

**KENDRIYA VIDYALAYA, PATTOM, TRIVANDRUM (SHIFT II)
ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2019-20**

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2019-20. 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 JAYA S	PGT(MATHS)	
3	MRS JAMUNA	PGT(COMM)	
4	MRS. ANJANA S	PGT (ENG)	
5		PGT (HINDI)	
6	MRS. SANGEETA PANIKER/PGT HINDI	TGT (HINDI)	
7	HM	PRIMARY	
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)	
3	MRS. JAYA S	PGT MATHS	
4	MRS. ASHA DAULATH	PGT(CHEM)	
5	MRS.SUSMITHA.S	PGT (BIO)	
6	MRS MANEESHA	TGT(ENG)	
7	MRS RITA MATHEWS	PRT	
8	MRS.JISHA C M	PRT	
9	MR. ASHISH NIVRUT	PRT	
10	MR.KHAIRE MADAN BALESHEB	PRT	
11	MS. NIDHI KHATARIA	PRT	
12	MS.KAMNA SHARMA	PRT	
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	MRS ASHA .D	PGT(CHEM)	
3	MRS. ANJANA S	PGT(ENG)	
4	MRS NISHA SEBASTIAN	TGT MATHS	
5	MRS. NUNNU M	TGT(MATHS)	
INTERNAL EXAMINATIONS (PRIMARY)			
1	MRS. RITA MATHEWS	PRT(I/C)	
2	MR.KHAIRNER SWAPNIL MADHUKAR	PRT	
3	MRS.JISHA C M	PRT	

BACK TO BASIC RECORD MAINTENANCE			
1	MRS.RESMI V ,	TGT (ENG)	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. NISHA SEBASTIAN	TGT (MATHS)	
3	MRS RITA MATHEWS	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. JAYA ,	PGT -MATHS	
2	MRS. BINDU T L, I/C	PGT (PHY)	
3	MR. BAIJU	PGT(COMP)	
4	ALL CLASS TEACHERS OF IX,X,XI & XII		
EXTERNAL EXAMS			
1	MRS.JAYA S	PGT(MATHS)	
2	MRS.SUSMITHA.S R	PGT(BIO)	
SUBJECT COMMITTEE CONVENOR			
1	ENGLISH-MRS.ANJANA.S ,	PGT(ENG)	Prepare agenda points and conduct the subject committee meetings once in a month in the presence of Principal or Vice-Principal.
2	MATHS - MRS JAYA S	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	HM	PRIMARY	
2	MS.PRIYA RANI	PRT	ENG
3	MS.ANKUR	PRT	HINDI
	MS.DIVYA RANA	PRT	MATHS
	MS.KOTA MOUNIKA	PRT	EVS
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	MRS.NIDHI KHATARIA	PRT	
CCA			
SECONDARY(INTERNAL)			
1	MRS. SANTHA D (i/c)	PGT (CHEM)	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.
	PRIMARY		
1	MRS.NIDHI KHATARIA	PRT(I/C)	
2	MS.SHILPA BATRA	PRT	
3	MS.KAMNA SHARMA	PRT	
4	MS.MEENA	PRT	
CCA EXTERNAL			
1	MRS. SAJI B R	PGT (MATHS)	To communicate various external CCA competitions and
2	MRS.MANEESHA R	TGT(ENG)	providingnecessary arrangements for the selected
	PRIMARY		
1	MRS NIDHI KHATERIA	PRT	students to participate .To maintain contact with agencies /organisations in this regard.
	CALTAL		
	MS/PRIYA RANI	PRT	

	MATHS LAB		
1	MR. NISHA SEBASTIAN ,	TGT(MATHS)	
2	MRS. DHANYA M G(I/C)	TGT(MATHS)	
	MATHS OLYMPIAD (KVS)		
1	MRS.SAIJI(I/C)	PGT(MATHS)	
2	MRS. JAYA S	TGT(MATHS)-1	
	MATHS OLYMPIAD (SOS)		
1	MRS SAIJI B R , (I/C)	PGT(MATHS)	
2	MRS. NUNNU M	TGT(MATHS)	
3	MRS. DHANYA M G	TGT (MATHS)-2	
	SCIENCE OLYMPIAD (SOF)		
1	MRS .SUSMITHA S R	PGT-BIO	
2		TGT(SCI)	
	CYBER OLYMPIAD		
1	MR BAIJU V	PGT(COMP)	
2		COMP INSTR	
	ENGLISH OLYMPIAD		
1	MRS RESMI V ,	TGT (ENG)	
2	MRS. MANEESHA R ,	TGT (ENG)	
	GREEN OLYMPIAD OLYMPIAD		
1	MRS.CHANDRIKA.V.K,	PGT(BIO)	
2	MRS SUSMITHA	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 SUPRIYA	TGT(ENG)	
4	MR. VINOD LAL	TGT (PHE)	
5			
MORNING ASSEMBLY-PRIMARY			
1	MS.SHILPA BATRA	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.MEENA	PRT	
3	ALL CLASS TEACHERS		
DISCIPLINE			
1	MRS . PADMAJA M G ,	PGT (PHY)	
2	MRS JAYA S	PGT(MATHS)	
3	MRS. JAMUNA V S	PGT (COMMER)	
4	MRS BINDU T.L	PGT(PHY)	
5	MRSSUSMITHA S R	PGT(BIO)	
6	MRS. SANTHA D	PGT(CHE)	
7	MRS.NISHA SEBASTIAN	TGT(MATHS)	
8	MRS. RESMI V	TGT (ENG)	
9	MR. VINOD LAL	TGT(P&HE)	
10	ALL CLASS TEACHERS		
	PRIMARY		
1	MRS.NIDHI KHATARIA		
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	MRS.ASHA.D	PGT (CHEM)	
2	MRS. NUNNU M	TGT(MATHS)	
3	ALL CLASS TEACHERS		
TIME TABLE-SECONDARY			
1	MRS.JAYA S	PGT (MATHS)	To Prepare and distribute time-table as per kvs guidelines
2	MRS CHANDRIK V K	PGT(BIO)	
3	MRS.DHANYA M G	TGT -MATHS	To make substitute arrangements.
4	MRS. VIDYA	LIBRARIAN	
PRIMARY			
1	MRS. RITA MATHEWS , I/C	PRT	
2	MRS.JISHA C M	PRT	
3	MR. ASHISH NIVRUT BHAI SARE	PRT	
4	MR.KHAIRNER SWAPNIL MADUKAR		

