/C Smt. Meena D

Adventure Club Cum Swaach Club. Smt. R Indu Sharma I/C Smt . Resmi Sri. Juby moni	Nature Club & Eco Club- Smt.O.P.Bejith Padma I/C Smt Mini Anil umar
Arts Club Shri KR Sudarsanan. I/C Shri. Akhil PGT History	Integrity Club - Smt.K.M.Laila Kumari I/C Smt.K.Deepa
Readers Club- Smt. Darsana Gopinath I/C Smt . Divya	Charity Club- Smt. Chitra G Smt. Sudha pillai
Robotic club Smt. S. Radha Mohan I/C Smt. Vrinda S	Debating Club Smt. Anita Cyriac Sri. Sony PGT Geo

Note: All teachers to be a member of one of the above mentioned Clubs.

6. CAREER GUIDANCE AND COUNSELLING, VALUE EDUCATION

1. Smt. Laila Kumari(In-charge)	PRIMARY
2. Smt. O P Bejith Padma	1.Smt. K Asha Padmakumar
3.Smt. Annie George	
4.Smt. Vrinda S.	
5. Smt. Remya Mohan	

18.PARENT TEACHER MEETING

The senior most teacher of the group of classes may co-ordinate the PTA meetings of those classes.

SECONDARY Co-ordinators	PRIMARY
1. Smt. Mini Anilkumar (In-charge)	1.Smt. Sathidevi Amma(I/C)
2. Shri.Thomas Varghese	2.Smt. Sini S
3. Smt. Resmi R.S	3. All Class Teachers.
4. Shri.K R .Sudarsanan	

19.FURNITURE

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.

SECONDARY	PRIMARY
1.Shri O Thomas (In-charge)	1. Smt. Manju Saraswathi.(I/C)
2. Shri.K R Sudarsanan	2.Smt. G Jayasree
3. Smt. Resmi R S	
4.Shri. Sivanandan	

20.LOST AND FOUND

SECONDARY	PRIMARY
1. Smt Indu Sharma (In-charge)	1.Smt. I S Anitha kumari

21.CLEANLINESS AND SANITATION.

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.

In charge to submit daily report to VP/Principal/HM.

SECONDARY	PRIMARY
1.Smt. Resmi R.S (In-charge)	1. Smt. Ranjini B Nair(Ground Floor)
2. Smt .Meena (Ground floor)	2.Smt. Asha Padmakumar
3. Smt. Annie George (First floor)	3.Smt. Prabha aravind
4. Smt. Bindu N V (Second floor)	4.Smt.G Jayasree
5. Smt Anitha Elizabeth Kurian	
6.Shri K.R.Sudarsanan (School campus and backside of the lab)	

22.MAINTENANCE AND DEVELOPMENT OF VIDYALAYA BUILDING

To ensure that all the electrical fittings are safe and functioning. Make the assessment of the damages to the building and other infrastructures due to any causes and prepare estimate for the works to be performed. Make the arrangement for repairs and utilities as and when required.

SECONDARY	PRIMARY
1.Smt. Reshmi R S (In-charge)	1.Smt. Ranjini B Nair
2.Smt. R.Indu Sharma	2.Smt. Geetha S P
3.Shri. K R Sudarsanan	3.Smt.Sathydevi Amma
4. Smt. G Jayalakshmi	

23.BEAUTIFICATION AND GARDENING

To undertake gardening work. To ensure that all the display boards 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.

