

PM SHRI KENDRIYA VIDYALAYA ARMY CANTT., PANGODE
ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2025-26

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2025-26. 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.BINDU T K	
3	Smt. Seena C S	
4	Smt. Chitra G	
5	Smt. Raji S	
6	Smt.Reshma Mohan	
7	Ms. Namita Verma	
8	Shri. Rammohan K	
9	Smt. K Asha Padmakumar	
2.PURCHASE COMMITTEE		
(a) PURCHASE & FINANCE COMMITTEE		
1	Smt.BINDU T K (I/C)	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. Sreejith K V	
3	Smt. Deepa C K	
4	Shri. Salman Khan	
5	Smt. Resmy R S	
6	Shri. Rammohan K	
7	Smt. K Asha Padmakumar	
(b) VIDYALAYA PURCHASE COMMITTEE		
1	Smt.BINDU T K (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	Shri. Sreejith K V	
3	Smt. Deepa C K	
4	Smt. Resmy R S	
5	Smt. Smriti Ranjith	
6	Smt. Bindu Jayaprakash	
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	Shri. Sachin C Babu	
4	Smt. Preethalekshmi A R	
5	Smt. Neethumol U S	
	MATHS	
1	Smt. Minis S (I/C)	
2	Smt. Manju S Nair	
3	Shri. Dyanand	
4	Ms.Josena George	
	SOCIAL STUDIES	
1	Smt.BINDU T K (I/C)	
2	Shri. Salman Khan	
3	Smt.Ashly Thomas	

4	Smt.Shehnaz S N	
5	Smt.Aparna R S	
6	Shri. Yogesh Kumar	
7	Smt.Archana J R	
	HINDI/ SANSKRIT	
1	Ms.Namita Verma	
2	Smt.Reshma Mohan	
3	Shri Harikrishnan V	
4	Smt.Subhalekshmi G	
5	Shri.Praveen A	
	SCIENCE	
1	Smt. Deepa C K (I/C)	
2	Smt. Seena C S	
3	Smt. Chitra G	
4	Shri. Sreejith K V	
5	Smt. Haripriya Nair	
6	Shri. Sukesh G	
7	Shri. Pramod B	
8	Smt. Gopi Priya V	
9	Shri. Rajesh Kumar G C	
10	Dr.Sreejith Gopalan	
	PRT	
	ENGLISH	
1	Smt. Prabha Aravind (I/C)	
	MATHS	
2	Smt. Jaseena Beegum (I/C)	
	HINDI	
3	Shri. Abhijat somavanshi (I/C)	
	EVS	
4	Smt. Bindu Jayaprakash (I/C)	
	4.DISCIPLINE	<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>
	SECONDARY	
1	Smt.BINDU T K (I/C)	
2	Shri Arunjith A K	
3	Smt. Deepa C K	
4	Shri. Sreejith K V	
5	Shri. Sukesh G	
6	Smt. Neethumol U S	
7	Smt. Resmy R S	
8	Smt. Manya R Gopal	
9	All Class Teachers	
10	Ms.Akhila K K	
	PRIMARY	
1	Shri. Maneesh kumar (I/C)	
2	Smt. Jaseena Beegam B	
3	Ms.. Raveena	
4	Shri. Manish kumar	
5	All Class Teachers	

	5.ADMISSION		
	SECONDARY	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.	
1	Smt. Chithra G (I/C)		
2	Shri. Sreejith K V		
3	Smt. Neethumol U S		
4	Smt. Manya R Gopal		
5	Computer Instructors 1 & 2		
	PRIMARY		
1	Smt. Prabha Aravind (I/C)		
2	Smt. K Asha padmakumar		
3	Smt. Smriti Ranjith		
4	Smt. Bindu Jayaprakash		
6.EXAMINATION			
A) INTERNAL			
	SECONDARY	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	
1	Smt. Gopi Priya V (I/C)		
2	Shri. Salman Khan		
3	Shri. Rajesh Kumar G C		
4	Ms. Namita Verma		
5	Computer Instructors 1 & 2		
6	Staff Nurse		
	PRIMARY		
1	Smt. Jaseena Beegam B (I/C)		
2	Shri. Manish kumar		
3	Ms.. Neha kumari		
4	Computer Instructors 1 & 2		
(B) EXAMINATION (CBSE)			
1	Smt. Minis S (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 down load the software for	
2	Shri. Sreejith K V		
3	Shri. Rajesh Kumar G C		
4	Computer Instructors 1 & 2		
5	Sub staff		
(C) EXTERNAL EXAMINATIONS			
1	Shri. Sukesh G (I/C)	Co ordinate and conduct the various Out side Examinations.	
2	Smt. Neethumol U S		
3	Shri. Rajesh Kumar G C		
4	All Staff members		
7.TIME TABLE			
	SECONDARY	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.	
1	Smt. Deepa C K (I/C)		
2	Shri. Dyanand		
3	Smt. Manya R Gopal		
4	Ms.Josena George 2		
	PRIMARY		
4	Smt. S P Geetha (I/C)		
5	Smt. Prabha Aravind		
6	Shri. Manish kumar		

