

KENDRIYA VIDYALAYA, PATTOM, TRIVANDRUM (SHIFT II)
ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2020-21

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2020-21. 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.

SNO	NAME	DESIG	ALLOTMENT OF DUTIES
VIDYALAYA STEERING COMMITTEE			
	<u>MR.ABRAHAM MATHEW</u>	<u>VICE PRINCIPAL</u>	<u>OVER ALL CO-ORDINATOR</u>
	ACADEMICS		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	Ms.PADMAJA M G	PGT(PHYSICS)	
2	MRS SAIJI B R	PGT(MATHS)	
3	MRS JAMUNA	PGT(COMM)	
4	MRS. ANJANA S	PGT (ENG)	
5	MRS. SANTHA D	PGT (CHEMISTRY)	
	MRS. CHANDRIKA	PGT BIOLOGY	
	MR. SUNNY T A	PGT ECONOMICS	
6	MR. SHISHPAL	PGT (HINDI)	
7	MR RAMMOHAN	H M	
8	MRS. RITA MATHEWS	PRT	
ADMISSION			
1	MRS .JAMUNA V S	PGT(COMMERCE)	To verify and finalise the online application forms ,conduct admission tests. Admission guidelines to be followed.
2	MR BAIJU	PGT(COM.SCI)	
4	MRS. CHANDRIKA	PGT(BIO)	
5	MRS.SHOBHA S	TGT (BIO)	
6	MRS . PADMAREKHA	TGT(BIO)	
7	MRS RITA MATHEWS	PRT	
8	MRS. JISHA	PRT	
9	MS.MOUNIKA	PRT	
10	MS. MEENA	PRT	
11	MR. PRAKASH MISHRA		
12	MR. MADAN K HIAIRE		
INTERNAL EXAMINATIONS			
SECONDARY & SENIOR SECONDARY			
1	MRS PADMAJA M G	PGT(PHY)	To plan the unit test examination schedule well in advance, intimate the students about the dates, setting of the question papers well in time. Awarding moderation in case of deserving students and to declare the result.Making necessary arrangement for the smooth conduct of examination.
2	MR. SUNNY T A	PGT(ECO)	
3	MRS. ASHA D	PGT(CHE)	
4	MRS SHOBHA S	TGT BIO	
INTERNAL EXAMINATIONS (PRIMARY)			
1	MRS. RITA MATHEWS	PRT(I/C)	
2	MR.ASHISH	PRT	

	EK BHARAT SHRESTHA BHARAT (EBSB) ACTIVITIES		
1	MR. SUNNY T A I/C	PGT ECONOMICS	
2	MRS. JAMUNA V S	PGT COMM	
3	MRS. ANJANA S	PGT ENGLISH	
4	MRS. RESMI V	TGT ENGLISH	
5	MRS. ANITA MEENA	TGT HINDI	
6	MS. NIMILESH MEENA	TGT S ST	
7	MR. SACHIN	TGT S ST	
8	MS. NITIN	TGT S ST	

