

**KENDRIYA VIDYALAYA, PATTOM, TRIVANDRUM (SHIFT I)
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 meetings 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.

SLNO	NAME	DESIGNATION		ALLOTMENT OF DUTIES
1.VIDYALAYA ACADEMIC COMMITTEE				
1	Shri. AMIT GUPTA - Coordinator	VICE PRINCIPAL		To prepare & finalise the institutional plan and monitor the whole academic programme for the year. Achieving excellence in all classes, 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.
2	Smt. ANITHA RAMESH I/C	PGT BIO		
3	Shri. HARI KUMAR	PGT MATHS		
4	Dr. KRISHNA KUMAR	PGT(HINDI)		
5	Smt. ASHA DEVI	PGT GEOGRAPHY		
6	Smt. DEVI S R	PGT ENGLISH		
7	Smt. SHYLA S	HM		
2. ADMISSION				
1	Shri. BINOJ BOSE K C	PGT PHYSICS		To process registration, verification and admission strictly as per KVS guidelines 2023-24
2	Shri. VINU T V RAO	PGT CHEMISTRY		
3	Smt. SINI ALEX	PGT COMP.SCI		
4	Smt. ASHA DEVI	PGT GEOGRAPHY		
5	Smt. SWAPNA SATHEESH	PGT CHEM		
6	Smt. SAVITRI K C	TGT AE		
7	Mr. T A JOIY	TGT WE		
8	Smt. CHITHRA S	TGT ENG		
9	Smt. SHYLA S	HM		
10	Smt. BEENA CHANDRASEKHARAN	PRT		
11	Smt. SHEEBA JOHN	PRT		
12	Smt. SREELATHA	PRT		
13	Mrs. R LATHA	PRT		
14	Smt. RESHMI MOL A R	PRT		
3. INTERNAL EXAMINATION				
SECONDARY & SENIOR SECONDARY				
1	Smt. MAYA REGHURAJAN I/C	PGT CHEMISTRY		To plan Examination schedule well in advance, intimate the students about the dates, setting of the question papers well in time moderation and final declaration of the result. Ensure that the Subject enrichment activity, Portfolio/MDP and note book submission records to be maintained properly. Arrangement of necessary materials for the smooth conduct of examination.
2	MR. HARI KUMAR PS	PGT MATHS		
3	Smt. ASHWATHY R	PGT PHYSICS		
4	MRS. SINI ALEX	PGT CS		
5	MRS. SWAPANA SATHEES	PGT CHEMISTRY		
6	Mr. PRAGNESH J RAVAT	TGT ENG		
7	Smt. S. SANDHYA	TGT SCIENCE		
PRIMARY				
1	SMT. R. LATHA (I/C)	PRT		
2	Mrs. SHEEBA JOHN	PRT		
3	Mrs. RESHMIMOL	PRT		
4	Mr. SUNIL KUMAR	PRT		
4. EXAMINATION (CBSE)				
1	Smt. REKHA RAJAN	PGT ECO		Conduct the CBSE Examinations including registration of Class IX to XII and all correspondence with CBSE
2	Smt. ASHA DEVI	PGT GEOGRAPHY		
3	Smt. SINI ALEX	PGT CS		
4	SHRI VINU TV RAO	PGT CHEMISTRY		
5	Smt. CHITHRA S	TGT ENG		
5. EXAMINATION (EXTERNAL)				
1	SHRI HARI KUMAR PS	PGT MATHS		To make necessary arrangement for the smooth conduct of all exams for which the Vidyalaya is a centre.
2	Smt. ASHA DEVI	PGT GEOGRAPHY		
3	SHRI VINU TV RAO	PGT CHEMISTRY		
4	SHRI PREM KUMAR	PGT HIST		

6. SUBJECT COMMITTEE CONVENORS

	SUBJECT	SECONDARY	
1	ENGLISH	Smt. DEVI R	Planning & Holding subject committee meetings & review of performance of students, planning remedial measures for best results. Implementing strategies for academic progress of students
2	MATHS	Shri. HARIKUMAR.P.S	
3	COMP.SCI	Smt. RADHA MOHAN	
3	HINDI&SANSKRIT	Dr. KRISHNA KUMAR	
4	SCIENCE	Smt. ANITHA RAMESH	
5	SOCIAL SCIENCE	Smt.ASHA DEVI	
1	EVS	Smt. Beena C	
2	ENGLISH	Smt.SREELATHA	
3	MATHEMATICS	Smt. SHEEBA JOHN	
4	HINDI	Smt. Sreeja Prasad	