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. Seena C S	
3	Smt. Mini S	
4	Smt. Manju S Nair	
5	Smt.BINDU T K	
	PRIMARY	
5	Smt. K Asha padmakumar (I/C)	
6	Smt. Jaseena Beegam B	
7	Shri. Abhijat somavanshi	
8	Ms. Deepika Pandey	
9.STUDENTS' DIARY		
	SECONDARY	To print and distribute diary in April.
1	Smt. Raji S (I/C)	
2	Smt.Reshma Mohan	
3	Smt.Subhalekshmi G	
	PRIMARY	
4	Smt. Pravasmitha Senapati(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	Shri. Sachin C Babu (I/C)	
2	Smt. Sunita S	
3	Smt. Neethumol U S	
4	Ms. Namita Verma	
5	Smt.Subhalekshmi G	
6	All Class Teachers	
	PRIMARY	
1	Ms.. Neha Kumari (I/C)	
2	Smt. Prabha Aravind	
3	Shri. Abhijat Somvanshi	
4	Ms.. Raveena	
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. Raji S (I/C)	
2	Ms. Namita Verma	
3	Smt. Neethumol U S	
4	Shri. Shital Das Mahant	
5	Smt. Resmy R S (PA System)	
6	Shri Arunjith A K/Sports Coach (Discipline)	
7	All Class Teachers	
	PRIMARY	
1	Shri. Mohit Kumar (I/C)	
2	Ms. Deepika Pandey	
3	Shri. Maneesh kumar	
4	Shri. Shital Das Mahant	
5	All Class Teachers	
6	Computer Instructor	

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	Shri. Sachin C Babu (I/C)	
2	Ms. Namita Verma	
3	Smt.Subhalekshmi G	
4	Smt. Resmy R S	
5	Smt. Manya R Gopal	
6	Shri. Shital Das Mahant	
	PRIMARY	
1	Ms. Deepika Pandey (I /C)	
2	Shri. Abhijat Somvanshi	
3	Smt. Prabha Aravind	
4	Shri. Shital Das Mahant	
13. EXTERNAL COMPETITIONS		
	SECONDARY	To select students for the various external competitions and maintain record of the same
1	Smt. Manju S Nair (I/C)	
2	Smt.Ashly Thomas	
3	Smt.Reshma Mohan	
	PRIMARY	
1	Smt. Prabha Aravind (I/C)	
2	Ms.. Neha Kumari	
14. CCA		
	SECONDARY	Plan and co-ordinate the CCA Activities as per schedule printed in the school diary.
1	Smt. Athira S(I/C)	
2	Shri. Sachin C Babu	
3	Smt. Sunita S	
4	Smt. Neethumol U S	
5	Smt. Namita Verma	
6	Smt. Resmy R S	
7	Smt. Manya R Gopal	
8	Shri. Shital Das Mahant	
	PRIMARY	
1	Ms. Raveena (I/C)	
2	Ms. Ambica Rana	
3	Shri. Shital Das Mahant	
4	Smt. Pravasmita Senapati	
5	Ms.. Deepika Pandey	
15. CLUB ACTIVITIES		
1	Smt. Seena C S (Chief Co-Ordinator and I/C)	Co-ordinate the club activities and ensure proper functioning of various clubs.
2	Shri. Dyanand (Associate Co-ordinator)	
	PRIMARY	Co-ordinate the club activities and ensure proper functioning of various clubs.
1	Shri. Manish Kumar (Chief Co-Ordinator and I/C)	
2	Smt. Jaseena Beegam (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. Sreejith K V (I/C)		
2	Shri. Yogesh Kumar		
3	Smt. Neethumol U S		
4	Computer Instructor 1 & 2		
PRIMARY			
1	Smt. K Asha Padmakumar (I/C)		
2	Smt. Smriti Ranjith		
3	Shri. Manish Kumar		
17.PARENT TEACHER MEETING/ PARENT-TEACHER-STUDENT COMMITTEE.			
SECONDARY CO-ORDINATORS		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..	
1	Smt. Gopi Priya V (I/C)		
2	Smt. Mini S		
3	Smt. Sachin C Babu		
4	Shri. Yogesh Kumar		
5	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. Salman Khan (I/C)		
2	Shri. Yogesh Kumar		
3	Smt. Resmy R S		
4	Shri. Hari Krishnan V		
PRIMARY			
5	Smt. Jaseena Beegam (I/C)		
6	Smt. Prabha Aravind		
7	Smt. Pravasmita senapati		
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. Rajesh Kumar G C		
3	Shri. Sreejith K V		
4	Shri. Sukesh G		
5			
PRIMARY			
6	Smt. Pravasmita Senapati (I/C)		
7	Shri. Maneesh Kumar		
8	Shri. Shital Das Mahant		
20.EXCURSION			
SECONDARY		To plan and organize excursion and educational trips for all classes and staff.	
1	Smt. Resmy R S (I/C)		
2	Smt.BINDU T K		
3	Shri. Rajesh Kumar G C		
4	Dr.Sreejith Gopalan		
PRIMARY			
5	Smt. Smriti Ranjith (I/C)		
6	Shri. Abhijat Somvanshi		
21.SIC (SCHOOL INNOVATION COUNCIL)-PM SHRI			