BACK TO BASIC RECORD MAINTENANCE			
1	MRS.PADMAREKHA ,	TGT (BIO)	To plan and implement the B2B Activities and programmes as per the guidelines of NCERT and KVS calendar of activities.To make available the support materials and the circulars of NCERT and KVS from time to time to all teachers.To monitor the implementation of B2B Activities .
2	MRS. SUPRIYA	TGT (ENG)	
3	MRS .ANNU YADAV	TGT MATHS	
4	MOUNIKA	PRT	
EXAMINATION- (CBSE)			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 .
1	MRS. BINDU T L, I/C	PGT PHYSICS	
2	MRS. SANTHA D	PGT CHEMISTRY	
3	MR. BAIJU V	PGT(COMP)	
4	ALL CLASS TEACHERS OF IX,X,XI & XII		
EXTERNAL EXAMS			
1	MR. B SIVAKUMAR	PGT(MATHS)	
2	MR. KOUSHLENDRA VERMA	TGT(MATHS)	
SUBJECT COMMITTEE CONVENOR			Prepare agenda points and conduct the subject committee meetings once in a month in the presence of Principal or Vice-Principal.
1	ENGLISH-MRS.ANJANA.S ,	PGT(ENG)	
2	MRS SAIJI B R	PGT(MATHS)	
3	HINDI/SANSKRIT - MR SHISHPAL	PGT HINDI	
4	SOCIAL SCIENCE-MRS JAMUNA	PGT(COMM)	
5	SCIENCE -MRS. PADMAJA M G	PGT(PHY)	
PRIMARY			
1	MR RAMMOHAN	H M	
2	PRIYA	PRT	ENG
3	MS.SUSHMA	PRT	HINDI
	SAURABH	PRT	MATHS
	MR.PRAKASH	PRT	EVS
	CCT IMPLIMENTATION		
1	MRS.ASHA DAULATH A A	PGT CHEMISTRY	
2	MR. SIVAKUMAR	PGT MATHS	
3	MRS. ANJANA S	PGT ENG	
	ALL ENGLISH,SCIENCE AND MATHS TEACHERS		
MINUTES OF STAFF MEETING			
1	MRS ANJANA ,	PGT (ENG)	To record the minutes of staff meetings.
2	MR. SHISHPAL	PGT(HINDI)	
3	MRS.MANEESHA	TGT(ENG)	
	PRIMARY		
1	PRIYA RANI	PRT	
CCA			
SECONDARY(INTERNAL)			
1	MRS. ANJANA S (i/c)	PGT (ENG)	To plan and co-ordinate co curricular programmes and
2	MRS.RESMI V (Associate)	TGT(ENG)	to communicate the staff and students the details and conduct of each programme.

3	Mrs: ANITHA MEENA	TGT HINDI	
4	Mrs. RAKSHA TRIVEDI	TGT SANSKRIT	
	PRIMARY		
1	MRS.JISHA	PRT(I/C)	
2	MS MEENA	PRT	
	CCA EXTERNAL		
1	MRS.RESMI V	TGT (ENG)	To communicate various external CCA competitions and providing necessary arrangements for the selected students to participate .To maintain contact with agencies /organisations in this regard.
2	MRS.MANEESHA R	TGT(ENG)	
3	MS. NIMILESH MEENA	TGT S ST	
	PRIMARY		
1		PRT	
	CALTAL		
	MS. SUSHMA	PRT	

	MATHS LAB		
1	Mrs SAIJI B R	PGT	
2	MR SIVAKUMAR	PGT	
3	MR. KOUSHLENDR AVERMA	TGT(MATHS)	
4	NEHA SINGH	TGT(MATHS)	
5	MRS. ANNU YADAV	TGT(MATHS)	
	MATHS OLYMPIAD (KVS)		
1	MRS.SAIJI(I/C)	PGT(MATHS)	
2	MR. SIVAKUMR	PGT MATHS	
3	MR. KOUSHLENDR AVERMA	TGT MATHS	
	MATHS OLYMPIAD (SOS)		
1	MRS SAIJI B R , (I/C)	PGT(MATHS)	
2	Mrs. NEHA SINGH	TGT(MATHS)	
3	Mrs. ANNU YADAV	TGT (MATHS)-2	
	SCIENCE OLYMPIAD (SOF)		
1	MRS .CHANDRIKA	PGT- BIOLOGY	
2	PADMAREKHA	TGT(SCI)	
	CYBER OLYMPIAD		
1	MR BAIJU V	PGT(COMP)	
2	MRS SHARMILA	COMP INSTR	
	ENGLISH OLYMPIAD		
1	MRS RESMI V ,	TGT (ENG)	
2	MRS. MANEESHA R ,	TGT (ENG)	
	GREEN OLYMPIAD OLYMPIAD		
1	MRS SUSMITHA	PGT(BIO)	
2	MRS. PADMAREKHA	TGT(SCI)	
	OLYMPIAD(PRIMARY)		
1	MRS.RITA MATHEWS ,	PRT	
	GUIDANCE , COUNSELLING & AEP		
1	MRS. RESMI V	TGT (ENG)	
2	MRS .JAMUNA V S (I/C)	PGT COMMERSE	
3	MRS JISHA C M	PRT	
4	COUNSELLOR		

To conduct Olympiads as per schedule.