7. MINUTES OF STAFF MEETING (BILINGUAL)

1	Smt. DEVI S R I/C	PGT ENGLISH	To note down the minutes of all staff meeting and keep its well maintained record
2	Smt.CHITHRA S	TGT ENG	
3	Smt. ANITHA O	TGT HINDI	
4	Smt.SREELATHA	PRT	
5	Smt. SURBHI	PRT	

8.MORNING ASSEMBLY/ CELEBRATIONS/FUNCTIONS

1	Dr. KRISHNA KUMAR	PGT HINDI	To conduct morning assembly and to celebrate all important days in morning assembly.To monitor day to day Morning Assembly programme effectively and ensure befitting presentation of all the items.
2	Smt. Devi SR	PGT ENGLISH	
3	SHRI PREM KUMAR	PGT HISTORY	
4	Smt. SAVITHRI K C	TGT AE	
5	Shri. BINU ASHOKAN	TGT P & HE	
6	Smt CHITHRA S	TGT ENG	
7	Smt. Sreeja Prasad	PRT	
8	Sh. Sunil Kumar	PRT	
9	Smt. Surbhi	PRT	
	ALL CLASS TEACHERS		

9. CO - CURRICULAR ACTIVITIES (INTERNAL)

SECONDARY & SENIOR SECONDARY

1	SMT. NIMMY S BABU- Co-Ordinator	PGT BIO TECH	Preparation of calender of activities, Division of studets in to 4 houses, Conduct of INTER HOUSE Competions at VIDYALAYA LEVEL and Vidyalaya Annual Day. To select the students for students's council and to conduct investiture ceremony. <input type="checkbox"/> CCA calendar will be prepared in the beginning of the academic year keeping in view of the academic calendar. <input type="checkbox"/> Maximum number of students should be motivated to participate by conducting competitions at various levels giving chances to talented students than picking students based on familiarity or past performance alone. <input type="checkbox"/> Identify versatile talents among children through regular CCA. <input type="checkbox"/> All competitions/events of government agencies given through KVS should be conducted in letter and spirit and their good quality Photographs and Videos are to be sent to KVS RO as per the directions.
2	Shri.PREMKUMAR Associate Co-Ordinator	PGT HISTORY	
3	Ms. CHANDRA LEKHA	TGT (ENG)	
4	Mrs.SANDHYA S	TGT SCIENCE	
5	Mr.ANANTHAKUMAR	TGT HINDI	
	Mrs. Sreelatha	PRT	
	Mrs. Sreeja Prasad	PRT	
	Mrs. Tranpreet kaur	PRT	
	HOUSE MASTERS		

10. CCA EXTERNAL(FUNDAY FOR PRIMARY)

1	Smt. DEVI S R I/C	PGT ENGLISH	Select the students to participate External Competitions including KVS competitions. All competitions/events of government agencies given through KVS should be conducted in letter and spirit and their good quality Photographs and Videos are to be sent to KVS RO as per the directions.
2	Smt. CHITHRA S	TGT ENGLISH	
3	Smt. SHEEBA JOHN	PRT	
4	Smt. RESHMIMOL	PRT	

11.TIME TABLE

SECONDARY & SENIOR SECONDARY

PRIMARY

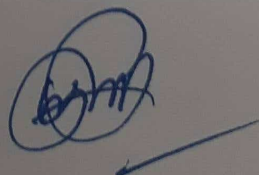
1	Smt. ASHWATHY R I/C	PGT PHYSICS	TO PREPARE TIME TABLE AS PER GUIDELINES ISSUED BY KVS
2	Smt. ASHA DEVI	PGT GEOGRAPHY	
3	Smt. Adeline M	TGT MATH	
4	Mrs.S. SANDHYA	TGT SCIENCE	
5	Mrs. Beena C	PRT	
6	Smt. SHEEBA JOHN	PRT	
7	Smt. RESHMIMOL	PRT	
8	Mr. Sunil kumar	PRT	
9	Mrs. Surbhi	PRT	

1	Smt.SAVITRI	TGT AE	SUBSTITUTION WORK ARRANGEMENT
2	Mr. FAISAL S L	LIBRARIAN	SUBSTITUTION WORK ARRANGEMENT
3	Smt. ASHA DEVI	PGT GEOGRAPHY	SUBSTITUTION WORK ARRANGEMENT

