

PM SHRI KENDRIYA VIDYALAYA, PATTOM, TRIVANDRUM (SHIFT II)
ALLOTMENT OF DUTIES, COMMITTEES & SUB-COMMITTEES 2024-25

The following committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2024-25. 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	<u>NAME</u>	<u>DESIG</u>	<u>ALLOTMENT OF DUTIES</u>
VIDYALAYA STEERING COMMITTEE			
	<u>MR.ABRAHAM MATHEW</u>	<u>VICE PRINCIPAL</u>	<u>OVER ALL CO-ORDINATOR</u>
	CURRICULUM COMMITTEE	DESIGNATION	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. To conduct workshop for teachers regarding syllabus ,assesment pattern etc .
1	Ms.PADMAJA M G	PGT(PHYSICS)	
2	MRS.KUMARI JAYA	PGT(MATHS)	
3	MRS JAMUNA V S	PGT(COMM)	
4	MRS. CINI SIVASHANKAR	PGT (ENG)	
5	MRS. SANTHA D	PGT (CHEMISTRY)	
6	MS. ANU RACHEL JOGI	PGT BIOLOGY	
7	MRS. SANGEETHA PANICKER	TGT HINDI	
	ADMISSION		To verify and finalise the online application forms ,conduct admission tests. Admission guidelines to be followed.
1	MRS.SUNITHA KRISHNAN	PGT(COM SC)	
2	MRS.JAMUNA V S	PGT(COMMERCE)	
3	MS. ANU RACHEL JOGI	PGT BIOLOGY	
4	MRS. AMBILY KRISHNAN	PGT (CS)	
5	MRS JAYASREE	TGT (WE)	
6	MRS MANEESHA	TGT (ENGLISH)	
7	MRS.SHOBHA S NAIR	TGT (BIO)	
8	MRS . PADMAREKHA	TGT(BIO)	
9	MRS. JINI P	TGT(ENG)	

10	MRS. RITA MATHEWS	PRT
11	MRS. JISHA C M	PRT

INTERNAL EXAMINATIONS		
SECONDARY & SENIOR SECONDARY		
1	MRS.SANTHA D	PGT(CHE)
2	MR.SIVAKUMAR	PGT MATHS
3	MR. BROMLY THOMAS	PGT(CHE)
4	MR.AKASH TANWAR	TGT (MATHS)
5	MRS. VIDHYA V L	TGT (LIB)
6	MS. LAXMI PRAYAG	TGT (S ST)
EXAMINATION- (CBSE)		
1	MRS. BINDU T L, I/C	PGT PHYSICS
2	MS. ANU RACHEL JOGI	PGT (BIO)
3	MRS. AMBILY K	PGT(COMP)
4	MS.LAXMI PRAYAG	TGT(SST
5	MRS.NEHA SINGH	TGT(MATHS)
6	ALL CLASS TEACHERS OF IX,X,XI & XII	
EXTERNAL EXAMS		
1	MR. B SIVAKUMAR	PGT(MATHS)
2	MR. AKASH TANWAR	TGT MATHS
CCT IMPLEMENTATION		
1	MR.BROMLY THOMAS	PGT CHEMISTRY
2	MRS. CINY SIVASHANKAR	PGT ENGLISH
3	MRS. NEHA SINGH	TGT MATHS
ALL ENGLISH,EVS AND MATHS TEACHERS		
EK BHARAT SHRESTHA BHARAT (EBSB) ACTIVITIES		
1	MR.TRIPURARI KUMAR I/C	PGT ECO
2	MRS. JINI P	TGT ENGLISH
3	MRS. JAMUNA V S	PGT COMM
4	MS.LAXMI PRAYAGA	TGT SST
5	MRS. SUPRIYA	TGT ENGLISH

To plan the 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.

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 .

