

PM SHRI KV NO:1 KOCHI DUTY LIST 2026-27

DEPARTMENTS	TEACHERS IN CHARGE	DUTIES & RESPONSIBILITIES	SIGN. OF THE TEACHER
Academic Committee	1.Vice Principal 2. Mrs. Smitha S Gopal (Eng) 3. Mrs. Gracy Franklin (Maths) 4. Mrs. Anju P M (SST) 5. Mrs. Bindu Nelson (Science) 6. Mrs. Anubala(Hindi) 7. Mrs. Hema jose(Primary)	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. Bindu Nelson (Science) 3.Mrs. Smitha S Gopal (Eng) 4.Mrs. Hema jose(primary)	Co-ordination & preparation of the plan	
Admission	<u>Secondary&Sr Secondary</u> 1. Mrs Asha Daulath i/c Mrs Sindhu R Menon 2. Mrs Hema C N <u>Primary</u> 1 Mrs Kalpana R 2 Mrs Hema Jose Mrs Seema M R	Registration for admission, scrutiny of applications, preparation of selection lists and admissions as per the KVS Guidelines.	
Time Table & Substitution	<u>Secondary & Sr. Secondary</u> 1. Mrs.Anju P M I/C 2. Mrs Sajiitha T M 3. Mrs Sreeja K <u>Primary</u> 1. Mrs. Asha Paul 2.Mrs Ambili T	Preparation of time table as per KVS norms, Make arrangements on leave, official duty and other emergencies.	
Examination (Internal)	<u>Secondary & Sr. Secondary</u> 1. Mrs. Bindu Nelson I/C 2. Mrs. Shiny Jhoney 2. Mrs. Jismi A K 3. Mr Martin Soren 4 Mrs Sreedevi Amma <u>Primary</u> 1. Mrs. Jayashree 2Mr Ritik Sen	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 question papers . Sending answer scripts for evaluation and collection after evaluation, result preparation. Preparation of result analysis as and when required.	
Examination (1. Mrs. Gracy Franklin I/C 2. Mrs Anubala 3. Mrs Leena Manoj 4. Mr Ronny Kumar Mrs Annpurna Tiwari	Conduct examinations organised by external agencies having permission from KVS. Maintains confidentiality of the exam. Maintain accounts as per the KVS directions.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.	

CBSE and others)	5. Comp instructor				
NIOS	1. Mr Jose V T I/C 2. Mrs. Salini P N air 3. MrAnil pal 4. Mr. Ritik Sen 5 MrAswinikumar	Conduct examinations organized by NIOS. Maintains confidentiality of the exam and accounts as per the KVS directions etc.			
CCA	<u>Secondary & Sr. Secondary</u> 1. Mrs Smitha S Gopal I/C 2. Mrs. P Premela 3. Mrs. Anu Bala 4. Martin soren <u>Primary</u> Mrs Aryasree Ms Vaishnavi Thakur	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.			
MORNING ASSEMBLY	1. Mrs Reena Samsu I/C 2. Mrs Jismy A K 3 Mrs Anubala 4. Mr Martin Soren 5. Mrs Pintu sugathan , 6. Mrs Krishnaveni Primary Mrs Aryasree	TO conduct the daily morning assembly incorporating all the important days celebration			
Integrity Club/EBSB Club	1. Mrs. Smitha S Gopal 2. Mrs. Anju P M 3. Ms. Annpurna Tiwari 4. Ms. Arushi 5. TGT SST 1 &2 6. Mrs.Indumathi 7. Mrs. Pintu sugathan	To plan and implement programme under integrity club. To Plan & Execute Mahatma Gandhi 150th anniversary, EBSB activity, Constitution day activities.			
M&R & Works Committee	1.Mrs K Sreeja i/c 2 Mr.Jose V Thomas 3. Mr.Ronny k Singh 4.Mrs. Seema M R 5. Mrs P Sreeja	To carry out all minor and major repair and maintenance work in time.			
EXT. CULTURAL COMPETITIONS&EX AMINATIOS FOR	Mrs Arushi Mehrotra Mrs Ann purna Tiwari				
Science Club	1. Mrs.Shiny Jhoney i/c All science Teachers	To organise various programme to develop scientific temper among students and develop inquisitiveness among them.			
Maths Club	1. Mrs. Mini Antony i/c All Maths Teachers	To organise various programme to develop mathematic skills among students and develop inquisitiveness among them.			