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12. INTER HOUSE DISPLAY BOARD & CLASSROOM DISPLAY BOARD				
1	Mr.PREMKUMAR	PGT HISTORY	To Ensure well planned and decorative Display Board in coordination with House Incharges and Class teachers with proper meaningful theme	
2	Ms. CHANDRA LEKHA	TGT (ENG)		
3	Smt.SAVITHRI KC	TGT AE		
13. HOUSE MASTERS				
SECONDARY & SENIOR SECONDARY				
1	Mrs. SWAPNA SATHEES	PGT CHEMISTRY	All House Maseters along with associates members will ensure the active participation of all students in inter house competioions	
2	Mr.JUBIN DHARMARAJAN	PGT COMM		
3	Mrs. SINI ALEX	PGT COMP. SCIENCE		
4	Mr. VINU T V RAO	PGT CHEMISTRY		
5	Smt. RESHMIMOL	PRT		CAUVERY
6	Mr. Sunil kumar	PRT		KRISHNA
7	Mrs. Surbhi	PRT		NARMADA
8	Smt. SHEEBA JOHN	PRT		GANGA
14. VERIFICATION OF FEES (CS 54)				
1	Smt. SINI ALEX	PGT (CS)	To verify fee collection for all the classes for each QTR.	
2	Smt. RADHA MOHAN	PGT (CS)		
3	SHRI HARI KUMAR PS	PGT MATHS		
4	SMT.SREELATHA.T.A	PRT		
15. REPORT OF VIDYALAYA ACTIVITIES				
1	Mrs. DEVI S R	PGT (ENG)	To keep record of all the activities conducted during the Academic Session with Photographs	
2	Shri.S.L.FAISAL	LIBRARIAN		
3	Smt.O ANITHA	TGT (HINDI)	To submit the report of activities conducted/organised in vidyalaya	
4	SMT.SREELATHA.T.A	PRT		
16. TEACHING AIDS & GEOGRAPHY LAB				
SECONDARY & SENIOR SECONDARY				
1	Smt. ASHA DEVI.A	PGT GEOGRAPHY	To keep the lab maintained and ensuring the effective use of labs by respective teachers.	
2	Smt. REKHA RAJAN	PGT ECO		
3	Mr. PREMKUMAR	PGT HISTORY		
17. COMPUTER LAB/INTERNET FACILITY				
1	Smt. RADHA MOHAN	PGT (COMP SCI)	T	
2	Smt. SINI ALEX	PGT (COMP SCI)		
PRIMARY				
3	SMT.SHEEBA JOHN	PRT		
4	MR.SUNILKUMAR	PRT		
18. SCHOOL MAGAZINE / VIDYALAYA PATHRIKA/E-MAGAZINE/OTHER PUBLICATIONS				
SECONDARY & SENIOR SECONDARY				
1	Dr. KRISHNA KUMAR	PGT HINDI	Timely publication and distribution of School Magazine by collecting the articles/material from the students of all classes.	
2	Smt. DEVI S R	PGT ENG		
3	Smt. ASHA DEVI A	PGT GEO		
4	Smt. REKHA RAJAN	PGT ECO		
5	Smt. ANITHA O	TGT HINDI		
6	Smt.CHANDRA LEKHA	TGT ENG		
7	Mr.FAISAL S L	LIBRARIAN		
8	Smt. SAVITHRI K C	TGT AE		
PRIMARY				
1	Smt.SHYLA.S	HM		
2	Smt.SREEJA PRASAD	PRT		
3	Smt. RESHMIMOL A R	PRT		
19. GARDENING AND WATER POND MAINTENANCE				
1	Smt. SHAMILA I/C	TGT BIO	To look after Garden and Aquarium for its proper maintenance. To monitor the work of gardener effectively and to offer technical expertise to improve gardening by providing all required materials from time to time.	
2	Smt. SANDHYA S	TGT SCIENCE		
3	Smt.P.SHEEBA	TGT(SCIENCE)		
4	Smt.BEENA C	PRT		
5	Smt. SREELATHA	PRT		
20. GUIDANCE & COUNSELLING / AEP				
1	Smt.ANITHA RAMESH I/C	PGT BIO	To conduct Guidance and counselling session and keep its well maintand record.To plan and organise the activities and monitor it effectively giving proper guidance on regular basis to take the help of Counselor in conducting the above activities	