SECONDARY	PRIMARY
1.Smt. Mini Anilkumar (In-charge)	1.Smt. Ranjini B Nair
2.Shri K.R.Sudarsanan	2.Smt. I S Anitha kumari
3.Smt. Anitha Elizabeth Kurien	3.Smt. Shamila

24.SPORTS AND GAMES

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

SECONDARY	PRIMARY
1.Smt.R. Indu Sharma (In -charge)	1. Smt. Prabha Aravind
2.Coach	2. Smt. Suguna
3.Class Teachers	3. All class teachers

25.CO-ORDINATION FOR ART , SUPW

1. Shri K.R.Sudarsanan (In-charge)
2. Smt.Resmi R S
3. Smt.R.Indu Sharma
4. Smt. Sobha nair

26.LIBRARY

SECONDARY	PRIMARY
1. Smt.Darsana Gopinath. J (In-charge)	1.Smt Farida Salih(I/C)
2. Smt.Anitha Cyriac PGT Eng	2.Smt. Dhanya M G
3. Smt. Lekshmidevi PGT Phy	3. Class teachers
4. Smt.Sreeletha Viniraj PGT Maths	Student Members
5. Smt.D Meena PGT Che	1.Fathima Sherin -XII D
6. Smt. K Jaya TGT SSt	2.Abhishek Vinuraj – XII A
7. Smt. Sunitha S TGT Hindi	3.Gowri - XI B
8. Smt. Bejith padma PGT Bio	

27.AUDIO VISUAL AIDS

28.

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.

SECONDARY	PRIMARY
1. Smt. Resmi R S I/C	1.Smt. Geetha S P I/C)
2.Shri.K R Sudarsanan	2.Smt. Renjini B nair
	3. Smt. Sini

29.SCOOTS AND GUIDES / CUBS AND BULBULS

SCOUTS AND GUIDES	CUBS AND BULBULS
1.Shri Thomas Varghese	1.Smt. Asha padmakumar
2. Smt. Maya J	2.Smt. Sini
	3.Smt. Indu Mol I
	4.Smt.Dhanya M G
	5.Smt. Manju Saraswathi
	6.Smt. Shamila
	7. Smt. Prabha Aravind

30.FEE VERIFICATION/ RECONCILIATION / CONCESSION/ENROLLMENT

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. Ensure that the daily fee have been remitted to the office in time. Maintain CS-54 tally fee collection with office records. Also to ensure the enrollment is dispatched to KVS RO by second working day of the month without errors. The enrollment must tally with UBI, Shaaladarpan and all office records including TC issue register and admission register.

SECONDARY	PRIMARY
1.Smt. Sunitha Sanal Kumar (In-charge)	1.Smt. G Jayasree(I/C)
2.Smt. Manju S Nair	2. Smt. Sini
3.Smt. S. Radha Mohan	
4.Smt. Vrinda S.	
5. Smt. Meena D	

31.TEACHING AIDS

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.

SECONDARY	PRIMARY
1.Shri Manju S Nair (In-charge)	1.Smt. Geetha S P (I/C)
2.Smt. K Jaya	2.Smt. Renjini B Nair
	3.Smt. Bindu
	4. Smt. Indumol

32.STUDENTS MEDICAL CHECK UP

Distribute the medical examination cards to the class teachers. Make arrangement with available doctors and prepare a time schedule for the medical examination of the students of every class well in advance. To ensure that every student will undergo medical examination.

SECONDARY	PRIMARY
1. Smt. Indu sharma (In-charge)	1. Smt. Manju Saraswathi
2. Smt. Reshmi R S	2. Class Teachers
3. Smt. Sindhu S Nair	3. Smt. Sindhu S Nair
4. Class Teachers	

33.PA SYSTEM

To make sure that atleast one mike system is kept in perfect condition all the time. Make alternate arrangements for the any failure of the system in any function or programmes. Assess the damages of electrical gadgets and make timely proposals for their repairs.