Literary Club	1. Mrs.P Premela 2. Mrs.TGT SKT 3 Mrs Reena Samsu 4. Mr Martin Soren	To organise various programme to develop creative writing skills among students and develop interest in reading among them.			
Adventure Club	1. Mr. P U Shaji 2. Mrs. sunita Hooda	To arrange students for adventure programmes organised by authorised agencies.			
Reading Club	Secondary & Sr. Secondary Mrs Salini P N Mrs. Jismy A.K. Mr Martin SOREN Primary Mrs. Prema V Mrs. Seema M R	To organise activities in connection with reading			
AEP	1. Mr Ronny Kr Singh 2. Mrs Reena Shamsu	To organise various activities under AEP, Counselling students.			
CPD	Mrs Sindhu R menon	To allot the different topics as per KVS guidelines and to make anote of the attendance of the teachers			
FCP	Mr Ronny Kr Singh I/C 1. Mrs. P Sreeja- i/c VII 2. Mrs. Pintu Sugathan- i/c VIII 3. Mrs. Rejani P N- i/c IX	To organise the activities recommended			
SAMAGAM	Mrs Hema C N All class Teachers				
Gardening, Beautification , Eco Club & Mission life	Secondary & Sr. Secondary 1. Mrs. P Sreeja i/c 2. Mrs Sandhya K S 3. Mrs.Rejani P N Primary 1.Mrs. Hema Jose 2.Mrs. Asha Paul	To maintain clean and green environment, pruning of plants, watering, manuring of garden plants. Maintenance of aquariums and ponds.			
Guidance & Counselling	1. Mrs. Sindhu Menon i/c 2. Mrs. Leena Manoj 3. Mrs. M. Jayasree	To provide career guidance, career counseling by experts, Identify the students having difficulties and extend support to them.			

Discipline	<ol style="list-style-type: none"> 1. Mr. P U Shaji i/c 2. Ms Gracy Franklin 3. Mrs.Asha Daulath 4. Mr Ronny 5. Mrs. Sreeja K 6. Mrs. P Sreeja 7. Mrs. Salini P N 8. All Class Teachers 	<p>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.</p> <p>To check latecomer, Uniform, Safety & Security at vulnerable places/points during assembly/recess/other events.</p> <p>To promote Peace/Harmony/Angerfreeness among students</p>			
Publications (School Diary, Magazine, Newsletter etc.)	<p><u>Magazine</u></p> <ol style="list-style-type: none"> 1. Mrs. Smitha S Gopal i/c 2. Mrs. Anu Bala 3. Mrs. TGT SKT <p><u>School Diary/ Teacher's Diary</u></p> <ol style="list-style-type: none"> 1. Mrs. Smitha S Gopal 2. Mrs. Anu Bala <p><u>Newsletter</u></p> <ol style="list-style-type: none"> 1. MrRitik Sen 2. Mr Yogesh Patil 	To collect, edit and print various publications of the Vidyalaya and timely distribution.			
School Safety	<ol style="list-style-type: none"> 1. PRINCIPAL 2. VICE PRINCIPAL 3. Mrs Jismy(VMC) 4. Ashwini Kumar(pry) 5. Mrs Anubala(middle) 6. Mrs Bindu Nelson (secondary) 7. Mrs Hema C N (VMC PARENT MEMBER) 	<p>Master Athen Vinu John XII D</p> <p>Kumari Sreaya Lakshmi XII A</p>			
Teaching Aid / TLM	<p><u>Secondary & Sr. Secondary</u></p> <p><u>Mrs. Sajitha T M i/c</u></p> <p><u>Primary</u></p> <p><u>Mrs.</u></p>	To procure, store and distribute various teaching aids, learning materials for class room teaching.			
ICT/e-Class Room	<ol style="list-style-type: none"> 1. Mrs. Hema C.N 2. Mrs. Anju PM <p>All Class Teachers</p>	To provide all the facilities for the use of ICT in class room teaching.			
Excursion & field trips	<p><u>Secondary & Sr. Secondary</u></p> <ol style="list-style-type: none"> 1. Mr. Asha Daulath i/c 2. Mr. Ronny k s 3. Nisy Sebastian <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Mrs. Prema V 2. Mrs. M Jayasree 	To arrange field trips and excursions for students, maintain safety and security of students during the programme.			
Scouts	<ol style="list-style-type: none"> 1. Mrs. Sreeja K i/c 2. Mrs. Salini P N & <p>All the trained members</p>	To prepare and train students for various levels of tests in scout. To arrange camps at school level.			