2	Smt. NIMMY S BABU	PGT BIO TECH		
3	Smt. DEVI SR	PGT(ENG)		
4	Shri.S.L.FAISAL	LIBRARIAN		
5	Smt.ADELINE M JAQUALINE	TGT MATHS		
6	Smt. SHYLA S	HM		
7	Smt. R.LATHA	PRT		
8	SCHOOL COUNSELOR			
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21. STAFF ROOM			
1	Dr.KRISHNA KUMAR	PGT(Hindi)	Upkeep of Staff room
2	SMT.ASHA DEVI.A	PGT GEOGRAPHY	
22. FURNITURE			
SECONDARY & SENIOR SECONDARY			
1	SHRI JUBIN	PGT COMMERCE	Keep the record of all furniture items and ensuring adquate furniure in the class room by removing broken furniture. Timely repair of all furniture items
2	Shri. BINOJ BOSE K C	PGT PHY	
3	Shri. VINU T V RAO	PGT CHEMISTRY	
4	Sh. Sunil Kumar	PRT	
5	Smt. Tranpreet kaur	PRT	
6	ALL CLASS TEACHERS		
23. P A SYSTEM			
1	Shri. T A JOIY I/C	TGT-WE	Well maintained PA system during morning assembly and in resourse room
2	Shri Pragnesh Ravat	TGT-English	
3	Shri.BINU ASHOKAN	TGT PE	
24. E CLASS ROOM& COMPUTER AIDED LEARNING/ INTERACTIVE BOARD			
1	Smt. SINI ALEX	PGT(COMP.SC)	To maintain all e class room and keep a record of its usage by the teachers for ICT
2	Smt. RADHA MOHAN	PGT(COMP.SC)	
3	Shri. VINU T V RAO	PGT CHEMISTRY	
4	Smt. SHEEBA JOHN	PRT	
5	MR.SUNIL KUMAR	PRT	
COMPUTER INSTRUCTORS			
24. FIRST AID AND MEDICAL CHECK UP			
1	Smt.BIJUMOLE P.C I/C	PGT(BIO)	COVID CELL
2	Smt. NIMMY S BABU	PGT (BIO TECH)	1. Ms. ANITHA RAMESH
3	Smt. SHAMILA S	TGT SCIENCE	2. Ms. ASHA DEVI A
4	Mr. BINU ASHOKAN	TGT P &HE	3. Ms. SHAMILA
7	DOCTOR & NURSE		DOCTOR & NURSE
8	ALL CLASS TEACHERS		
25. LIBRARY			
SECONDARY & SENIOR SECONDARY			
1	Shri.S.L.FAISAL I/C	LIBRARIAN	Well maintained library with adequate no of books. To all library related activities, it may also be ensured that a child read a minimum of 10 to 15 books in a Year issued through library
2	Shri. HARIKUMAR P S	PGT MATHS	
3	Dr. KRISHNA KUMAR	PGT (HINDI)	
4	Smt. REKHA RAJAN	PGT ECO	
5	Smt. VALSALAKUMARI M S	PGT PHY	
6	Smt. Indu K S	TGT MATHS	
7	Shri. ANANTHA KUMAR	TGT HINDI	
26. PHOTOGRAPHY/MONTHLY ROUND UP OF ACTIVITIES			
1	Smt.SAVITRI	TGT AE	To take photos of all activiies/celebration in the vidyalaya and its digital storage for onward submissio to RO/HQ or any other agency. To prepare a monthly report of round up of activities in the vidyalaya for onward submission to RO before 27th of each month.
2	Shri. S.L.FAISAL	LIBRARIAN	
3	Shri Pragnesh Ravat	TGT ENGLISH	
4	CCA I/C EXTERNAL AND INTERNAL		
6	ALL CLASS TEACHERS		
27. PROMOTION OF SPORTS GAMES AND VOCATIONAL CLASSES			
1	MR. BINU ASHOKAN I/C	TGT P&HE	To help in promoting sports.games and ensuring active participation of students. To keep a record of all vocational classes and students in these vocationbal classes.
2	DR. KRISHNAKUMAR	PGT HINDI	
3	Shri TA Joiy	TGT WE	
4	Smt.Shamila Sajan	TGT SCIENCE	
5	MS.CHANDRA LEKHA	TGT Eng	
6	Smt SAVITRI	TGT AE	
7	SMT SHEEBA JOHN (SBSB I/c)	PRT	
8	MR. SUNIL KUMAR	PRT	
9	Smt.SURBHI	PRT	
10	Smt. TARANPREET KAUR	PRT	