To give guidance and counselling to students ,arrange for guest lectures

MORNING ASSEMBLY, SCHOOL FUNCTIONS & CELEBRATIONS				
1	MRS.ASHA DAULATH A A	PGT(CHEM)		
2	MRS ANJANA,	PGT(ENG)	To make necessary arrangements for the smooth conduct of Assembly programmes as per the time schedule .To make useful /important announcements.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 .	
3	MRS. JAYASREE C	TGT(WET)		
4	MR. VINOD LAL	TGT (PHE)		
5				
MORNING ASSEMBLY-PRIMARY				
1	MS.RITA MATHEWS	PRT	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.	
2	MS.ANKUR	PRT		
3	ALL CLASS TEACHERS			
DISCIPLINE				
1	MRS . PADMAJA M G ,	PGT (PHY)		
2	MR. SIVAKUMAR	PGT(MATHS)		
3	MRS. JAMUNA V S	PGT (COMMER)		
4	MRS BINDU T.L	PGT(PHY)		
5	MRS. SUSMITHA S R	PGT(BIO)		
8	MRS. RESMI V	TGT (ENG)		
9	MR. VINOD LAL	TGT(P&HE)		
10	ALL CLASS TEACHERS			
	PRIMARY			
1				
2	MR.KHAIRNER SWAPNIL MADHUKAR			
3	ALL CLASS TEACHERS			
DEALING WITH LATE COMERS				
	MRS. SUSMITHA S R ,(I/C)	PGT(BIO)	Identify the latecomers and find out the reason for coming late,maintainig record,contacting parents and inculcating the spirit of punctuality	
1	MR. SHISHPAL	PGT (HINDI)		
2	MR. SHASHIKANTH SAINI	TGT(HINDI)		
3	ALL CLASS TEACHERS			
TIME TABLE-SECONDARY				
1	MRS.SANTHA D	PGT (CHEMISTRY)	To Prepare and distribute time-table as per kvs guidelines	
2	MR. SIVAKUMAR	PGT(MATHS)		
3	MRS.SOBHA S	TGT - SC	To make substitute arrangements.	
PRIMARY				
1	MR.ASHISH	PRT		
2	MRS. RITA MATHEWS	PRT		
4	MR. PUNITH	PRT		

VERIFICATION OF FEES (CS 54)			
1	MR. SIVAKUMAR	PGT-MATHS	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)
VERIFICATION OF FEES(ONLINE)			
1	MR BAIJU ,	PGT(CS)	
3	MRS JISHA	PRT	
REPORT OF VIDYALAYA ACTIVITIES			
1	MRS.ANJANA.S	PGT(ENG)	To maintain the record of the day to day activities of the Vidyalaya and prepare the annual report
2	MS.SUPRIYA	TGT (ENG)	
3	MRS SANGEETHA PANICKER	TGT-HINDI	
TRANSPORTATION			
1	MR . SIVAKUMAR	PGT(MATHS)	To arrange vehicle for the transportation of students on various occasions.
2	Mr. SACHIN KUMAR B	TGT SST	
2	MR.ASHISH NIVRUT BHAI SARE	PRT	
SHALA DARPAN			
1	MRS.ASHA DAULATH A A	PGT(CHEMISTRY)	To disseminate messages timely to students and parents
2	MRS. SUSMITHA S R	PGT-BIO	
3	MRS. SUPRIYA	TGT (ENG)	
4	COMPUTER INSTRUCTOR		
5	MRS RITA MATHEWS	PRT	
FIRE SAFETY			
1	MRS. JAYASREE C	TGT (WET)	To adopt safety measures in school premises
SAFETY OF STUDENTS			
1	MRS.SANTHA D	PGT (CHE)	To adopt safety measures before assembly and after school hours till the students are handed over to parents
2	MRS. JAYASREE C	TGT (WET)	
2	MRS.MANEESHA	TGT (ENG)	
3	MRS.SUSMITHA	TGT (SC)	
4	MRS. RITA MATHEWS	PRT	
5	MRS. JISHA C M	PRT	
6	ALL CLASS TEACHERS		