6	PGT HINDI	PGT HINDI	
7	TGT SST 1	TGT S ST	
8	TGT SST 2	TGT S ST	
SUBJECT COMMITTEE CONVENOR			
1	MRS.CINY SIVASHANKAR ,	ENGLISH	Prepare agenda points and conduct the subject committee meetings once in a month in the presence of Principal or Vice-Principal.
2	MRS KUMARI JAYA	MATHS	
3	MRS SANGEETHA PANIKAR	HINDI	
4	MRS JAMUNA V S	SOCIAL SCIENCE	
5	MRS. PADMAJA M G	SCIENCE	
MINUTES OF STAFF MEETING			
1	MRS MAYA G PILLAI	PGT (ENG)	To record the minutes of staff meetings.
2	MR. SHASHIKANT SAINI	TGT(HINDI)	
3	MRS.MANEESHA R	TGT(ENG)	
CCA SECONDARY (INTERNAL)			
1	MRS. PADMAJA(I/C)	PGT (PHY)	To plan and co-ordinate co curricular programmes and
2	MRS.JINI P (Associate)	TGT(ENG)	to communicate the staff and students the details and conduct of each programme.
4	MR.NITIN KUMAR	TGT AE	
CCA EXTERNAL			
1	MRS MAYA G PILLAI	PGT (ENG)	
2	MRS. CINY SIVASHANKAR	PGT (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.
3	MS.LAXMI PRAYAGA	TGT (SST)	
	MRS MANEESHA R	TGT (ENG)	
4	PGT HINDI		
MATHS LAB			
1	MRS.KUMARI JAYA	PGT MATHS	
2	MR.SIVAKUMAR	PGT (MATHS)	
3	MRS. PRIYAJA SNEHAJA	TGT (MATHS)	
4	MRS. NEHA SINGH	TGT(MATHS)	

5	MR.AKASH TANWAR	TGT(MATHS)	
6	TGT MATHS 1	TGT(MATHS)	
MATHS OLYMPIAD (KVS)			
1	MRS KUMARI JAYA	PGT MATHS	
2	MR. SIVAKUMAR (I/C)	PGT(MATHS)	
3	MR.AKASH TANWAR	TGT MATHS	
4	TGT MATHS 2	TGT MATHS	
5			
In charge of SOF is Mrs. SOBHA S NAIR, TGT BIO			
MATHS OLYMPIAD (SOF)			
1	MR. SIVAKUMAR , (I/C)	PGT(MATHS)	
2	Mrs. NEHA SINGH	TGT(MATHS)	
3		TGT (MATHS)	
4	MRS. JAYAKUMARI	PGT (MATHS)	
SCIENCE OLYMPIAD (SOF)			
1	MRS .ANU R	PGT- BIOLOGY	
2	PADMAREKHA	TGT(SCI)	
CYBER OLYMPIAD			
1	MRS AMBILY K	PGT(COMP)	
2		COMP INSTR	
ENGLISH OLYMPIAD			
1	MRS. MANEESHA	TGT (ENG)	
2	MRS. JINI P	TGT (ENG)	
GREEN OLYMPIAD			
1	MS ANU R	PGT(BIO)	
2	MRS. SOBHA NAIR	TGT(SCI)	
GUIDANCE , COUNSELLING & AEP			
1	MRS .JAMUNA V S (I/C)	PGT COMMERCE	
2	MRS. CINY SIVASHANKAR	PGT ENG	
3	COUNSELLOR		
MORNING ASSEMBLY, SCHOOL FUNCTIONS & CELEBRATIONS			
1	MRS.MAYA G PILLAI	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 .
2	MRS. CINY SIVASHANKAR	PGT ENG	
3	MRS. JAYASREE C	TGT(WET)	
4	MR. VINOD LAL	TGT (PHE)	
5	MRS. SANGEETHA PANICKER	TGT HINDI	
6	MRS.RAKSHA TRIVEDI	TGT(SKT)	
DISCIPLINE			

To conduct Olympiads as per schedule.

