

**PM SHRI KV NO :1 NAVAL BASE KOCHI DUTY LIST 2024-25**

Academic Committee	1.Vice Principal 2. Mrs. Smitha S Gopal (Eng) 3. Mrs. Gracy Franklin (Maths) 4. Mrs. Anju P M (SST) 5. Mrs. Daisy Joseph (Science) 6. Mrs. Sheela Devi(Hindi) 7. Mrs. Prema V.	To plan and implement the academic programme of the school incorporating the latest changes in the field of education, Give training to the faculty members for class room interaction, monitor the progress of academic activities, Conduct subject committee meetings and guide teachers in making teaching interesting and enjoyable, Devise methodologies to improve the result.
Vidyalaya Plan	1.Vice Principal 2.Mrs. Daisy Joseph (Science) 3.Mrs. Smitha S Gopal (Eng) 4.Mrs. Prema V.	Co-ordination & preparation of the plan
Admission	<u>Secondary &amp; Sr. Secondary</u> <u>1. Mrs Bindu Nelson</u> <u>2. Mrs. Asha Daulath</u> <u>Primary</u> <u>1. Mrs. Prema V.</u> <u>2. Mrs. Kalpana Ravindran</u> <u>3. Ms. Neha</u>	Registration for admission, scrutiny of applications, preparation of selection lists and admissions as per the KVS Guidelines
Time Table & Substitution	<u>Secondary &amp; Sr. Secondary</u> <u>1. Mrs. Shiny Johney</u> <u>2. Mrs. Sreeja K.</u> <u>Primary</u> <u>1. Mrs. Asha Paul</u>	Preparation of time table as per KVS norms, Make arrangements on leave, official duty and other emergencies.

Examination (Internal)	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mrs. Daisy Joseph</u> 2. <u>Mrs. Anju P M</u> 3. <u>Mrs. Saina K Sukumaran</u> 4. <u>Ms. Nivedita</u> <u>Primary</u> 1. <u>Mrs. Jayashree</u> 2. <u>Mrs. Prema V.</u> 3. <u>Mrs. Asha Paul</u>	To plan all the tests and Examinations well in advance as per the KVS norms, conduct them efficiently. Procure all the stationary in advance and their judicious use. Collection, printing and distribution of questions. Sending answer scripts for evaluation and collection after evaluation, result preparation. Preparation of result analysis as and when required.
Examination (External)	1. Mrs Beena Divakar 2. Mrs Asha Daulath 3. Mr Saju P K	Conduct examinations organised by external agencies having permission from KVS. Maintains confidentiality of the exam. Maintain accounts as per the KVS directions.
Examination (CBSE)	1. Mrs. Gracy Franklin 2. Mr. Ajith S R 3. Mrs. Leena Manoj 4. Mrs. Anubala	Registration of students with CBSE in time, Uploading of LOC, Marks and Grades as per CBSE Norms, Safe custody and distribution of CBSE documents & Other Correspondence with CBSE.
NIOS	1. Mrs. Beena Divakar 2. Mrs. Asha Daulath 3. Mr. Saju P K 4. Mrs. Prema V	Conduct examinations organized by NIOS. Maintains confidentiality of the exam, accounts as per the KVS directions etc.
CCA	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mrs Smitha S Gopal</u> 2. <u>Mrs. C S Jyothi</u> 3. <u>Mrs. Anu Bala</u>  <u>AKAM- Ms.Nivedita</u>  <u>Primary</u> 1. <u>Mrs. Indumathi</u> 2. <u>Mrs. Hema Jose</u> 3. <u>Mrs. Mary Zeena</u> <u>Roby</u>	To plan and implement the entire CCA programme, Preparation of result, Prize distribution, School Council selection and functioning, Organisation of annual day, other celebrations of National, International and regional importance and maintenance of records. To give wide publicity about various external competitions organized by various agencies, collect names and sending them in time, organizing competitions internally to send best teams/names outside.