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28. PURCHASES

1	Smt. ANITHA RAMESH I/C	PGT BIO	Purchase according to purchase procedure for different departments
2	SHRI HARI KUMAR PS	PGT MATHS	
3	Dr. KRISHNAKUMAR	PGT HINDI	
4	Smt RADHA MOHAN	PGT CS	
5	Smt. SHYLA S	HM	
6	Shri. SURESH KUMAR L V	ASO	
7	HEADS OF ALL THE DEPARTMENTS		

29. MAINTENANCE & REPAIR, INFRASTRUCTURE DEVELOPMENT

SECONDARY & SENIOR SECONDARY

1	Shri. T A JOIY I/C	TGT WE	to ensure Well maintained and safe infrastructure for students.
2	Shri. HARIKUMAR PS	PGT MATHS	
3	Shri Vinu T V Rao	PGT CHEMSITRY	
4	SHRI BINOJ BOSE	PGT PHYSICS	
5	Smt. ASHA DEVI A	PGT GEO	
6	Smt. SAVITHRI K C	TGT AE	

PRIMARY

1	Smt. SHYLA S	HM	
2	Smt. BEENA CHANDRASEKHARAN	PRT	
3	MR. SUNIL KUMAR	PRT	

30. SCOUTS & GUIDES

1	Shri.K RAJAN I/C Scouts	TGT(ENG)	To ensure all activiies in scout and guide. Complete the correspondence well in tim and keep its records. All days celebration by scout and guide wing.
2	SHRI ANANTHA KUMAR	TGT (HINDI)	
3	Smt. SAVITHRI K C	TGT AE	
4	ALL TRAINED SCOUT MASTERS & GUIDES		

31. CUBS & BUBULS

1	Mrs RESHMIMOL A.R I/C BULBUL	PRT	Sufficient number of students should be enrolled based on the number of units functioning in the Vidyalaya. Once in a week, preferably Wednesday or Saturday, one period (zero Period) should be used for various activities and Students and teachers will attend these activities in uniform.
2	MR.SUNIL KUMAR I/C CUB	PRT	
3	ALL TRAINED CUB MASTERS & FLOCK LEADERS		

32. JUNIOR SCIENCE LAB

1	Smt.P.SHEEBA I/C	TGT(BIO)	Upkeep of well amintained Science Labs
2	SMT.SANDHYA	TGT SCIENCE	
3	Smt. SHAMILA S	TGT SCIENCE	

33. SANITATION & BEAUTIFICATION

1	Smt. BIJUMOLE P C I/C	PGT BIO	Ensuring proper sanitation in the school permises and toilets. Ensuring well maintained and beautiful Vidyalaya campus. To ensure the removal of all unsage material from the campus
2	Smt. ANITHA RAMESH	PGT BIO	
3	SMT.REKHA RAJAN	PGT ECO	
4	Smt. SWAPANA SATHEES	PGT CHEMISTRY	
5	SHRI JUBIN	PGT COMMERCE	
6	Smt. SREEJA S	TGT MATHS	
7	Mrs. SHAMILA S	TGT SCIENCE	
8	Smt.SAVIITHRI	TGT AE	
9	Smt. Indu K S	TGT MATHS	
10	Smt. BEENA CHANDRASEKHARAN	PRT	
11	Smt.SREEJA PRASAD	PRT	
12	Mrs.SURBHI	PRT	
13	Mr. SUNIL KUMAR	PRT	

34. ADVENTURE / EXCURSION & FIELD TRIPS

SECONDARY & SENIOR SECONDARY

1	Mr. BINU ASHOKAN S I/C	TGT P&HE	To check out and implement Annual plan for outing of the students as per the provisions in consultation with the Class teachers/Principal To plan, organize and accompany the students for the programmes identified by the KVS
2	Dr. KRISHNA KUMAR	PGT HINDI	
3	Mr. PREMKUMAR	PGT HISTORY	
3	MRS. VALASALA KUMARI	PGT PHYSICS	
4	Mr. ANANTHAKUMAR	TGT HINDI	
5	Mrs. SHAMILA S	TGT SCIENCE	
6	Smt. SREEJA S	TGT MATHS	
7	Smt. SAVITHRI K C	TGT AE	
PRIMARY			
1	Smt. SREELATHA I/C	PRT	
2	Smt.R.LATHA	PRT	
3	Mr. SUNIL KUMAR	PRT	
4	Smt. SURBHI	PRT	

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35. CHILDREN PARK & ADVENTURE PARK

