

PM SHRI KENDRIYA VIDYALAYA NAD ALUVA
DUTY ALLOTMENT 2024-25

Sl No	Committee	Nature of Work
1	<p>Academic Council <u>Secondary & Sr secondary</u></p> <ol style="list-style-type: none"> 1. Mr Lal N K, Vice Principal 2. Mrs. Shalby Mini Kurian PGT(Hindi) 3. Mrs. Sheeja M K PGT(Commerce) 4. Mrs. Deepa Viswan PGT(English) 5. Mr. Subin Thomas, PGT Chem 6. Mrs. Radhika R, TGT(Science) 7. Mr. Samuelkutty O G, TGT English <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Mrs. Sreeletha K, PRT & HM I/c 2. Mrs. Asha Susan Iype, PRT 3. Mrs. Sandhya N, PRT 	<p><i>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 and monitor the progress of academic activities</i></p>
2	<p>Admission <u>Secondary & Sr secondary</u></p> <ol style="list-style-type: none"> 1. Mr. Jafar Sadik (I/C) PGT (Biology) 2. Mrs. Jas C P PGT (Comp. Sc) 3. Mrs. Deepa Viswan, PGT (English) <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Mrs. Asha Susan Iype, PRT 2. Mrs. Usha Balakrishnan, PRT 3. Mrs. Bindu S, PRT 4. Mrs. Sandhya N, PRT 5. Mrs. Saritha P M, PRT 	<p><i>Registration for admission, scrutiny of applications, carrying out admission as per KVS admission guidelines.</i></p>
3	<p>Time Table & Substitution <u>Secondary & Sr secondary</u></p> <ol style="list-style-type: none"> 1. Mrs. Seena Rajesh, PGT (Maths) J (I/C) 2. Mrs. Sheeja M K PGT(Commerce) 3. Mrs. Mareena George TGT (Maths) 4. Mrs. Archana Yadav, Librarian <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Mrs. Bindu Kuriakose, PRT 2. Mrs. Monika Srivastava, PRT 3. Ms. Kshama Soni, PRT 	<p><i>Preparation of time table as per KVS norms. Arrange substitution duty for teachers on leave, official duty and other emergencies.</i></p>
4	<p>Examination – Mrs. Shalby Kurian, PGT Hindi, Overall I/C & Co-ordinator</p>	<p><i>To plan all the tests and Examinations well in advance and conduct them efficiently as per KVS norms. Procure all the stationery in advance and ensure their judicious</i></p>

	<p>(a) Internal - Secondary & Sr secondary</p> <ol style="list-style-type: none"> 1. Mr. Subin Thomas, PGT Chemistry I/C 2. Ms. Kunjumol P X, TGT (Maths) 3. Ms. Niya M S, TGT (Maths) 4. Mr. Sangarakshit Suryawanshi , TGT (Sst) 5. Mrs. Soumya D B, Malayalam Tr <p>(b) Internal - Primary</p> <ol style="list-style-type: none"> 1. Mrs Sandhya N., PRT (I/C) 2. Mrs. Sheetal D, PRT 3. Mr. Monu Kumar. PRT <p>(c) CBSE</p> <ol style="list-style-type: none"> 1. Mrs Shalby Mini Kurian PGT(Hindi) (I/C) 2. Mrs. Renjini V S, TGT (English) 3. Mrs Radhika R TGT Sci 4. Mrs Seena C S TGT (Sci) 5. Mrs Sandhya N PRT 6. Mrs. Daliya Thomas Comp Instr. <p>(d) Examination (External)</p> <ol style="list-style-type: none"> 1. PGT Economics (I/C) 2. Mrs Sandhya N PRT 3. Mrs. Sreeletha K, PRT 4. Mrs Sheetal D, PRT 5. Mrs Bindu Kuriakose, PRT 6. Mrs. Daliya Thomas Computer Instructor 	<p><i>use. Collection, printing and distribution of question papers. Distribution of answer scripts for evaluation and collection after evaluation. Preparation of result and result analysis as and when required.