1	MR VINODLAL I/C	TGT PET	To deal with students involved in disciplinary issues.	
2	MRS . PADMAJA M G ,	PGT (PHY)		
3	MR. SIVAKUMAR	PGT(MATHS)		
5	MRS BINDU T.L	PGT(PHY)		
7	MRS. MRS. JINI P	TGT (ENG)		
9	MRS. MANEESHA	TGT (ENG)		
10	MR.SHASHIKANT	TGT HINDI		
11	MRS. JAYASREE C	TGT WE		
12	MR.NITIN KUMAR	TGT (AE)		
13	MRS.RAKSHA TRIVEDI	TGT(SKT)		
DEALING WITH LATE COMERS & UNIFORM DEFAULTERS				
1	MRS. JAYASREE C (I/C)	TGT (WE)		Identify the latecomers and find out the reason for coming late,maintainig record,contacting parents and inculcating the spirit of punctuality
2		SPORTS COACH		
3	MR VINODLAL	TGT(PH&E)		
4	MR. SHASHIKANTH SAINI	TGT(HINDI)		
5		YOGA		
6	ALL CLASS TEACHERS			
TIME TABLE-SECONDARY				
1	MRS. KUMARI JAYA	PGT (MATHS)	To Prepare and distribute time-table as per kvs guidelines .	
2	MR.SIVAKUMAR B	PGT MATHS		
3	MRS. VIDHYA V L	TGT (LIB)		
4	MRS.SANGEETHA PANIKAR	TGT (HINDI)		
5	MR.AKASH TANWAR	TGT(MATHS)		
VERIFICATION OF FEES (CS 54)				
1	MRS. JAYA KUMARI	PGT-MATHS	Verify the collection of fees including fresh admissions maintaining the register ,reporting the defaulters if any tothe 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)	
2	Mrs. NEHA SINGH	TGT MATHS		
VERIFICATION OF FEES(ONLINE)				
1	MRS. AMBILY KRISHNAN	PGT(CS)		
2	MRS SUNITHA KRISHNAN	PGT(CS)		
REPORT OF VIDYALAYA ACTIVITIES				
1	MRS. MAYA G PILLAI	PGT(ENG)		

2	MRS. CINY SIVASHANKAR	PGT (ENG)	To maintain the record of the day to day activities of the Vidyalaya and prepare the annual report
3	MRS SANGEETHA PANICKER	TGT-HINDI	
ROOTS TO ROOT			
	MRS. SUPRIYA V	TGT ENG	
	MR.NITIN KUMAR	TGT AE	
STUDENTS GRIEVANCE			
	MRS. PADMAJA MG	PGT PHY	
	MRS.JAMUNA V S	PGT COM	
	MR.SIVAKUMAR	PGT MATHS	
	MRS.SANGEETHA PANIKAR	TGT HINDI	
	MRS. JAYASREE C	TGT WE	
SAMAGAM (ALUMINI)			
	MRS. AMBILY KRISHNAN	PGT CS	
	MRS. JAMUNU V S	PGT COM	
	MRS.MANEESHA	TGT ENG	
PMSHRI IMPLIMENTATION			
	MRS. PRATHIBHA S P	PGT BIO	
	MR. B SIVAKUMAR	PGT MATHS	
	MRS. JAYASREE C	TGT WE	
VIDYANJALI			
	MRS.SUNITHA KRISHNAN K S	PGT CS	
	MRS. JAYASREE C	TGT WE	
	MRS.MANEESHA	TGT ENG	
TRANSPORTATION			
1	MR . SIVAKUMAR B	PGT(MATHS)	To arrange vehicle for the transportation of students on various occasions.
2	MR.NITIN KUMAR	TGT ART	
2	MR. VINOD LAL N S	TGT PHE	
FIRE SAFETY			
1	MRS. JAYASREE C	TGT (WET)	