1	Smt. Gopi Priya V (I/C)	
2	Shri. Sreejith K V	
3	Smt. Raji S	
4	Shri. Salman Khan	
5	Computer Instructor (Secondary)	
	22.LOST AND FOUND	
	SECONDARY	To deal with lost and found articles and keep a record of it.
1	Smt.BINDU T K (I/C)	
2	Shri Arunjith A K/Sports Coach	
	PRIMARY	
2	Shri. Maneesh Kimar (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 roomMs. labs, toilet and the immediate premises. Incharge to submit daily report to VP/Principal/HM.
1	Smt. Resmy R S (I/C)	
2	Smt. Seena C S (Ground floor)	
3	Smt. Manya R Gopal (First floor)	
4	Smt. Manju S Nair (Second floor)	
5	Smt. Chitra G	
6	Shri. Sukesh G	
7	Smt. Neethumol U S (School campus and back side of the lab)	
	PRIMARY	
8	Ms..Deepika Pandey (Ground Floor)	
9	Ms.. Neha Kumari (First Floor)	
10	Shri. Mohit kumar (Children's park and premises)	
	24.BEAUTIFICATION AND GARDENING	
	SECONDARY	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.
1	Smt. Seena C S (I/C)	
2	Shri. Rajesh Kumar G C	
3	Dr.Sreejith Gopalan	
	PRIMARY	
4	Ms.. Deepika pandey (I/C)	
5	Smt. Prabha Aravind	
6	Ms.. Ambica Rana	

		25.CO ORDINATOR -OLYMPIADS	
1	Shri. Yogesh Kumar (I/C)	PRIMARY	Conduct and co ordinate various Olympiads and maintain the records needed.
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	Shri. Dyanand (I/C)	Conduct and co ordinate VVM and maintain the records needed.	
		28.CO ORDINATOR -INSPIRE	
1	Smt. Seena C S (I/C)	Registration and monitoring of INSPIRE projects and maintain the records needed.	
2	Smt. Gopi Priya V		
		29.CO ORDINATOR -NCSC/SCIENCE EXHIBITION	
1	Smt. Deepa C K (I/C)	Conduct , co ordinate and monitoring of NCSC projects and maintain the records needed.	
2	Shri. Sukesh G		
3	Shri. Sreejith K V		
4	Smt. Mini S		
5	All Science Teachers		
		30.SWATCHTHA AND HARIT VIDYALAYA	
1	Shri. Rajesh Kumar G C (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	Dr.Sreejith Gopalan		
3	Smt. Athira S		
4	Smt. Bindu Jayaprakash		
		31.GSP AUDIT	
1	Shri. Rajesh Kumar G C (I/C)	Plan and conduct various activities required for GSP Audit.	
2	Dr.Sreejith Gopalan		
		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.Yogesh Kumar (I/C)		
2	Shri Arunjith A K		
3	All Class Teachers		
PRIMARY			
4	Shri. Manish kumar (I/C)		
5	Ms.. Deepika Pandey		
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	Shri. Shital Das Mahant		
3	Art/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.BINDU T K		
3	Smt. Mini S		
4	Shri. Sreejith K V		
5	Smt. Chitra G		
6	Smt. Deepa C K		
7	Smt. Athira S		
8	Smt.Namita Verma		
PRIMARY			
1	Shri. Kamal Kant (I/C)		
2	Smt. Bindu Jayaprakash		
3	Ms.. Neha Kumari		
4	All Class Teachers		