</i></p> <p><i>To visit the CBSE website on a regular basis and go through the circulars relevant to the Vidyalaya and the students from I to XII. Complete all the works as per the time schedule</i></p> <p><i>Conduct examinations organized by external agencies permitted by KVS. Maintain confidentiality of the exam. Maintain accounts as per the KVS directions etc.</i></p>
5.	<p>Record of Activities of the Vidyalaya</p> <ol style="list-style-type: none"> 1. Mrs. Shahnamol C A, PGT Eco I/C 2. Mrs. Prijee T K, TGT English (Record maintenance of minutes of Staff Meetings) 3. Mr. Manish Kumar, TGT Social 4. Mr. Rajan Kumar, TGT (AE) 5. Mrs. Saritha P M, PRT 6. Mrs. Usha Balakrishnan, PRT 7. Mrs. Daliya Thomas, Comp Instr. 8. Mrs. Jyothilakshmi, Comp Instr. 	<p><i>To collect the reports and photographs of all activities conducted in the Vidyalaya, date wise and maintain a record in a register as and when it is over.</i></p>
6.	<p>Subject Committee Conveners</p> <p>Co-ordinator- Mrs Deepa Viswan, PGT (Eng)</p> <ol style="list-style-type: none"> 1. English- Mrs. Deepa Viswan, PGT (Eng) 2. Hindi & Skt – Mrs. Shalby Mini Kurian, PGT (Hindi) 3. Maths –Mrs. Seena Rajesh, PGT (Maths) 4. Science- Mr. Asa J P, PGT (Phy) 5. Social Science – Mrs. Sheeja M K, PGT (Comm) <p>Primary</p> <ol style="list-style-type: none"> 1. English – Mrs. Saritha P M, PRT 	<p><i>To conduct subject committee meetings regularly and to plan various methodology and pedagogy of teaching strategies to improve the results. To implement new strategies of teaching and learning to make classroom transactions interesting and enjoyable.</i></p>

	<ol style="list-style-type: none"> 2. Hindi –Mrs. Divya S, PRT 3. Maths –Mrs. Sheetal D, PRT 4. EVS- Mr. Monu Kumar, PRT <p>NIPUN</p> <ol style="list-style-type: none"> 1. Mrs. Saritha P M, PRT 2. Mrs. Usha Balakrishnan, PRT 	
7.	<p>CCA Mrs. Deepa Viswan, PGT Eng, Overall I/C & Co-ordinator</p> <p>1) Secondary & Sr Secondary</p> <ol style="list-style-type: none"> 1. Mrs. Deepa Viswan (I/C), PGT (Eng) 2. Mrs. A K Geetha, TGT (Hindi) 3. Mrs. Seena CS, TGT (Sci) 4. Mr. Manish Kumar, TGT Sst 5. Mr. Rajan Kumar, TGT AE 6. Ms. Anshika Yadav, Music Tr <p>Primary</p> <ol style="list-style-type: none"> 7. Mrs Sarika S R , PRT (I/C) 8. Mrs. Bindu S, PRT 9. Ms. Anshika Yadav, Music Tr <p>2) Assembly Programmes</p> <ol style="list-style-type: none"> 1. Mr Samuelkutty TGT (Eng) I/C 2. Mrs A K Geetha, TGT (Hindi) 3. Mrs. Prijee T K, TGT (Eng) 4. Mrs. Rajila E C TGT (PHE) 5. Ms. Anshika Yadav, Music Tr 6. Yoga Teacher 7. All Class Teachers <p>3) External Competitions <u>Secondary & Sr secondary</u></p> <ol style="list-style-type: none"> 1. Mrs