VERIFICATION OF FEES (CS 54)			
1	MRS SAIJI.B.R	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)	
2	MRS.SUSMITHA S R	PGT(BIO)	To verify the UBI portal for fee collection
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.ANISH	WET	To arrange vehicle for the transportation of students on various occasions.
2	MR.ASHISH NIVRUT BHAIKARE	PRT	
SHALA DARPAN			
1	MR BAIJU	PGT(CS)	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	MR. ANISH KUMAR B	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	MR. ANISH	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			
1	MR BAIJU V	PGT(CS)	To ensure the working condition of computers and maintain record of CAL/TAL
2	COMPUTER INSTRUCTOR (SECONDARY)		
3	COMPUTER INSTRUCTOR (PRIMARY)		
4	HM	PRIMARY	
COMPUTER CLASS PROJECT / E-CLASS ROOM			
1	MR BAIJU	PGT(CS)	
2	COMPUTER INSTRUCTOR (SECONDARY)		
3	COMPUTER INSTRUCTOR (PRIMARY)		
4	HM	PRIMARY	
WEBSITE UPDATION			
1	MR BAIJU	PGT(CS)	update the website regularly regarding the school activities
2	MRS.ASHA DAULATH A A	PGT(CHE)	
3	HM	PRIMARY	
SCHOOL MAGAZINE			
1	MRS ANJANA	PGT-(ENG)	To collect and check the articles for the timely publication of the magazine
2	MRS RESMI V	TGT-(ENG)	
3	MR. SHISHPAL	PGT-(HINDI)	
4	MRS SANGEETHA PANICKER	TGT-HINDI	
5	MRS.MANEESHA .R	TGT-ENG	
GARDENING AND AQUARIUM MAINTENANCE			
1	MRS.CHANDRIKA	PGT(BIO)	
2	MRS.SUSMITHA S R	PGT(BIO)	
PTA MEETING			
1	MRS.PADMAJA M G	PGT (PHY)	To make arrangements for 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			
1	MR ANISH KUMAR B (I/C)	TGT (WET)	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 per availablity of fund .
2	MR BAIJU V	PGT(CS)	
2	MRS. NUNNU M	TGT(MATHS)	
4	ALL CLASS TEACHERS		
FIRST AID AND MEDICAL CHECK UP			
1	MRS MANEESHA (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			
1	MR ANISH KUMAR B	WET	To plan and organize the activities of photography club. To get the photography of important functions in the vidyalaya
2	MS. NEHA AGGARWAL	TGT (ART)	
PURCHASES			
1	MR ANISH KUMAR B	WET	To do purchase as per the purchase procedure
2	MRS.JAMUNA V S	PGT(COMM.)	
3	BAIJU V	PGT(CS)	
4	HEADS OF ALL THE DEPARTMENTS		
AV AIDS			
1	MR.BAIJU V	PGT(CS)	To procure AV Aids