Guides	1. Mrs. Sreeja K i/c 2. Mrs. Salini P N& All the trained members	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	1. Mr Martin Soren I/C 2. Mr Ronny Kr Singh 3. Mrs P Sreeja	Procuring and proper distribution of suitable furniture, Maintenance & timely repair., removal of furnitures from the verandha etc..			
Purchase Committee	1. Mrs Bindu Nelson 2. Mr. Jose V T 3. Mrs. Sreeja K.	To follow purchase procedures for procuring articles required for the Vidyalaya			
Website Maintenance & Updating	Secondary & Sr. Secondary 1. Mrs. Hema C.N 2. Mr ANIL PAL Primary 3. Computer Instructor 4. ajay kumar	Regular updating of Vidyalaya website.			
Online fee collection	Secondary & Sr. Secondary 1. Mrs. Hema C.N I/C 2. Computer Instructor(sec) 3. All Class Teachers Primary Mr. Computer Instructor All Class Teachers	To Monitor			
Monitoring of Contractual Teachers Work	1. Mrs Shiny Jhoney I/C 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)	<p>Sandhya K S J/C</p> <p>1. Mr. P U Shaji (ground)</p> <p>2. Mrs Annpurna (Lib block upstairs)</p> <p>3. Mrs. Leena Manoj (lib block ground floor)</p> <p>4. Mrs Pintu Sugathan(middle block)</p> <p>5. Mrs Sindhu R Menon (main block)</p> <p>Campus</p> <p>Secondary</p> <p>1. Mr. P U Shaji i/c</p> <p>2. Mrs. Sandhya k s</p> <p>Primary</p> <p>1. Mrs. Asha Paul</p> <p>2. Mrs. Indumathi</p> <p>2. Ms. Ms. Geetha A</p> <p>8. Mrs Sanjyathul Minna</p> <p>9. Mrs. Ritik Sen</p>	To see that Vidyalaya buildings and premises are cleaned regularly, wastes are dumped systematically. Any suggestions/ complaints to be reported to the incharge.			
Grievance Cell/Internal Complaint Cell	<p>Presiding Officer- Mrs Soma Ghosh, AC, KVS RO, EKM</p> <p>NGO Member- Smt Renuka, Retd Teacher BVM.</p> <p>Vice Principal- Mrs Bindu R</p> <p>Mrs Gracy Franklin PGT Maths</p> <p>Mrs Jismy A K , TGT Eng</p>	<p>To act as a redressal authority, thereby regulating a smooth and safe functioning of the work environment.</p> <p>The aim of the committee is to allow every woman employee to pursue her work in a safe and dignified environment and to protect women against any form of harassment or gender discrimination and to provide a means of redress should such cases arise.</p>			
Library Committee	<p>Secondary & Sr. Secondary</p> <p>1. Mrs. Salini P N</p> <p>2. Mrs. Smitha S Gopal</p> <p>3. Mrs. P Sreeja</p> <p>Primary</p> <p>1. Mrs. Mary Zeena Roby</p> <p>2. Mrs Geetha A</p>	To suggest books for library and monitoring of functioning of library, proper utilization of library as per the library policy.			
Sports Committee	<p>Secondary & Sr. Secondary</p> <p>1. Mr. P U Shaji</p> <p>SUNITHA HOODA</p> <p>2. Mr. RONNY SINGH</p> <p>3. Mrs. P Sreeja</p> <p>Primary</p> <p>1. Mrs. Racheal George</p> <p>2. Ms. MUKESH KUMAR</p>	To organize and conduct school level, Cluster level, Regional level and National Level Games and Sports.			
CAL/TAL	<p>Mrs. Hema C N</p> <p>Computer Instructor</p>	To provide all the facilities for the use of CAL/TAL in class room teaching.			

	Secondary & Sr. Secondary 1. Mr. P U Shaji 2. Sunita Hooda 3. Mr. Ronny Singh 3. Mrs. P Sreeja Primary 1. Mrs. Racheal George 2. Ms. Mukesh kumar				
Film Show		To provide all facilities for showing films to students.			
Photography	Secondary & Sr. Secondary 1. Mrs. Hema C N 2. Mrs. P Sreeja	To make arrangement for taking photos/videos of all celebrations, events and functions.			
NCC	1. Mrs. Sunitha Hooda	To do the necessary activities for the smooth function of NCC Unit of this Vidyalaya.			
P A System	Mrs Sreeja K	To make arrangement for all programme			
SC/ST grants OEC/OBC grants	1. MRS Nisy Sebastian 2. Mrs Mini Antony 3. Mrs Rejani P N 4. senior comp instructor	Collection of data, updating list, and necessary work as instructed by SC/ST Commission of Kerala government			
First Aid	1. Doctor 2. Mr. P U Shaji 3. Nurse 4. Mrs. Hema jose	Make necessary arrangements			
Eco club & Mission life, TERI	Mrs Sandhya K S i/c Mrs Rejani P N				
Suggestion Box	1. Mrs. Sunita Hooda 3. Mrs. Hema jose	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. Akanksha	Salary Prepration, Uploading and Verification Office correspondence, Emails, Maintainance of files and Registers			
CS 54	Mrs Leena Manoj				
CBT	1. Mrs Mini Antony	To deal with all CBT activities regarding Conduct of CCT test, their feedback and compilation of other data.			
Junior Science Lab	.Mrs. Rajani P N	Junior Science Lab			
vending machine & supply of pads	Mrs PINTU SUGATHAN	To make sanitary napkins available for girl students and to distribute it with the help of nurse in the medical room.			
SAMAGAM	Mrs Hema C N				
UDISE	Mrs Mini Antony I/C Mrs Jlsmy AK Mrs Annapurna Tiwari				
AKAM	MRS SUNITA HOODA				
STEAM	Mrs Sindhu R Menon/ Mrs Mini Antony				
VIDYANJALI	HEMA C N				
STUDENT COUNCIL	SMITHA S G				

- KNOWLEDGE AND AWARENESS MAPPING PROGRAM(KAMP)	SANDHYA K S, NISY SEBASTIAN		
SO F, WILD LIFE	RONNY KUMAR SINGH, REJANI P N		
		PRINCIPAL	