Archna Yadav, Librarian, I/C 2. Mrs. Deepa Viswan PGT (Eng) 3. Mrs. A.K. Geetha TGT Hindi 4. Mr. Rajan Kumar, TGT AE <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Mrs Sandhya N, PRT (I/C) 2. Ms. Anshika Yadav, Music Tr <p>4) Ek Bharat Shresht Bharat (EBSB)/ Azadi ka Amrut Mahotsav</p> <ol style="list-style-type: none"> 1. Mr. Manish Kumar, TGT Sst, I/C 2. Mr. Om Prakash Yadav, TGT (SST) 3. Mr. Rajan Kumar, TGT AE 4. Mrs. Sandhya N, PRT 	<p><i>To plan and implement all the CCA programmes, Preparation of result, Prize distribution, School Council selection and functioning. Celebration of annual Day, and celebrations of National, International and regional importance.</i></p> <p><i>To give wide publicity about various external competitions organized by various agencies, collect names and forwarding them in time.</i></p> <p><i>Organize competitions internally to send best teams/ names for the external competitions.</i></p>

<p>5) House In Charges</p> <p>Shivaji House</p> <ol style="list-style-type: none"> Mrs. Renjini V S, TGT English Ms. Niya M S, TGT Maths <p>Tagore House</p> <ol style="list-style-type: none"> Mr. Sangarakshit Suryawanshi, TGT Sst Ms. Kunjumol P X, TGT Maths <p>Ashoka House</p> <ol style="list-style-type: none"> Mrs. Archna Yadav, TGT Librarian Mr. Om Prakash Yadav, TGT Sst <p>Raman House</p> <ol style="list-style-type: none"> Mrs. Prijee T K, TGT Eng Mrs. Lalremi Kiangte, TGT Sci <p>6) School Band</p> <ol style="list-style-type: none"> Mr. Sangarakshit Suryawanshi, TGT Sst, I/C Mr. Manish Kumar, TGT Sst Mrs. Sandhya N, PRT Ms. Anshika Yadav, Music Tr. 	
<p>8. Olympiads</p> <p>Coordinators:</p> <p>Secondary Mrs. Prijee T K , TGT Eng</p> <p>Primary Mrs. Asha Susan Iype , PRT Mrs. Bindu Kuriakose, PRT</p> <p>I . Maths Olympiad (SOF & JMO)</p> <ol style="list-style-type: none"> Mrs. Mereena George TGT (Maths) Mrs Kunjumol, TGT (Maths) Mrs Sheetal , PRT <p>II Science Olympiad (SOF & JSO)</p> <ol style="list-style-type: none"> Mrs. Lalremi Kiangte, TGT (Sci) Mrs. Seena C S, TGT (Sci) Mr. Monu Kumar, PRT <p>III English Olympiad</p> <ol style="list-style-type: none"> Mrs. Renjini V S, TGT Eng Mr. Samuelkutty, TGT Eng Ms. Arju Yadav, PRT <p>IV Cyber/Computer Olympiad</p> <ol style="list-style-type: none"> Mrs Jas C P PGT (Comp Sci) Mrs. Daliya Thomas, Comp Instr. Mrs. Monika Srivastava, PRT <p>V Green Olympiad</p> <ol style="list-style-type: none"> Mr Jafar Sadik PGT (Bio) Mrs. Radhika R, TGT Sc Mrs. Bindu Kuriakose, PRT 	<p><i>To motivate students to register for the various Olympiads and prepare them for the same.</i></p> <p><i>The Olympiads to be conducted as per the guidelines.</i></p>