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	Shri. Sachin C Babu	
3	Shri. Shital Das Mahant	
	PRIMARY	
1	Shri. Kamalkant (I/C)	
2	Ms.. Neha kumari	
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. Sreejith K V	
3	Smt. Seena C S	
4	Shri. Salman Khan	
5	Smt. Preethalekshmi A R	
	CUBS AND BULBULS	
1	Smt. Smriti Ranjith (I/C)	
2	Shri. Rammohan K	
3	Smt. K Asha Padmakumar	
4	Shri. Mohit Kumar	
5	Ms. Raveena	
37.UBI FEE VERIFICATION, RECONCILIATION AND CONCESSION		
	SECONDARY	Check fee collection and ensure that the correct fee is collected from each student. Ensure that the daily fees have been received from each student. Maintain CS-54, tally fee collection with office records.
1	Smt. Mini S (I/C)	
2	Shri. Dyanand	
	PRIMARY	
1	Shri. Maneesh Kumar (I/C)	
2	Shri. Kamalkant	
3	Computer Instructor -Primary	
38. TEACHING AIDS/ T.L.M.		
	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	Shri. Sachin C Babu (I/C)	
2	Ms. Namita Verma	
3	Shri. Yogesh Kumar	
	PRIMARY	
4	Smt. K Asha Padmakumar (I/C)	
5	Smt. Bindu Jayaprakash	
6	Smt. Prabha Aravind	
7	Ms. Ambica Rana	
8	Shri. Manish Kumar	

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	Smt. Seena C S (I/C)	
2	Nurse	
3	Class Teachers	
	PRIMARY	
4	Shri. Mohit Kumar	
5	Class Teachers	
6	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	Smt. Seena C S (I/C)	
2	Shri Rajesh Kumar G C	
3	Nurse	
4	All class Teachers	
	PRIMARY	
4	Ms. Neha Kumari (I/C)	
5	Smt. Pravasmata Senapati	
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	Smt. Seena C S (I/C)	
2	Shri Rajesh Kumar G C	
3	Nurse	
	PRIMARY	
4	Ms. Neha Kumari (I/C)	
5	Smt. Pravasmita Senapati	
	42. PA SYSTEM	
	SECONDARY	To make sure that atleast one mike system is kept in perfect conditional lthe 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	Shri. Sachin C Babu	
	PRIMARY	
3	Shri. Shital Das Mahant (I/C)	
4	Shri. Kamalkant	
	43.PHOTOGRAPHY	
	SECONDARY	Take Photographs of all activities happening in the Vidyalaya and make it available for future compliance.
1	Shri. Sukesh G (I/C)	
3	Comp Instructor-Primary	
	PRIMARY	
4	Ms. Raveena (I/C)	
5	Shri. Abhijat Somavanshi	
	44. COMPUTER EDUCATION	
1	Shri Sreejith K V (I/C)	To ensure the working condition of computers and maintain record of CAL/TAL
2	Computer Instructor 1 & 2	
	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 Citizans Programme in letter and spirit.
2	Ms. Namita Verma	
3	Shri. Yogesh Kumar	
4	Shri. Dyanand	
	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	Smt.Reshma Mohan	
3	Smt. Chitra G (Admission Correspondence)	
4	Smt. Gopi Priya V (Internal Exam correspondence)	
5	Smt. Mini S (CBSE Examination Correspondence)	
6	Smt. Athira S (CCA)	
7	Smt.Gopi Priya V (PTA Registers)	
8	Ms. Namita Verma	
9	Smt. K Asha Padmakumar	