SECONDARY	PRIMARY
1. Smt Resmi RS (In-charge)	1.Smt. Manju Saraswathy
2. Smt. Anitha Elizabeth Kurian	

34.PHOTOGRAPHY

1. Shri K.R.Sudarsanan (In-charge)

34.COMPUTER EDUCATION

1. Smt. S. Radha Mohan (In-charge)

2. Smt. Vrinda S

3. Smt. Reshmi R S
4. Computer Instructors

35.FIRST AID

To purchase essential materials and medicines for the first aid kit. Attend to cases requiring first aid and provide them with material and help

SECONDARY	PRIMARY
1. Smt. Indu Sharma (In-charge)	1.Smt. Manju Saraswathi(In-charge)
2. Smt. Sindhu S Nair	2.All class teachers
3. All class teachers	

36.MAINTENANCE OF MEDICAL ROOM

1. Shri. O Thomas (In-charge)	1.Smt. Manju Saraswathi (I/C)
2. Smt Anitha Elizabeth Kurian	
3. Smt. Sindhu S Nair	

37.ADOLESCENCE EDUCATION PROGRAM

1.Smt. O P Bejith Padma
2. Smt. Annie George
3. Shri O.Thomas

38.OFFICIAL LANGUAGE IMPLEMENTATION

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.

1. Smt. Indumol (In-charge)
2. Smt. Sini
3. Smt. Besty Issac

38.ARRANGEMENT FOR STAFF MEETING

1. Shri.Chitra G
2.Smt.Sini S
3. Shri K.R.Sudarsanan
4. Smt. Reshmi R S
5. Smt. Indu Sharma
6.Shri. Sasi
7.Smt.Shyamala
8.Shri. Sivanandan

39.RECORDS AND REPORTS INCLUDING INSPECTION RECORDS.

To maintain records of all activities in the school in chronological order with brief report and monthly presentation, open a file for the same. Also keep update the institutional plan, academic inspection records etc regularly.

1. Smt.Lekshmi Devi
2. Smt. Anita Cyriac
3. Smt. Deepa K

40.GRIEVANCE CELL

To open the suggestion box once in a week, attend to the grievances of the students and record it regularly

1.Smt. Meena D	
2.Smt Bejith Padma	
3.Shri .Thomas Varghese	

41.VIDYALAYA WEBSITE

Updating of websites, at least once in a month, Monthly report to be submitted to principal.

1.Smt. S. Radha Mohan (I/C)
2. Smt. Vrinda S

42.ESCORT ARRANGEMENT

To prepare the panel in April and send the escorts in rotation.

1.Smt Besty Isaac (In-charge)
2.Smt R.Indu Sharma
3. Shri. Thomas Varghese

43.ALUMINI ASSOCIATION

1.Shri. Thomas Varghese (In-charge)
2.Smt.Sunitha.S

45.T.L.M.COMMITTEE

To ensure supply of sufficient learning materials to students/teachers. To coordinate and effect purchase every month.

PRIMARY
1. Smt. Bindu Jayaprakash i/c
2. Smt.Indu Mol I
3. Computer Instructor

46.FILM SHOW COMMITTEE

To arrange many films of education value and organize film shows once in two weeks and maintain records

1.Smt.Prabha Aravind
2. Computer Instructor

47.NCC

1.Smt. Darsana Gopinath
2. Smt. Manju Saraswathy

48. UBI ON LINE Fees Collection

1.	Smt. Vrinda S I/C
2.	Smt. S.Radha Mohan
3.	Smt. Besty Isaac

4.	Smt. Remya Mohan
5.	Class teachers

49. Press & Public Relations.

1.	Smt. Maya J
2.	Smt. Renjini B Nair
3.	Smt. Remya mohan
4.	Shri. K R Sudarsanan
5.	Sri Sivanandan

50. NIOS

1.	Smt. Sudha Pillai I/C
2.	Smt. Meena D
3.	Smt. Anitha Elizabeth Kurien
4.	Smt. Prabha Aravind
5.	All Staff members

51. Out Side Examinations.

1.	Smt. Meena D I/C
2.	Smt. Sudha Pillai
3.	Smt. Sini
4.	All Staff members

52. Shaala Darpan

1.	Smt. Vrinda S.
2.	Smt. S. Radha Mohan
3.	Smt. DEO
4.	All Staff members

PRINCIPAL