	<p>VI Hindi Olympiad</p> <ol style="list-style-type: none"> 1. Mrs. Shalby Mini Kurian, PGT Hindi 2. Mrs. A.K. Geetha, TGT Hindi 3. Mrs. Divya S, PRT <p>VII. Sanskrit Olympiad</p> <ol style="list-style-type: none"> 1. Mr. Pradeesh N U, TGT Skt 2. TGT Hindi 2 <p>VIII. Quiz/GK / Current Affairs Olympiad</p> <ol style="list-style-type: none"> 1. Mrs. Archana Yadav, Librarian 2. Mr. Om Prakash Yadav, TGT Social 3. Mrs. Sandhya N, PRT <p>IX. ICSI Commerce Olympiad</p> <ol style="list-style-type: none"> 1. Mrs. Sheeja M K, PGT Commerce 2. Mr. Sangarakshit Suryawanshi, TGT Social <p>X Economics Olympiad</p> <ol style="list-style-type: none"> 1. Mrs. Shahnamol C A, PGT Economics 2. Mr. Manish Kumar, TGT Social 	
9.	<p>Vidyalaya Plan</p> <ol style="list-style-type: none"> 1. Mrs. Shalby Mini Kurian, PGT Hindi 2. Mrs. Deepa Viswan, PGT English 3. Ms. Niya M S, TGT Maths 4. Mrs. Asha Susan Iype, PRT 5. Mrs. Rajila E C, TGT PHE 6. Mrs. Archana Yadav, Librarian 	
10.	<p>Creative & Critical Thinking (CCT)</p> <ol style="list-style-type: none"> 1. Mrs. Shalby Mini Kurian, PGT Hindi (I/C) 2. Mrs. Radhika R, TGT (Sci) 3. Mrs. Mareena George TGT (Maths) 4. Mrs. Sheeja M K, PGT Comm 5. Mrs. Usha Balakrishnan, PRT (Primary I/C) 	<p><i>To Plan and implement CCT and CBL in the Vidyalaya for eligible students.</i></p> <p><i>To frame Time Table and ensure the conduct of CCT Practice Class and Test Papers every week.</i></p> <p><i>To register the eligible students and monitor the upload of data and marks in pisa.seshagun portal from time to time.</i></p>
11.	<p>Overall Coordinator of all clubs</p> <ol style="list-style-type: none"> 1. Mrs. Renjini V S, TGT (Eng) (Secondary) 2. Mrs. Sarika S R, PRT (Primary) 	
12.	<p>Integrity Club</p> <ol style="list-style-type: none"> 1. Mr. Sangarakshit Suryawanshi, TGT SSt (I/C) 2. Mr. Goodwin Michael, Counsellor 3. Mrs. Shahnamol C A, PGT Eco 	<p><i>To plan and implement programme under integrity club.</i></p>
13.	<p>Eco Club: <u>Secondary & Sr secondary</u></p> <ol style="list-style-type: none"> 1. Mrs. Asa J P, PGT (Phy) (I/C) 	<p><i>To organize various programme to develop scientific temper among students and develop inquisitiveness among them</i></p>

	<p>2. Mr. P L Mishra, TGT WE</p> <p>3. Mrs. Seena C S TGT (Sci)</p> <p>Primary</p> <p>1. Mr. Monu Kumar, PRT (I/C)</p> <p>2. Mrs. Saritha P M , PRT</p>	<p><i>Inculcate an appreciation of nature among students and encourage them to participate in a variety of conservation initiatives..</i></p>
14.	<p>Maths Club</p> <p><u>Secondary & Sr secondary</u></p> <p>1. Mrs. Seena Rajesh PGT (Maths) (I/C)</p> <p>2. Ms. Niya M S, TGT (Maths)</p> <p><u>Primary</u></p> <p>1. Mrs. Sheetal, PRT (I/C)</p> <p>2. Ms. Arju Yadav, PRT</p>	<p><i>To organise various programme to develop mathematic skills among students and develop inquisitiveness among them.</i></p>