2	MRS. JINI P	TGT ENG	To adopt safety measures in school premises
3	MR. VINOD LAL	TGT, PHE	
SAFETY OF STUDENTS			
1	MRS. PADMAJA M G	PGT (PHY)	To adopt safety measures before assembly and after school hours till the students are handed over to parents
2	MRS. JAYASREE C	TGT (WET)	
3	MRS.MANEESHA R	TGT (ENG)	
4	MR. SIVA KUMAR B	PGT (MATHS)	
5	MR. VINOD LAL N S	TGT (PET)	
TEACHING AIDS			
1	MRS MANISHA 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	MRS. AMBILY KRISHNAN	PGT(CS)	To ensure the working condition of computers and maintain record of CAL/TAL
2	MRS. SUNITHA KRISHNAN K S	PGT COM SC	
3		COMP INST	
COMPUTER CLASS PROJECT / E-CLASS ROOM			
1	MRS. AMBILY K	PGT(CS)	
	MRS. SUNITHA KRISHNAN K S	PGT CS	
2	MRS.JAYASREE C	TGT (WE)	
2		COMP INST	
WEBSITE UPDATION			
1	MRS. AMBILY KRISHNAN	PGT(CS)	To update the website regularly regarding the school activities.
2	MRS. SUNITHA KRISHNAN	PGT CS	
2		COM INST	
SCHOOL MAGAZINE			
1	MRS MAYA G PILLAI	PGT-(ENG)	To collect and check the articles for the timely publication of the magazine
2	MRS SANGEETHA PANICKAR	TGT-(HINDI)	
3	MRS. CINY SIVASHANKAR	PGT-(ENG)	
4	MRS. JINI P	TGT-ENG	
5	MRS.RAKSHA TRIVEDI	TGT-SANSKRIT	
GARDENING AND AQUARIUM MAINTENANANCE			

1	MS ANU RACHEL JOGI	PGT(BIO)	
2	MRS.SOBHA S NAIR	TGT(BIO)	
PTA MEETING			
1	MRS. SANTHA D	PGT (CHEM)	To make arrangements of PTA meetings after each examination
2	MR.BROMLY THOMAS	PGT CHEM)	
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
1	MR BROMLY THOMAS	PGT(CHEM)	
3	MR.SHASHIKANT	TGT HINDI	
FIRST AID AND MEDICAL CHECK UP			
1	MRS . PADMAREKHA (I/C)	TGT (SCI)	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.
3	DOCTOR & NURSE		
4	ALL CLASS TEACHERS		
LIBRARY			
1	MRS VIDHYA V L	LIBRARIAN	To ensure smooth functioning of the library
PHOTOGRAPHY			
1	MR. NITIN KUMAR	TGT (ART)	To plan and organize the activities of photography club. To get the photography of important functions in the vidyalaya
2	MRS JAYASREE	TGT WE	
3	MRS. MANEESHA	TGT (ENG)	
PURCHASES			To do purchase as per the purchase procedure
1	MRS. JAYASREE C	TGT , WE	
2	MRS. PADMAJA	PGT PHYSICS	
3	MRS.JAMUNA V S	PGT(COMM.)	
4	MRS AMBILY KRISHNAN	PGT(CS)	
5	MRS. SUNITHA KRISHNAN K S	PGT CS	
5	HEADS OF ALL THE DEPARTMENTS		

	AV AIDS			
1	MRS. SUNITHA KRISHNAN	PGT(CS)	To procure AV Aids	
MAINTENANCE , INFRASTRUCTURE DEVELOPMENT & CONSTRUCTION WORK				
1	MRS. JAYASREE C	TGT, WE	To carry out maintainance of the infra structure & Construction work	
2	MRS. PADMAJA M G	PGT		
3	MRS AMBILY KRISHNAN	PGT(CS)		
4	MRS. SUNITHA KRISHNAN K S	PGT CS		
5	MR VINODLAL	TGT PHE		
6	MR.SANGEETH THULASI	TGT ART		
	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. SHASHIKANT (SCOUT I/C)	TGT (P&HE)		
3	MRS.JAYASREE C	TGT WE		
4	MRS PRATHIBHA PANIKKER	PGT -(BIO)		
5	MRS AMBILY KRISHNAN	PGT CS		
6	MR VINOD LAL N S	TGT PHE		
7	MR AKASH TANWAR	TGT (MATHS)		
	JUNIOR SCIENCE LAB			
1	MRS SOBHA S NAIR	TGT(SCIENCE)		
2	MRS. PADMAREKHA	TGT (SCIENCE)		
CLUBS IN-CHARGE-MRS. BINDU T L				
ADVENTURE CLUB				
1	MRS. JINI P	TGT (ENG)		
2	MR. VINOD LAL N S	TGT(P&HE)		
MATHS CLUB				
MRS KUMARI JAYA		PGT MATHS		
1	MR. SIVAKUMAR	PGT-MATHS		
2	MRS NEHA SINGH	TGT(MATHS)		
3		TGT MATHS		
4		TGT MATHS		
SCIENCE CLUB				
1	MRS ANU RACHEL	PGT (BIO)		
	MRS.PRATHIBHA S P	PGT BIO		
2	MRS. SOBHA NAIR	TGT (SCI)		