Integrity Club/EBSB Club	<ol style="list-style-type: none"> <li>1. Mrs. Smitha S Gopal</li> <li>2. Mrs. Anju P M</li> <li>3. Mrs. Grace Terry George</li> <li>4. Ms. Nivedita</li> <li>5. Mrs. Beena Rani P S</li> <li>6. Mrs. Mary Zeena Roby</li> <li>7. Mrs. Sheela Devi G</li> </ol>	Integrity Club/EBSB Club
M&R & Works Committee	<ol style="list-style-type: none"> <li>1. Mr. Ajith S R Sreeja</li> <li>2. Mr. JOSE V THOMAS</li> <li>3. Mrs. Seema M R</li> </ol>	To carry out all minor and major repair and maintenance work in time.
Science Club	<ol style="list-style-type: none"> <li>1. Mrs. Daisy Joseph</li> <li>2. Mrs. Bindu Nelson</li> <li>3. Mrs. ASHA DAUATH</li> <li>4. Mrs Sandhya</li> <li>5. Mr. Ajith S R</li> <li>6. Mrs. Shiny Johny</li> <li>7. Mrs Rajani p n</li> </ol>	To carry out all minor and major repair and maintenance work in time.
Maths Club	<ol style="list-style-type: none"> <li>1. Mrs. Gracy Franklin</li> <li>2. Mrs. Mini Antony</li> <li>3. Mrs. Saju P K</li> <li>4. Mrs. Beena Kumari P</li> <li>5. Mrs. Leena Manoj</li> <li>6. Mrs. Hema Jose</li> <li>7. Mrs. Asha Paul</li> </ol>	To organise various programme to develop mathematic skills among students and develop inquisitiveness among them.
Literary Club	<ol style="list-style-type: none"> <li>1. Mrs. C S Jyothi</li> <li>2. Mrs. Sheela Devi G</li> <li>3. Mrs. Saina Sukumaran</li> <li>4. Mrs. Anubala</li> <li>5. Mr. Balram Singh</li> </ol>	To organise various programme to develop creative writing skills among students and develop interest in reading among them.
Adventure Club	<ol style="list-style-type: none"> <li>1. Mr. P U Shaji</li> <li>2. Mrs. Anu Bala</li> </ol>	To arrange students for adventure programmes organised by authorised agencies.

Reading Club	<u>Secondary &amp; Sr. Secondary</u> <u>Mrs. Grace Terry George</u>  <u>Mr Balram</u>  <u>Primary</u> <u>Mrs. Prema V</u>  <u>Mrs. Seema M R</u>	To organise activities in connection with reading
Discipline	1. Mr. P U Shaji In/Charge 2. Mr. AJITH S R ..3. Mrs.Asha Daulath 4. Mrs. Beena Kumari P. 5. Mrs. Sreeja K 6. Mrs. P Sreeja 7. Mrs. Grace Terry George 8. Nurse 9. Counsellor 10. All Class Teachers	To control movements of students within the school between periods, assembly, lunch break, dispersal and during special programme. Maintain a noise free campus. To control the behaviour of students and to take disciplinary actions on those who break rules of the Vidyalaya. To check latecomer, Uniform, Safety & Security at vulnerable places/points during assembly/recess/other events. To promote Peace/Harmony/Angerfreeness among students
Publications (School Diary, Magazine, Newsletter etc.)	<u>Magazine</u> 1. <u>Mrs. Smitha S Gopal</u> 2. <u>Mrs. Anu Bala</u> 3. <u>Mrs. Sheela Devi G</u> <u>School Diary/</u> <u>Teacher's Diary</u> 1. <u>Mrs. Smitha S Gopal</u> 2. <u>Mrs. Anu Bala</u> <u>Newsletter</u> 1. <u>Mrs. B Chandrika</u> 2. <u>Mrs. Rachel George</u>	To collect, edit and print various publications of the Vidyalaya and timely distribution.

School Safety	1. Principal 2. Mrs. Daisy Joseph, PGT (Che) 3. Mr. Sony George, PGT (Bio) 4. Mr. P U Shaji, TGT (P&HE) 5. Mrs. Kalpana Ravidran	Master Athen Vinu John XII D Kumari Sreaya Lakshmi XII A
Teaching Aid / TLM	<u>Secondary &amp; Sr. Secondary</u> <u>Mrs. Grace Terry George</u> <u>Primary</u> <u>Mrs. B Chandrika</u>	To procure, store and distribute various teaching aids, learning materials for class room teaching.
ICT/e-Class Room	1. Mrs. Hema C.N 2. Mrs. Shiny Johney All Class Teachers	To provide all the facilities for the use of ICT in class room teaching.
Excursion & field trips	<u>Secondary &amp; Sr. Secondary</u> <u>1. Mr. P U Shaji</u> <u>2. Mr. Sony George</u> <u>Primary</u> <u>1. Mrs. Prema V</u> <u>2. Mrs. M Jayasree</u>	To arrange field trips and excursions for students, maintain safety and security of students during the programme.
Scouts	1. Mrs. Sreeja K 2. Mrs. Grace Terry George	To prepare and train students for various levels of tests in scout. To arrange camps at school level.
Guides	1. Mrs. Sreeja K. 2. Mrs. Tessy Jimmy	To prepare and train students for various levels of tests in scout and guides. To arrange camps at school level.
Bulbul	1. Mrs. Racheal George 2. Mrs. Kalpana Ravindran	To prepare and train students for various levels of tests in Bulbul. To arrange camps at school level.
Cubs	1. Mrs. Kalpana Ravindran 2. Mrs. Racheal George	To prepare and train students for various levels of tests in scout and guides. To arrange camps at school level.