15.	<p>Literary Club</p> <p><u>Secondary & Sr secondary</u></p> <p>1. Mrs. Prijee T K, TGT (Eng) (I/C)</p> <p>2. Mrs. A K Geetha TGT (Hindi)</p> <p>3. Mr. Pradeesh N U, TGT (Skt)</p> <p><u>Primary</u></p> <p>1. Mrs. Bindu S PRT (I/C)</p> <p>2. Mrs. Divya S. PRT</p>	<p><i>To organise various programme to develop creative writing skills among students and develop interest in reading among them.</i></p>
16.	<p>Adventure Club/ Yuva Tourism/ Study Tours</p> <p><u>Secondary & Sr secondary</u></p> <p>1. Mr Samuelkutty, TGT (Eng) I/C</p> <p>2. Mr. Om Prakash Yadav, TGT Sst</p> <p>3. Mrs Rajila E C TGT (PHE)</p> <p>4. Mr Rajeev A , Sports Coach</p> <p>Primary (Adventure/ Study Tours)</p> <p>1. Mrs. Sandhya N, PRT</p> <p>2. Mrs. Divya S, PRT</p> <p>3. Mr. Monu Kumar, PRT</p>	<p><i>To arrange for the adventure programmes organised by authorised agencies.</i></p> <p><i>To plan & organize the study tour for students.</i></p>
17.	<p>Charity club- Secondary</p> <p>1. Mrs. Jafar Sadik, PGT (Bio) I/C</p> <p>2. Mr. Manish Kumar, TGT Sst</p> <p>3. Mrs. Kunjumol P X, TGT Maths</p> <p>4. Mrs. Soumya D B, Malayalam Tr.</p> <p>5. Ms. Kajal Kumari, PRT</p>	<p><i>To identify the needy children and support them.</i></p> <p><i>To visit orphanage and charitable institutions and provide financial assistance to them</i></p>
18.	<p>Standard Club (BIS)</p> <p>1. Mr. Subin Thomas, PGT Chem I/C</p> <p>2. Mrs. Asa J P, PGT (Phy)</p> <p>3. Mrs. Mareena George, TGT Maths</p>	<p><i>To encourage the budding talent of the students.</i></p> <p><i>Provide opportunities and encouragement to express oneself freely.</i></p>
19.	<p>Quiz Club</p> <p>1. Mrs. Archana Yadav, Librarian (I/C)</p> <p>2. Mrs. Sheeja M K, PGT Comm</p>	<p><i>Provide opportunities and encouragement to express oneself freely.</i></p>

	<p>3. TGT Hindi 2</p> <p><u>Primary Quiz Club</u></p> <p>1. Mrs. Sandhya N, PRT</p> <p>2. Mrs Bindu Kuriakose, PRT</p> <p>3. Ms. Fayiza , PRT</p>	<p><i>To encourage imagination, create ability and introduce an artistic environment.</i></p>
20.	<p>Health Club</p> <p>1. Mrs. Radhika R, TGT Sc I/C</p> <p>2. Special Educator</p> <p>3. Mrs. Lalimol T</p> <p>4. Ms. Kshama Soni, PRT</p>	<p><i>Make the student confident and competitive in the global environment.</i></p>
21.	<p>Art & Photography Club</p> <p>1. Mr. Rajan Kumar, TGT AE, I/C</p> <p>2. Mrs. Shalby Mini Kurian, PGT (Hindi)</p> <p>3. Mrs. Asha Susan, PRT</p> <p>4. Mrs. Sarika S R, PRT</p> <p>5. Ms. Kajal Kumari, PRT</p> <p>6. Mrs. Daliya Thomas, Comp Instr.</p>	<p><i>To organize various competitions, functions, and events to promote the photographic talent in students.</i></p>
22.	<p>Cyber Club</p> <p>1. Mrs. Jas C P, PGT Comp Sc, I/C</p> <p>2. Mrs. Deepa Viswan, PGT Eng</p> <p>3. Mrs. Daliya Thomas, Comp Instr.</p> <p>4. Mrs. Jyothilakshmi, Comp Instr.</p>	
23.	<p>Music Club</p> <p>1. Mrs. Mareena George, TGT Maths I/C</p> <p>2. Ms. Anshika Yadav, Music Tr.</p> <p>3. Mrs. Lalremi Kiangte, TGT Sc</p> <p>4. Ms. Kshama Soni, PRT</p>	
24.	<p>Readers Corner</p> <p>1. Mrs. Sheetal D, PRT (I/C)</p> <p>2. Mrs. Divya S , PRT</p> <p>3. PRT 1</p>	