1	Mr. BINU ASHOKAN S I/C	TGT P&HE	Upkeep of well maintained and safe children park
2	Mrs. SHYLA S	HM	
3	Smt.SHEEBA JOHN	PRT	
4	MR.SUNIL KUMAR	PRT	

36. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE

1	Dr.Krishnakumar I/C	PGT Hindi	To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office.
2	Mr. ANANTHAKUMAR	TGT HINDI	
3	Smt.O.Anitha	TGT Hindi	
4	Smt.Shyla	HM	
5	Mrs. Sreeja Prasad	PRT	
6	Shri. Sureshkumar L V	ASO	

37. WEBSITE COMMITTEE

1	Smt. RADHA MOHAN	PGT(COMP SCI)	To keep vidyalaya website updated with all information and uploading of photos of different events/celebrations.
2	Smt.SINI ALEX	PGT(COMP SCI)	
3	Shri.S.L.FAISAL	LIBRARIAN	
4	Smt. SHYLA	HM	

38. CHARITY

1	SMT. CHITHRA S	TGT ENGLISH	To raise funds for charity and motivate the students for all kind of charity
2	Shri. FAISAL S L	LIBRARIAN	
3	Smt. REKHA RAJAN	PGT Eco	
4	Ms. CHANDRALEKHA C	TGT ENG	
5	Smt.SREEJA PRASAD I/C	PRT	
6	Ms. SREELATHA T A	PRT	

39. DISCIPLINE

1	Mr. BINU ASHOKAN	TGT P&HE	1.To check latecomers arrival during morning assembly 2.To ensure well maintained discipline during arrival/break and dispersal of students from the vidyalaya. 3.To make roster of duties during Recess time for different sections/blocks of vidyalaya. 4.To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any,separate file to be maintained. 5.To implement pass system. Systematic/ orderly movement of students for assembly.
2	Shri.HARIKUMAR.P.S	PGT MATHS	
3	Smt. ANITHA RAMESH	PGT BIO	
4	Dr.KRISHNA KUMAR	PGT HINDI	
5	Smt.ASHA DEVI.A	PGT Geog	
6	Mr. BINOJ BOSE K C	PGT Phy	
7	Ms. CHANDRALEKHA	TGT ENG	
8	Mr. ANANTHAKUMAR	TGT HINDI	
8	Smt SHYLA S	HM	
9	Smt. R.LATHA I/C	PRT	
10	Mrs.RESHMIMOL A.R	PRT	
11	Mr.SUNILKUMAR	PRT	
12	ALL Class Teachers		

40. VIDYALAYA BAND

1	Smt. Savithri K C	TGT AE	Well maintained Vidyalaya band
2	Mr.BINU ASHOKAN	TGT P&HE	

41. CLUBS

CO-ORDINATOR OF CLUBS		Smt.VALSALA KUMARI	
ASSOCIATE CO-ORDINATOR		Smt. BIJUMOLE P C	
1	INTEGRITY	SHRI PREM KUMAR Shri FAISAL S L	
2	READERS & LITERACY	MR. FAISAL I/C Ms.Chandralekha Shri Ananthakumar	Smt. Sreeja Prasad
3	THEATRE	Ms. Rekha Rajan Ms.Devi R Ms.Savithri	
5	MATHS	Shri. HARIKUMAR Smt. INDU K S	Smt. Sheeba John
6	SCIENCE	Smt. ASHWATHY Smt. SWAPNA SATHEES	
7	NATURE & ECO.ENERGY AND WATER CONSERVATION	Smt. SHAMILA S SHRI TA JOIY	Smt. Sreelatha TA
8	HEALTH & WELL BEING, FOOD SAFETY	SMT NIMMY S Smt. Sandhya S Shri. BINUASHOKAN	
9	FINE ARTS & PHOTOGRAPHY	Smt.SAVITHRI K C Smt.S.SANDHYA	

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10	AEP CLUB	Smt. ANITHA RAMESH Smt. NIMMY S BABU ALL TRAINED TEACHERS	
11	QUIZ CLUB	Mr. BINOJ BOSE Mrs. ANITHA RAMESH	Smt. Reshmimol
12	ROAD SAFETY	Shri BINU ASHOKAN Shri. T A JOIY	
13	TINKERING/INNOVATION	Shri. Vinu T V Rao Smt. Radha Mohan	
14	CYBER CLUB	Smt. Sini Alex Computer Instructor	
15	SOCIAL SCIENCE & CONSTITUTION CLUB	Ms. Asha Devi A Mr. PREM KUMAR	
16	EBSB	Mrs. DEVI S R	Smt. Surbhi, Smt Tranpreet kaur
17	AKAM	Mr. Prem Kumar J	
18	YUVA TOURISM	Mrs. Savithri Mr. Pragnesh Mr. Ananthakumar	
19	Bureau of Indian Standards	Smt. Valasal kumari Smt. Rekha Rajan Shri Vinu TV Rao	