TEACHING AIDS			
1	MRS MANNESHA R	TGT(ENG)	To collect the list of teaching aids from various subject committee convenors ,to make consolidated list,purchase them as per purchase procedures .
COMPUTER LAB			To ensure the working condition of computers and maintain record of CAL/TAL
1	MR BAIJU V	PGT(CS)	
2	COMPUTER INSTRUCTOR (SECONDARY)		
3	COMPUTER INSTRUCTOR (PRIMARY)		
4	MR RAMMOHAN	H M	
COMPUTER CLASS PROJECT / E-CLASS ROOM			
1	MR BAIJU	PGT(CS)	
2	MRS.JAYASREE C	TGT (WE)	
2	COMPUTER INSTRUCTOR (SECONDARY)		
3	COMPUTER INSTRUCTOR (PRIMARY)		
4	MR RAM MOHAN	H M	
WEBSITE UPDATION			update the website regularly regarding the school activities
1	MR BAIJU	PGT(CS)	
2	MRS.ASHA DAULATH A A	PGT(CHE)	
3	HM	PRIMARY	
SCHOOL MAGAZINE			To collect and check the articles for the timely publication of the magazine
1	MRS ANJANA	PGT-(ENG)	
2	MRS RESMI V	TGT-(ENG)	
3	MR. SHISHPAL	PGT-(HINDI)	
4	MRS SANGEETHA PANICKER	TGT-HINDI	
5	MRS.RAKSHA TRIVEDI	TGT-SANSKRIT	
GARDENING AND AQUARIUM MAINTENANANCE			
1	MRS.CHANDRIKA	PGT(BIO)	
2	MRS.SOBHA S NAIR	TGT(BIO)	
PTA MEETING			
1	MRS.PADMAJA M G	PGT (PHY)	To make arrangements of PTA meetings after each examination
2	MRS.ASHA.D	PGT CHEM)	
3	MRS.JISHA C M	PRT	

STAFF ROOM			
1	MRS. MANEESHA R	TGT (ENG)	To ensure proper maintainance of the staff room
FURNITURE			To maintain the stock of all furniture in the Vidyalaya .Prepare condemnation report for broken furniture.Prepare a roomwise inventory of furniture and fix responsibility for maintaining the same. Take measuresto prevent breakage of furniture .Arrange for repair of broken furniture if any.Plan purchase as
2	MR BAIJU V	PGT(CS)	
2	MR. SACHIN KUMAR B	TGT(S ST)	
4	ALL CLASS TEACHERS		
FIRST AID AND MEDICAL CHECK UP			
1	MRS . SUSMITHA (I/C)	SECONDARY	To purchase necessary first -aid materials and make them available to students when needed and to provide the necessary help to those who require it.
2	MS.MOUNIKA(I/C)	PRIMARY	
3	DOCTOR & NURSE		
4	ALL CLASS TEACHERS		
LIBRARY			
1	MRS VIDHYA	LIBRARIAN	To ensure smooth functioning of the library
PHOTOGRAPHY			to plan and organize the activities of photography club. To get the photography of important functions in the
1	MS. NEHA AGGARWAL	TGT (ART)	
2	MRS JAYASREE	TGT WET	
PURCHASES			To do purchase as per the purchase procedure
1	MRS. JAYASREE C	WET	
2	MRS. PADMAJA	PGT PHYSICS	
2	MRS.JAMUNA V S	PGT(COMM.)	
3	BAIJU V	PGT(CS)	
4	HEADS OF ALL THE DEPARTMENTS		
AV AIDS			To procure AV Aids
1	MR.BAIJU V	PGT(CS)	