25.	<p>Construction, Maintenance & Repair</p> <p>Mr. P.L. Mishra, TGT WE, Overall I/C & Coordinator</p> <p>Civil & Plumbing</p> <p>1. Mrs. Rajila E C, TGT(PHE) I/c</p> <p>2. Mr. Samuelkutty O G, TGT Eng</p> <p>3. Ms. Kajal Kumari, PRT</p> <p>Electrical</p> <p>4. Mr. Manish Kumar, TGT Sst I/C</p> <p>5. Mr. Rajeev A P, Sports Coach</p> <p>6. Ms. Arju Yadav, PRT</p>	<p><i>To execute all M&R works of the Vidyalaya and Staff Quarters and arrange for petty Constructions. To make arrangements for drinking water and to ensure smooth water supply in the Vidyalaya.</i></p>
26.	<p>Allotment /Maintenance & Repair of quarters (Civil, Plumbing and electrical)</p>	

	<ol style="list-style-type: none"> 1. Ms. Niya M S, TGT Maths I/C 2. Mr. Rajan Kumar, TGT AE 3. Mrs. Saritha P M, PRT 	
27.	Gardening & Beautification, Campus Maintenance/ Aquarium <ol style="list-style-type: none"> 1 Mr. Jafar Sadik, PGT Bio, I/C 2 Mrs. Radhika R. TGT (Sci) 3 Mrs. Asha Susan Iype, PRT 4 Mrs. Usha Balakrishnan, PRT 5 Ms. Sheetal D, PRT 6. Ms Anshika Yadav, PRT 	<i>To maintain clean and green environment, pruning of plants, watering, manuring of garden plants. Maintenance of aquariums and ponds.</i>
28.	AEP / Guidance & Counselling <ol style="list-style-type: none"> 1. Mrs Deepa Viswan, PGT (Eng) (I/C) 2. Mr. Goodwin Michael, Counsellor 3. Mr. Samuelkutty O G, TGT Eng 4. Mr Rajila E C TGT (PET) 	<i>To provide career guidance, career counselling by experts, identify the students having difficulties and extend support to them.</i> <i>To organise various activities under AEP & Counselling</i>
29.	Discipline Overall In Charge – Mr Lal N K, Vice Principal Secondary <ol style="list-style-type: none"> 1.Mrs. Rejila E C, TGT (PHE) I/C 2.Mrs. Shalby Mini Kurian, PGT (Hindi) 3.Mrs. Deepa Viswan PGT (Eng) 4.Mr. Samuelkutty OG, TGT (Eng) 5.Mrs. Renjini V S, TGT (Eng) 6.Mrs. Radhika R TGT (Sci) 7.Mr. Rajeev A P, Sports Coach Primary <ol style="list-style-type: none"> 1. Mrs. Sandhya N , PRT(I/C) 2. Mrs. Asha Susan Iype, PRT 3. Mrs. Sarika S R, PRT 4. Mrs. Usha Balakrishnan, PRT 5. Mr. Monu kumar, PRT 6. Ms. Anshika Yadav, Music Teacher 	<i>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.</i>
30.	Publications (School Diary, Magazine, Newsletter) <ol style="list-style-type: none"> 1. Mrs. A.K. Geetha TGT (Hindi) I/c 2. Mrs Deepa Viswan PGT (Eng) 3. Mrs. Shalby Mini Kurian PGT (Hindi) 4. Mrs Renjini V S, TGT (Eng) 5. Mr Samuelkutty OG, TGT (Eng) 6. TGT (Hindi) 1 7. Mr. Pradeesh N U, TGT (Skt) Primary <ol style="list-style-type: none"> 8. Mrs Monika Srivastava PRT, I/C 9. Mrs Sandhya N PRT 	<i>To collect, edit and print various publications of the Vidyalaya and timely distribution.</i>
31.	Teaching Aid <ol style="list-style-type: none"> 1 Mr. Manish Kumar, TGT Social, I/C 	<i>To procure, store and distribute various teaching aids, Teaching learning materials for class room</i>