READERS CLUB			
1	MRS VIDHYA V L	LIBRARIAN	
2	MRS MANEESHA R	TGT ENG	
CHARITY CLUB			
1	MRS SANGEETHA P	TGT-HINDI	
2		TGT-HINDI	
CYBER CLUB			
1	MRS.AMBILY KRISHNAN	PGT CS	
	MRS. SUNITHA KRISHNAN K S	PGT CS	
2		COM INST	
INTEGRITY CLUB			
1	MRS JAMUNA	PGT(COMM)	
2		TGT, SST	
3		PGT ECO	
YUVA TOURISM CLUB			
1	MRS. JAYASREE C	TGT, WE	
2	MRS. SUPRIYA	TGT , ENG	
STANDARD CLUB			
1	MR. BROMLY THOMAS	PGT, CHEM	
2	MES. SANTHA D	PGT, CHEM	
PHOTOGRAPHY AND FINE ART CLUB			
1	MRS. MANEESHA	TGT ENG	
2	MR.SANGEETH	CART COACH	
ID CARDS			
1	MR.NITIN KUMAR	SECONDARY(I/C)	
2	MRS JAYASREE C	TGT (WET)	
3	MR. SHASHIKANT	TGT HINDI	
	ALL CLASS TEACHERS		
EXCURSION			
1		PGT , CS	
2	MR. BROMLY THOMAS	PGT CHEM	
3	MR. SHASHIKANT	TGT- HINDI	
4	MRS. JAYASREE	TGT , WE	
STAMP COLLECTION			
1	MRS SANGEETA PANICKAR	TGT HINDI	
2	MRS. SUPRIYA	TGT, ENG	
	N.C.C		
1		PGT(BIO)	
CONDEMNATION			
	MS .ANU RACHEL JOGI	PGT BIO	
2	MRS. AMBILY KRISHNAN	PGT (CS)	
3	MRS. JAYASREE C	WET	

UDISE UPDATION			
1	MRS. JAYASREE C	TGT WE	
2	MRS.SUNITHA KRISHNAN	PGT CS	
3	MRS. AMBILY KRISHNAN	PGT CS	
4	COMPUTER INST		
SANITATION & CLEANLINESS			
1	MRS. JAYASREE C I/C	TGT (WE)	
2	MS.ANU RACHEL	PGT(BIO)	
3	MRS. RAKSHA TRIVEDI	TGT(SKT)	
4		TGT (ART)	
MATHS CLINIC			
MRS KUMARI JAYA		PGT MATHS	
1	MR. SIVAKUMAR	PGT(MATHS)	
2	MRS. NEHA SINGH	TGT (MATHS)	
DRINKING WATER			
1	MRS. JAYASREE	TGT (WET)	
2	MRS. PADMA REKHA	TGT BIO	
3	MRS SANTHA D	PGT(CHEM)	
4	MR VINOD LAL N S	TGT(P&HE)	
COLLECTION CENTRE SUPERVISION - IN CHARGE MR. VINOD LAL			
RTE/CONCESSION /SCHOLARSHIP/SINGLE GIRL CHILD ETC.			
1	MRS. PADMAREKHA	TGT (SCI)	
HOUSE MASTERS SECONDARY			
1	CAUVERY		
2	GANGA		
3	KRISHNA		

4	NARMADA		
SPORTS & SBSB			
1	MR. VINIIDLAL		
2	COACHES		
3	ALL CLASS TEACHERS		
OFFICIAL LANGUAGE			
IMPLIMENTATION COMMITTEE			
1	MRS. SANGEETHA PANIKAR	PGT (HINDI)	
2		PGT (HINDI)	
3	MR. SHASHIKANT	TGT HINDI	
NAME CORRECTION			
1	MS ANU RACHEL JOJI	PGT BIO	
2	MRS. BINDU TL	PGT PHYSICS	
3	ALL CLASS TEACHERS		
			PRINCIPAL