47. ARRANGEMENT FOR STAFF MEETING		
1	Shri. Sukesh G (I/C)	To arrange staff meetings as per the instructions from Principal.
2	Smt. Raji S	
3	Smt. Resmy R S	
4	Ms. Namit Verma	
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	Smt.BINDU T K (I/C)	
2	Smt. Gopi Priya V	
3	Smt. Manju S Nair	
4	Smt. Raji S	
PRIMARY		
4	Smt. Bindu Jayaprakash P (I/C)	
5	Smt. K Asha Padmakumar	
	Smt Geetha S P	
6	Smt.Jaseena Beegam	
49.GRIEVANCE CELL		
1	Smt.BINDU T K (I/C)	To open the suggestion box once in a fortnight, attend to the grievances of the students and record it regularly.
2	Shri. Rammohan K	
50.VIDYALAYA WEBSITE/ FACEBOOK PAGE/ TWITTER PAGE		
1	Shri. Sreejith K V (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. Athira S	
3	Smt. Manya R Gopal	
4	Computer Instructors 1 & 2	
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		
1	Smt.Chitra G (I/C)	To coordinate the activities of the Alumni Association.
2	Smt. Deepa C K	
53.FILM SHOW COMMITTEE		
1	Ms. Raveena (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	Ms. Ambica Rana	
4	Computer Instructor	

54. NCC		
1	Shri. Sukesh G (I/C)	To co-ordinate NCC activities. Encourage the students to enrol in NCC.
2	Smt.BINDU T K	
55.UBI ONLINE FEE COLLECTION		
1	Shri. Sreejith K V (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. Manju S Nair	
3	Shri. Dyanand	
4	Computer Instructors 1 & 2	
5	All ClassTeachers	
56.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. K Asha Padmakumar	
4	Computer Instructors 1 & 2	
5	Malayalam Instructor	
57. NIOS /ODE		
1	Shri. Rajesh Kumar G C (I/C)	Conduct the NIOS/ODE as per the schedule in a smooth way.
2	Shri. Sreejith K V	
58. PM SHRI		
1	Shri. Salman Khan (I/C)	To Prepare budget and carryout all the PM SHRI activities as per the calender issued by KVS/Ministry of Education(MoE).
2	Smt.BINDU T K	
3	Shri. Sreejith K V	
4	Shri. Sukesh G	
5	Shri. Rajesh Kumar G C	
6	Smt. Raji S	
7	Smt. Resmy R S	
8	Shri. Rammohan K	
59.CONDEMNATION COMMITTEE		
1	Smt. Deepa C K (I/C)	Co ordinate and checking of all procedures of condemnation of articles.
2	Smt.BINDU T K	
3	Shri. Sreejith K V	
4	Smt. Prabha Aravind	
60. 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	Maths/Science Teachers	
3	Smt. Asha Padmakumar	
4	Smt. Jaseena Beegam B	
61.CPD		
1	Smt. Deepa C K (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	Ms.Namita Verma	
3	Smt.Bindu T K	
4	Dr.Sreejith Gopalan	
	PRIMARY	

4	Smt. K Asha Padmakumar (I/C)	
5	Smt. Bindu Jayaprakash	
6	Smt. Smriti Ranjith	
62.SCHOOL SAFETY COMMITTEE		
1	Smt.BINDU T K (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. Deepa C K	
3	Shri. Sreejith K V	
4	Shri. Rajesh Kumar G C	
5	Smt. Resmy R S	
6	Smt. Rammohan K	
7	Smt. K Asha Padmakumar	
8	Smt. Bindu Jayaprakash	
63.REDRESSAL OF PUBLIC/ STAFF/ PARENTS/ STUDENTS GRIEVANCES		
63(a) GRIEVANCE/ REDRESSAL COMMITTEE FOR EMPLOYEES		
1	Smt.BINDU T K (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	Smt. Deepa C K	
3	Shri. Sukesh G	
4	Shri. Rammohan K	
5	Smt. K Asha Padmakumar	
63.(b)SPECIAL GRIEVANCE CELL FOR PARENTS AND STUDENTS		
1	Smt.BINDU T K (I/C)	Deal with all the complaints and Grievances registered by the public/parents/students
2	Smt. Deepa C K	
3	Shri. Rammohan K	
64.INTERNAL COMPLAINT COMMITTEE ON SEXUAL HARASSMENT		
1	Smt.BINDU T K (I/C)	To deal with the complaints, especially those related with sexual harassment against children or women employee.
2	Smt. Deepa C K	
3	Smt. Neethumol U S	
4	Ms. Ambica Rana	
65.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	