	<p>2 Mrs Lalremi Khiangte, TGT (Sc)</p> <p>Primary (Resource Room/Toy Library/TLM)</p> <p>1 Mrs. Divya S (I/c) PRT</p> <p>2 Ms. Arju Yadav, PRT</p> <p>3 Mrs. Saritha P M, PRT</p>	<i>teaching.</i>
32.	<p>ICT/e-Class Room</p> <p>Secondary & Sr secondary</p> <p>1. Mrs. Jas C.P PGT Comp Sc, I/C</p> <p>2. Mrs Daliya Thomas, Computer Instructor</p> <p>Primary</p> <p>1. Mrs. Monika Srivastava PRT I/c</p> <p>2. Computer Instructor primary</p>	<i>To provide all the facilities for the use of ICT in class room teaching.</i>
33.	<p>Scouts & Guides</p> <p>Scouts</p> <p>1. Mr Samuelkutty OG, TGT (Eng) I/c</p> <p>Guides</p> <p>1. Mrs Seena C S , TGT (Sci) I/C</p> <p>2. Mrs. Renjini V S, TGT Eng</p> <p>Bulbuls & Cubs</p> <p>1. Mrs. Bindu Kuriakose, PRT I/C, Flock Leader</p> <p>2. Mrs. Asha Susan Iype, PRT (Cubs) I/c</p> <p>3. Mrs. Monika Srivastava (Bulbuls) I/c</p> <p>4. Mrs. Lalremi Khiangte, TGT Sc</p> <p>5. Mrs. Divya S, PRT</p> <p>6. Mrs. Sarika S R PRT</p> <p>7. Mrs Sandhya N, PRT</p> <p>8. Mr. Monu Kumar, PRT</p> <p>9. Ms. Kajal Kumari, PRT</p>	<i>To prepare and train students for various levels of tests in scout and guides. To arrange camps at school level.</i>
34.	<p>Purchase Committee</p> <p>1. Mrs. Jas C P, PGT (Comp Sc) (GeM Purchase I/C)</p> <p>2. Mr. P L Mishra, TGT WE</p> <p>3. Mrs. Shalby Mini Kurian PGT (Hindi)</p> <p>4. Mrs. Rajila E C, TGT PHE</p> <p>5. Mrs. Divya S, PRT</p>	<i>To follow purchase procedures for procuring articles required for the Vidyalaya.</i>
35.	<p>Website Maintenance & Updation</p> <p>1. Mrs Jas C P PGT (Comp) I/C</p> <p>2. Mrs. Shalby Mini Kurian, PGT Hin</p> <p>3. Mrs. Asha Susan Iype PRT</p> <p>4. Mrs. Monika Srivastava, PRT</p> <p>5. Mr. Rajan Kumar, TGT AE</p> <p>6. Mrs. Daliya Thomas (Computer instructor)</p> <p>7. Mrs. Jyothilakshmi, Comp Instr.</p>	<i>Regular updation of Vidyalaya website.</i>
36.	<p>Fee Verification CS-54</p> <p>1. Mrs Seena Rajesh PGT (Maths) I/c</p>	<i>Tally of accounts in CS 54 with office accounts on last working day</i>

	<ol style="list-style-type: none"> 2. Mrs Bindu Kuriakose PRT 3. Mrs. Mareena George, TGT Maths 4. Mrs. Jyothilakshmi, Comp Instr, Primary 	<i>of every month.</i>
37.	<p>Cleanliness of the Vidyalaya (Monitoring)</p> <p>Mr. Om Prakash Yadav I/C Mrs. Lalremi Khiangte</p> <p>Block A (Secondary Block)</p> <ol style="list-style-type: none"> 1 Mrs. Usha Balakrishnan, PRT- First floor 2 Mrs. Sheetal, PRT – First Floor 3 Mrs. Asa J P, PGT PHY – Ground Floor 4 Mr. Jafar Sadik, PGT (Bio) – Ground Floor 5 Conservancy Staff <p>Block -B (Admin Block)</p> <ol style="list-style-type: none"> 1. Mr. Om Prakash Yadav TGT Sst (I/c) 2. Mrs. Sheeja M K, PGT Comm 3. Mrs. Lalimol T , Nurse 4. Conservancy Staff <p>Block -C (Primary block)</p> <ol style="list-style-type: none"> 