ALL CLUB ACTIVITIES WITH ACTIVE PARTICIPATION OF STUDENTS AND KEEP ITS RECORDS

42. CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES

1	Smt. RADHA MOHAN I/C	PGT CS	To initiate and complete the procedure of condemnation for different departments
2	Shri. T A JOIY	TGT WE	
3	Smt. Anitha Ramesh	PGT BIO	
4	Smt. Sini Alex	PGT CS	
5	MR. JUBIN	PGT COMMERCE	
6	Shri. S.L. Faisal	LIBRARIAN	
7	Shri. Suresh Kumar L V		
8	INCHARGES OF ALL DEPARTMENTS		

43. SCHOLARSHIPS FEE CONCESSION (INCLUDING SGC/ RTE/SC/ST OBC/MINORITY ETC)

1	Smt. ASHA DEVI A I/C	PGT GEO	Receiving the letters of Scholarship and to follow the instruction of the process. Arrangement & verification of the documents. Preparation of Report regarding the same and submit the applications in time.
2	Smt. SINI ALEX	PGT CS	
3	Smt. SANDHYA S	TGT SCIENCE	
4	Smt. SHYLA	HM	
5	Smt. RESHMIMOL AR	PRT	

44. FIRE SAFETY

1	Shri T A JOIY I/C	TGT WE	To ensure that sufficient fire extinguishers are in place as per the safety policy and maintain the extinguishers already installed.
2	SHRI ANATHA KUMAR	TGT HINDI	
3	Smt. Shyla	HM	
4	SMT.SHEEBA JOHN	PRT	

45. SAFETY & SECURITY OF CHILDREN (DURING ARRIVAL, DEPARTURE & EVACUATION)

1	Dr. KRISHNAKUMAR	PGT Hindi	To make arrangements and monitor the Safety and security of all students during arrival/departure by making roster for the same.
2	Mr. BINU ASHOKAN	TGT (P&HE)	
3	Mrs. DEVI SR	PGT ENG	
4	Mrs. ANITHA RAMESH	PGT BIO	
5	Shri. HARIKUMAR	PGT Maths	
6	Smt. VALSALA KUMARI M S	PGT PHY	
7	Ms. CHANDRALEKHA C	TGT ENG	
8	SMT SREEJA S	TGT MATHS	
9	Smt. ADELIN M JAQUALINE	TGT MATHS	
10	MR. ANANTHA KUMAR	TGT HINDI	
11	MR T A JOIY	TGT WE	
12	SMT. S. SHYLA	HM	
13	SMT.SHEEBA JOHN	PRT	
14	SMT SREELATHA	PRT	
15	SMT R LATHA	PRT	
16	ALL CLASS TEACHERS		

46. OLYMPIADS (GREEN OLYMPIADS/ SOF/ NTSE/KVPY ETC)

1	Smt. Swapana Sathesh	PGT PHY	To motivate students for participation in various olympiads and thereof facilitating the registration process.
2	Smt. BIJUMOLE P C	PGT BIO	
3	Smt. Valasala Kumari MS	PGT CHEM	
4	SMT ASHA DEVI A	PGT GEOG	
5	Ms. CHANDRALEKHA C	TGT ENG	
6	MRS. SREEJA S	TGT MATH	
7	SMT SHEEBA JOHN	PRT	
8	Smt. RESHMIMOL AR	PRT	