MAINTENANCE , INFRASTRUCTURE DEVELOPMENT & CONSTRUCTION WORK			
1	MRS. JAYASREE C	WET	
2	MRS. PADMAJA M G	PGT	
3	MRS. SUSMITHA S R	PGT (BIO)	
4	MR.BAIJU V	PGT(CS)	
2	MR. VINOD LAL	TGT PHE	To carry out maintainance of the infra structure & Construction work
3	MRS.RITA MATHEWS	PRT	
SCOUTS &GUIDES			
1	MRS.MANEESHA R (GUIDE I/C)	TGT(ENG)	To plan and implement scouting/guiding activities in the Vidyalaya .To train the colour party for special occasions . To get the National flag ready for the National festivals .
2	MR BAIJU V	PGT CS	
3	MRS.SUSMITHA	PGT -(BIO)	
4	MRS. JAYASREE C	TGT (WET)	
CUBS & BULBUL			
MR.MADAN			
MS.MEENA			To set up Junoir science lab .purchase and arrange the equipments , chemicals etc .Provide facilities to students.Conduct experiments.
ALL CUB MASTERS & FLOCK LEADERS			
JUNIOR SCIENCE LAB			
1	MRS SUSMITHA	PGT (BIO)	
CLUBS IN-CHARGE-MRS. SANTHA D			
ADVENTURE CLUB			
1	MR ANISH KUMAR B	WET	
2	MR. VINOD LAL N S	TGT(P&HE)	
MATHS CLUB			
1	MRS SAJI	PGT-MATHS	
2	MR. SIVAKUMAR	PGT-MATHS	
3	MRS. ANNU YADAV	TGT(MATHS)	
4	MRS. KOUSHLENDRA VERMA	TGT MATHS	
4	MRS.KAMNA SHARMA	PRT	
SCIENCE CLUB			
1	MRS SUSMITHA	PGT (BIO)	
NATURE , ECO-CLUB			
1	MRS CHANDRIKA	PGT-BIO	
2		PRT	
READERS CLUB			
1	MRS VIDHYA V L	LIBRARIAN	
2	MRS MANEESHA R	TGT ENG	
3	MR.MADAN	PRT	
CHARITY CLUB			
2	MRS SANGEETHA	TGT-HINDI	
3	Mr.SAURABH	PRT	
CYBER CLUB			
1	MR BAIJU V	PGT CS	
2		TGT -MATHS	

	INTEGRITY CLUB		
1	MRS JAMUNA	PGT(COMM)	
2	MRS ASHA DAULATH A A	PGT (CHE)	
	THEATRE CLUB		
1	MRS RESMI	TGT(ENG)	
	ENERGY&WATER CONSERVATION		
1	MRS. JAYASREE C	WET	
	MRS. BINDU T L	PGT (PHY)	
2	MS.SUSHMITHA	PGT BIO	
	FINE ARTS CLUB &PHOTO CLUB		
1	MR.BAIJU V	PGT (C S)	
	MRS. JAYASREE C	WET	
2	MS. NEHA AGGARWAL(I/C)	TGT ART	
	LITERARY CLUB		
1	MRS. ANJANA S	PGT (ENG)	
2	MRS. SUPRIYA	TGT ENGLISH	
	ATAL TINKERING CLUB		
1	MRS. JAYASREE C	PGT-CHE	
2	MRS. SANTHA D	PGT CHEMISTRY	
	SWACHHATA	SWAPNIL	
	ID CARDS		
	MR.BAIJU V	SECONDARY(I/C)	
1	MS. NEHA AGGARWAL	TGT ART	
2	PRATIBHA	PRIMARY(I/C)	
3	ALL CLASS TEACHERS		
	DISCIPLINE COMMITTEE	NIDHI/SWAPNIL	
	EXCURSION		
1	MRS. JAYASREE C	WET	
2	MR SUNNY TA	PGT (COMM)	
3		TGT- MATHS	
4	MR.SOURABH	PRT	
	STAMP COLLECTION		
1	MRS SANGEETA PANICKER	TGT HINDI	
	MR. KOUSHLENDRA VERMA	TGT MATHS	
	FILM SHOW		
	MS.ANKUR	PRT	
	N.C.C		
1	MRS.SUSMITHA	PGT(BIO)	
	CONDEMNATION		
1	MRS CHANDRIKA .V.K	PGT(BIO)	
2	MRS. JAYASREE	WET	
3	MRS. JISHA	PRT	
	SANITATION		
1	MRS. JAYASREE	TGT (WE)	
2	MRS.SUSMITHA.S I/C	PGT(BIO)	
3	MRS MANEESHA	TGT(ENG)	
4	MRS RITA MATHEWS	PRT	
5	MRS.JISHA	PRT	