MAINTENANCE , INFRASTRUCTURE DEVELOPMENT & CONSTRUCTION WORK			
1	MR ANISH KUMAR B	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	MR.ANISH KUMAR (SCOUT I/C)	TGT (WET)	
	CUBS & BULBUL		
	MR.MADAN		
	MS.MEENA		
	ALL CUB MASTERS & FLOCK LEADERS		To set up Junoir science lab .purchase and arrange the equipments , chemicals etc .Provide facilities to students.Conduct experiments.
	JUNIOR SCIENCE LAB		
1	MRS SUSMITHA	PGT (BIO)	
CLUBS IN-CHARGE-MRS. SAIJI B R			
ADVENTURE CLUB			
1	MR ANISH KUMAR B	WET	
2	MR. VINOD LAL N S	TGT(P&HE)	
MATHS CLUB			
1	MRS SAIJI	PGT-MATHS	
2	MRS JAYA S	PGT-MATHS	
3	NUNNU MICHAEL	TGT(MATHS)	
4	DHANYA M G	TGT MATHS	
4	MRS.KAMNA SHARMA	PRT	
SCIENCE CLUB			
1	MRS SUSMITHA	PGT (BIO)	
NATURE , ECO-CLUB			
1	MRS CHANDRIKA	PGT-BIO	
2	DIVYA RANA	PRT	
READERS CLUB			
1	MRS VIDHYA V L	LIBRARIAN	
2	MRS MANEESHA R	TGT ENG	
3	MR.MADAN	PRT	
CHARITY CLUB			
1	MRS NISHA SEBASTIAN	TGT -MATHS	
2	MRS SANGEETHA	TGT-HINDI	
3	Mr.SAURABH	PRT	
CYBER CLUB			
1	MR BAIJU V	PGT CS	
2	MRS. DHANYA MG	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	MR.ANISH KUMAR B	WET	
	MRS. BINDU T L	PGT (PHY)	
2	MS.SUSHMITHA	PGT BIO	
	FINE ARTS CLUB &PHOTO CLUB		
1	MR.BAIJU V	PGT (C S)	
	MR ANISH KUMAR	WET	
2	MS. NEHA AGGARWAL(I/C)	TGT ART	
	LITERARY CLUB		
1	MRS. ANJANA S	PGT (ENG)	
2		PGT Economics	
	ATAL TINKERING CLUB		
1	MRS SANTHA D	PGT-CHE	
2	MR.ANISH	WET	
	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	MR.ANISH KUMAR B	WET	
2	MRS JAMUNA	PGT (COMM)	
3	MRS NISHA SEBASTIAN	TGT- MATHS	
4	MR.SOURABH	PRT	
	STAMP COLLECTION		
1	MRS SANGEETA PANICKER	TGT-MATHS	
		TGT HINDI-1	
	FILM SHOW		
	MS.ANKUR	PRT	
	N.C.C		
1	MRS.SUSMITHA	PGT(BIO)	
2	MRS. MANEESHA R	TGT(ENG)	
	CONDEMNATION		
1	MRS CHANDRIKA .V.K	PGT(BIO)	
2	MR.ANISH	WET	
3	MRS. JISHA	PRT	
	EQIUP		
1	MRS.NISHA SEBASTIAN	TGT (MATHS)	
	SANITATION		
1	MRS.JAYA S	PGT(MATHS)	
2	MRS.SUSMITHA.S I/C	PGT(BIO)	
3	MRS MANEESHA	TGT(ENG)	
4	MR. ANISH	TGT WE	
4	MRS RITA MATHEWS	PRT	
5	MRS.JISHA	PRT	

MATHS CLINIC		
1	MRS JAYA S	PGT(MATHS)
2	MRS.DHANYA M G	TGT (MATHS)
DRINKING WATER		
	MR. ANISH KUMAR B	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	HM	PRIMARY
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	HM	PRIMARY
	MEENA	PRT
4	MR. ASOKAN	
PRIMARY SECTION		
1	WORKSHEETS & LAT	MRS.NIDHI KHATARIA
2	CLASS LIBRARY	SONIA II
3	CMP ACTIVITIES	MRS.KAMNA SHARMA
4	MINUTES OF THE MEETING	MRS.NIDHI KHATARIA
5	SATURDAY ACTIVITIES	MR.ASHISH NIVRUT BHAIASARE
HOUSE MASTERS SECONDARY		
1	CAUVERY	MR. SHISHPAL(House Master), ASSOCIATE HOUSE MASTER : MRS. JAYA S,MRS.Resmi V, Anjana S. , Neha Agrawal, PGT Economics , TGT Hindi1
2	GANGA	MRS. SUSHMITHA (House Master) , ASSOCIATE HOUSE MASTER : MRS, JAMUNA V S, Sangeetha Paniker , Anish kumar B, Dhanya M G , TGT SSt. 1, TGT Hindi 2
3	KRISHNA	MRS. SAIJI B R (House Master) , ASSOCIATE HOUSE MASTER : BINDU TL, mrs. Nунnu M, Nisha Sebastian, Vidya V. L., TGT SSt. 2 TGT Science1 , TGT SKT
4	NARMADA	MRS. CHANDRIKA(House Master) , ASSOCIATE HOUSE MASTER : MS. ASHA D, MRS. SUPRIYA , Baiju V , Maneesha R. TGT SSt.3 TGT Science 2
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.KHAIRNER SWAPNIL MADHUKAR (I	PRT
2	ALL CLASS TEACHERS	
OFFICIAL LANGUAGE		
IMPLIMANTATION COMMITTEE		
1	MR SHISHPAL	PGT (HINDI)
	MRS. SANGEETA PANIKER	TGT (HINDI)
		PRINCIPAL