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47. CCT/PISA (Monitoring and Implementation)			
1	Smt. ANITHA RAMESH I/C	PGT BIO	Implementnation of CCT for all classes and to keep its well maintaind records. Monthly submission of report at clustyerlevel/ro level.
2	Smt. SREEJS S	TGT MATHS	
3	Smt. SINI ALEX	PGT C S	
4	Smt. RADHA MOHAN	PGT C.S	
5	Smt. INDU K S	TGT MATHS	
6	ALL TRAINED TEACHERS/ MENTORS		
7	MRS. SREEJA PRASAD I/C	PRIMARY SECTION	
8	SUBJECT CONVENOR		
48. MATHS CLINIC			
1	Smt. HARIKUMAR P S I/C	PGT Maths	To upkeep of maths Lab and to initiate efforts for developing the interest of students in mathematics with different activites.
2	Smt. ADELINE M JAQUALINE	TGT Maths	
3	Smt. Indu K S	TGT Maths	
4	Smt. Sreeja S	TGT Maths	
49. RESOURCE ROOM, INNOVATION & EXPERIMENTATION/ATL			
1	SHRI. VINU T V RAO	PGT CHEM	Maximise the Use of ATL lab for the benefitts of students. To ensure the maintenatance and cleanliness of resource room.
2	Mrs. ASHWATHY R	PGT PHY	
3	SHRI. S.L. FAISAL	LIBRARIAN	
4	SMT. SINI ALEX	PGT CS	
50. TRANSPORTATION			
1	DR. KRISHNA KUMAR I/C	PGT HINDI	
2	SHRI BINU ASHOKAN	TGT P&HE	
3	SHRI. ANANTHAKUMAR	TGT HINDI	
4	SMT. SANDHYA	TGT SCIENCE	
5	Shri Pragadesh Ravat	TGT ENGLISH	
6	SHRI. SUNILKUMAR	PRT	
51. CHILD RIGHT PROTECTION CELL & POCSO			
1	Shri. ANITHA RAMESH	PGT BIO	
2	Smt. REKHA RAJAN	PGT ECO	
3	Smt. ASHA DEVI A	PGT GEO	
4	SMT. CHITHRA	TGT ENG	
5	Smt. SHYLA S	HM	
6	Smt. BEENA C	PRT	
52. PTA /VMC MEETINGS			
1	Smt. Anitha Ramesh I/C	PGT BIO	To make arrangements for all PTA and VMC meeting.
2	Mrs. Asha Devi A	PGT GEO	
3	Mrs. Rekha Rajan K	PGT ECO	
4	Smt. Sini Alex	PGT CS	
5	Smt. Shyla S	HM	
6	Smt. RESHMIMOL	PRT	
53. ALUMINI ASSOCIATION			
1	Mr. FAISAL S L	LIBRARIAN	To maximise the involvement of all alumni for better development of Vidyalaya and to keep their all data.
2	Mrs. ANITHA RAMESH	PGT BIO	
3	Mrs. SHYLA S	HM	
54. CHILDREN SCIENCE CONGRESS & SCIENCE EXHIBITION			
1	SMT. ANITHA RAMESH I/c	PGT BIO	To prepare and select studnts for Science congress for the themes selected for each year.
2	SMT. MAYA REGHURAJAN	PGT CHEM	
3	SMT. ASHWATHY R	PGT PHY	
4	SMT. ASHA DEVI	PGT GEO	
55. INTERNAL COMPLAINT COMMITTEE			
1	Shri. GIRI SHAKARAN THAMPI	PRINCIPAL	
2	Smt. ANITHA RAMESH	PGT BIOLOGY	
3	Smt. SHYLA S	HM	
4	NGO		
56. NIE			
1	Ms. CHANDRALEKHA C	TGT ENG	To coordinate with News paper agencies for tmely delivery of newspaper to the children, to arrange for workshops etc
2	MRS CHITHRA	TGT ENG	
3	Mrs. SHYLA S	HM	
4	Mrs. Sree latha	PRT	
56. YOUTH PARLIAMENT			
1	Smt. REKHA RAJAN I/C	PGT ECONOMICS	To select the students and conduct YOUTH PARLIAMENT at vidyalaya level.
2	MR. PREMKUMAR	PGT HIST	
3	Smt. ASHA DEVI	PGT GEOG	
4	Smt. DEVI S R	PGT ENG	
5	Dr. KRISHNAKUMAR	PGT HINDI	
57. ACP			
1	Smt. NIMMY S BABU I/C	PGT BIO TECH	To ensure effective implementation of ACP and therof maintaining the records. To keep all the records of courses for teachers by CBSE/KVS/NCERT.
	ALL ACP TRAINED TEACHERS		
58. INSERVICE COURSES/INDUCTION COURSES/WORKSHOPS ETC.			
		VP	To keep the updated record of all Staff members for Inservice course and induction course for newly recruited teachers.
1	AMIT GUPTA	CORDINATOR	
2	ANITHA RAMESH	I/C (for pgt)s	
3	Smt. REKHA RAJAN I/C	for tgts	
4	Shri. S.L. Faisal	for misc	
5	Smt. Shyla S	LIBRARIAN	
		for PRTS	

VICE PRINCIPAL

PRINCIPAL

27.3.2023