Furniture	<u>Secondary &amp; Sr. Secondary</u> 1. Mr. Ajith S R 2. Mr. Saju P K <u>Primary</u> 1. Mrs. Geetha A 2. Mrs. Jayashree	Procuring and proper distribution of suitable furniture, Maintenance & timely repair.
Purchase Committee	1. Mrs. Daisy Joseph 2. Mr. Ajith S R 3. Mrs. Sreeja K.	To follow purchase procedures for procuring articles required for the Vidyalaya
Website Maintenance & Updating	<u>Secondary &amp; Sr. Secondary</u> 1. Mrs. Hema C.N <u>Primary Computer Instructor</u>	Website Maintenance & Updating
Online fee collection	<u>Secondary &amp; Sr. Secondary</u> 1. Mrs. Hema C.N 2. Mrs. Soumya D <u>Computer Instructor</u> 3. All Class Teachers <u>Primary</u> Mr. Paulson <u>Computer Instructor</u> All Class Teachers	To Monitor
Monitoring of Contractual Teachers Work	1. Mrs. Gracy Franklin 2. Mrs. Mini Antony 3. Mr. P U Shaji	To monitor the duties of teachers on contract. Verification of their attendance and payments.
Cleanliness of the Vidyalaya (Monitoring)	<u>Shiny Johnney I/C</u> 1. Mr. P U Shaji 2. Mrs. Leena Manoj 3. Mr. Balram Singh 4. Mrs. Sheela Devi <u>Primary</u> 6. Mrs. Prema V 7. Ms. Neha Tanwar 8. Mrs. B Chandrika 9. Mrs. Prema V <u>Campus</u> <u>Secondary</u> 1. Mr. P U Shaji 2. Mrs. Laly Mathew <u>Primary</u> 1. Mrs. Asha Paul 2. Ms. Neha Tanwar	To see that Vidyalaya buildings and premises are cleaned regularly, wastes are dumped systematically.

Grievance Cell/Internal Complaint Cell	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mrs. Daisy Joseph</u> 2. <u>Mr. Sony George</u> 3. <u>Mrs. Saina K Sukumaran</u> 4. <u>Mrs. Prema V</u>	To receive the complaints regarding the grievances of staff and record them. Disposal of grievances at various levels.
Library Committee	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mrs. Grace Terry George</u> 2. <u>Mrs. Smitha S Gopal</u> 3. <u>Mrs. P Sreeja Primary</u> 1. <u>Mrs. Mary Zeena Roby</u> 2. <u>Mrs Geetha A</u>	To suggest books for library and monitoring of functioning of library, proper utilization of library as per the library policy.
Sports Committee	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mr. P U Shaji</u> 2. <u>Mr. Sony George</u> 3. <u>Mrs. P Sreeja Primary</u> 1. <u>Mrs. Racheal George</u> 2. <u>Ms. Neha Tanwar</u>	To organize and conduct school level, Cluster level, Regional level and National Level Games and Sports.
CAL/TAL	Mrs. Hema C N Computer Instructor	To provide all the facilities for the use of CAL/TAL in class room teaching.
Film Show	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mrs.Sreeja K</u> 2. <u>Mrs. Saina K Sukumaran</u>	To provide all facilities for showing films to students.
Photography	<u>Secondary &amp; Sr. Secondary</u> 1. <u>Mrs. Hema C N</u> 2. <u>Mrs. P Sreeja</u>	To make arrangement for taking photos/videos of all celebrations, events and functions.
NCC	1. <u>Mrs. Beena Rani</u>	To do the necessary activities for the smooth function of NCC Unit of this Vidyalaya.
P A System	1. <u>Mrs. Sreeja K</u> 2. <u>Mr. Ajith S R</u> 3. <u>Mr. Balram Singh</u>	To make arrangement for all programme

SC/ST grants OEC/OBC grants	1.Mrs.Asha Daulath 2.Mrs. Leena Manoj 3.Mrs. Seema M R Computer Instructor Class Teachers	Collection of data, updating list, and necessary work as instructed by SC/ST Commission of Kerala government
First Aid	1.Mrs. Sosamma Eliyas 2.Mr. P U Shaji 3.Nurse 4.Mrs. Prema V	Make necessary arrangements
Atal Tinkering Lab	1.Mr. Ajith S R	
Suggestion Box	1.Mrs. Smitha S Gopal 2.Mr. Sony George 3.Mrs. Margaret Jolly	Opening the box before 5th working day of every month. Maintaining register to record details of complaint and action taken.
Office	1.Mr. Eldose Mathew 2.Mrs.Hemalatha K	Salary Prepration, Uploading and Verification
	1. Mrs.Hemalatha K	Office correspondence, Emails, Maintainance of files and Registers
CCT	1.Mrs. Bindu Nelson 2.Mrs. Beena Kumari 3.Mrs. C S Jyothi 4.Mrs. Sheela Devi G 5.Mrs. Seema M R	To deal with all CCT activities regarding Conduct of CCT test, their feedback and compilation of other data.
Junior Science Lab	1.Mrs. Laly Mathew 2.Mrs. Beena Rani P S	Junior Science Lab