MATHS CLINIC		
1	MR. SIVAKUMAR	PGT(MATHS)
2	MRS. ANNU YADAV	TGT (MATHS)
	DRINKING WATER	
	MRS. JAYASREE	TGT (WET)
	MRS. SUSMITHA S R	PGT BIO
		TGT (SCI)
COLLECTION CENTRE SUPERVISION		
1	MR. BAIJU V I/C	PGT (COM)
	MRS.RESMI V	TGT (ENG)
3	MRS SANTHA D	PGT-CHE
4	MRS. BINDU T L	PGT (PHY)
6	MR RAMMOHAN	H M
7	MRS RITA MATHEWS	PRT
8	MRS.JISHA	PRT
9	ALL CLASS TEACHERS	
RTE/CONCESSION /SCHOLARSHIP/SINGLE GIRL CHILD ETC.		
1	MRS. ASHA D	PGT (CHEMISRY)
2	MRS. CHANDRIKA V K	PGT (BIO)
3	MR RAMMOHAN	H M
	MEENA	PRT
4	MR. ASOKAN	
PRIMARY SECTION		
1	WORKSHEETS & LAT	
2	CLASS LIBRARY	SONIA II
3	CMP ACTIVITIES	MRS.KAMNA SHARMA
4	MINUTES OF THE MEETING	
5	SATURDAY ACTIVITIES	MR.ASHISH NIVRUT BHAI SARE
HOUSE MASTERS SECONDARY		
1	CAUVERY	, Mr. BAIJU V (HOUSE MASTER) ASSOCIATE HOUSE MASTER : ,MRS. ANITA, SUPRIYA , Neha Agrawal, MRS. SOBHA S NAIR, NEHA
2	GANGA	MR. SISHPAL (House Master) , ASSOCIATE HOUSE MASTER : MRS, JAMUNA V S, Sangeetha Paniker , JAYSREE, NIMILESH
3	KRISHNA	MR. SIVA KUMAR(House Master) , ASSOCIATE HOUSE MASTER : BINDU TL, mrs. mANNESHA, Vidya V. L., SACHIN,Padmarekha. REKSHA TRIVEDI,
4	NARMADA	MRS. SUSHMITHA(House Master) , ASSOCIATE HOUSE MASTER : , MRS. SUPRIYA , Baiju V , Maneesha R. NITIN,SHASHIKANTH,KOUSHLENDRA V
PRIMARY		
1	CAUVERY	MS.DIVYA RANA
2	GANGA	MS.KOTA MOUNIKA
3	KRISHNA	MS.SONIA II
4	NARMADA	MS.SONIA I
SPORTS & SBSB		

1	MR. VINIIDLAL	TGT P& HE	
2	ALL CLASS TEACHERS		
OFFICIAL LANGUAGE			
IMPLIMANTATION COMMITTEE			
1	MR SHISHPAL	PGT (HINDI)	
	MRS. SANGEETA PANIKER	TGT (HINDI)	
			PRINCIPAL