66.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	
7	Shri. Kamalkant	
67.EDUCATIONAL STATISTICS (DPI DATA COLLECTION)/ UDISE		
1	Smt. Resmy R S (I/C)	To update the details required for educational statistics conducted by DPI as per the time schedule.
2	Smt. Manya R Gopal	

3	Shri. Manish Kumar	
4	Computer Instructors 1 & 2	
68. SATURDAY ACTIVITY (FUN DAY)		
1	Ms. Raveena (I/C)	Prepare the annual plan of Saturday activities and execute it in befitting manner.
2	Smt. K Asha Padmakumar	
3	Smt. Bindu Jayaprakash	
4	All Club In-Charges	
69. RECEPTION COMMITTEE		
1	Smt. Manju S Nair (I/C)	Co-ordinate the Reception (arrange green bouquet, welcome board and Refreshment) of Guests invited for various functions in the school.
2	Smt. Deepa C K	
3	Smt. Chitra G	
4	Smt. Neethumol U S	
5	Smt. Manya R Gopal	
6	Smt. Bindu Jayaprakash	
70. 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 PISA/CCT in all the classes and maintain proper records.
2	Dr. Sreejith Gopalan	
3	Shri. Kamalkant	
71. 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	Computer Instructors 1 & 2	
72. 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. Aparna R S	
3	Shri. Yogesh Kumar	
4	Shri. Salman Khan	
5	Shri. Shital Das Mahant	
6	Smt. Ashly Thomas	
7	Smt. Shehnaz S N	
73. MONTHLY ROUND UP OF ACTIVITIES		
1	Smt. BINDU T K (I/C)	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	
74. INTERNAL COMPLAINT COMMITTEE		
1	Smt. Deepa C K (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	Smt. BINDU T K	
3	Shri. Rammohan.K	
4	Smt. K Asha Padmakumar	

75.COMMITTEE TO DEAL WITH LEGAL ISSUES		
1	Smt.BINDU T K (I/C)	Coordinate the matters related to Child Right Commission, RTI , Letter from MP or VIPs
2	Smt. Deepa C K	
3	Shri. Sreejith K V	
4	Shri. Rammohan.K	
76. COMPENSATION OF ACADEMIC LOSS PROGRAMME (CALP)		
1	Smt. Deepa C K (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
2	Shri. Dyanand	
77. 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.Gopi Priya V	
3	Smt. Resmy R S	
78. SCHOOL DEVELOPMENT COMMITTEE		
1	Smt.BINDU T K	A School Developments Committee (SDC) coordinate and monitor all the school activities and infrastructure development.
2	Smt. Deepa C K	
3	Shri. Sreejith K V	
4	Smt. Seena C S	
5	Shri. Rajesh Kumar G C	
6	Dr.Sreejith Gopalan	
7	Smt. Resmy R S	
8	Shri. Rammohan K	
9	Smt. K Asha Padmakumar	
79. STUDENT PROTECTION COMMITTEE		
1	Smt.BINDU T K (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. Chitra G	
3	Smt. Manju S Nair	
4	Shri. Rammohan K	
5	Smt. K Asha Padmakumar	
80. DISASTER MANAGEMENT COMMITTEE		
1	Shri. Salman Khan (I/C)	The committee to look into safety of the stuentis , 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	Smt.BINDU T K	
3	Smt.Aparna R S	
4	Dr.Sreejith Gopalan	
5	Shri. Maneesh Kumar	
6	Smt. Resmy R S	
7	Smt. Bindu Jayaprakash	

81. ID CARD COMMITTEE		
1	Smt. Manya R Gopal (I/C)	Maintenance of ID card database and records from students and staff.Verification of applicant's identity and eligibility.Design and printing of ID cards. Issuance of ID cards to employees/students. Updating and renewing ID cards as necessary. Ensuring security and integrity of ID card system.Resolving ID card-related issues and complaints
2	Smt. Neethumol U S	
3	Ms. Namita Verma	
4	Computer Instructors 1 & 2	
	PRIMARY	
1	Shri. Manish Kumar	
2	Ms. Neha Kumari	

[Handwritten Signature]

PRINCIPAL

15/7/2025

प्राचार्य/PRINCIPAL

पीएम श्री केन्द्रीय विद्यालय/PM SHRI KENDRIYA VIDYALAYA

सैनिक छावनी पोंगोड /ARMY CANTT. PANAGODI

तिरुवनंतपुरम/THIRUVANANTHAPURAM-6