1. Mrs. Divya S, PRT – First floor 2. Mrs. Sarika S R, PRT -First Floor 3. Mrs. Bindu S., PRT – Ground Floor 4. Ms. Kshama Soni PRT – Ground Floor 5. Conservancy Staff <p>Block -D (New building)</p> <ol style="list-style-type: none"> 1. Mrs. A.K. Geetha, TGT Hin – Ground Floor 2. Mrs. Renjini V S, TGT Eng – Ground Floor 3. Mrs Radhika R TGT Sci – First floor 4. Mrs Seena C S TGT Sci -First floor 5. Mr. Suryawanshi, TGT Sst – Second Floor 6. Ms. Niya M S, TGT Maths – Second Floor 7. Ms. Kunjumol P X, TGT Maths -Third Floor 8. Mrs. Mareena George, TGT Maths – Third Floor 9. Conservancy Staff 	<i>To see that Vidyalaya buildings and premises are cleaned regularly, wastes are dumped systematically.</i>
38.	<p>Grievance Cell/ RTI</p> <ol style="list-style-type: none"> 1. Mr. Samuelkutty O G, TGT English 2. Mrs. Shalby Kurian, PGT (Hindi) 	<i>To receive the complaints regarding the grievances of staff and record them. Disposal of grievances at various levels.</i>
39.	<p>Library Committee</p> <ol style="list-style-type: none"> 1. Mrs. Archana Yadav, Librarian I/c 2. Mrs. Shalby Mini Kurian, PGT (Hindi) 3. Mrs. Sheeja M K, PGT Comm 4. Mr. Samuelkutty O G, TGT (Eng) 5. Mrs. Seena C S, TGT (Eng) 6. Mr. Om Prakash Yadav, TGT Sst 	<i>To suggest books for library and monitoring of functioning of library, proper utilisation of library as per the library policy.</i>

	<p><u>Primary</u></p> <ol style="list-style-type: none"> Mrs. Sarika S R, PRT I/C Mrs. Bindu S, PRT 	
40.	<p>Sports Committee</p> <ol style="list-style-type: none"> Mr Rejila E C , TGT (P&HE) I/c Mr. Rajeev A, Sports Coach Ms. Kunjumol P X, TGT Maths Yoga Coach <p>Primary</p> <ol style="list-style-type: none"> Mr. Kshama Soni, PRT I/C Mrs. Bindu S, PRT 	<i>To organize and conduct School level, Cluster level, Regional level and National Level Games and Sports</i>
41.	<p>Dealing with Late Comers & Discipline during lunch break</p> <ol style="list-style-type: none"> Mr. Lal N K, Vice Principal Mrs. Rejila E C, TGT (P&HE) Mr. P L Mishra, TGT WE Mr. Rajeev A, Sports Coach Yoga Coach 	<i>To assign duties to student council members and other committee members. To keep the record of late comers. Making them stand in a separate line at the time of Morning Assembly.</i>
42.	<p>Medical (Check-up & Facilities)</p> <ol style="list-style-type: none"> Mrs Prijee T K, TGT (Eng) I/c Mrs. Rejila E, TGT (PHE) Mrs. Usha Balakrishnan, PRT Mrs. Sarika S R PRT Mrs. Lalimol, Nurse 	<i>To make arrangement for medical check –up of students twice a year .</i>
43.	<p>Audio Visual Aid</p> <ol style="list-style-type: none"> Mrs Jafar Sadik PGT (Bio) I/c Mrs Jas C P, PGT (Comp) Mrs Divya S, PRT 	<i>To procure , store and issue various audio visual aids for teachers for effective teaching</i>
44.	<p>Furniture</p> <ol style="list-style-type: none"> Mr. P L Mishra, TGT (WE) I/C Mr. Subin Thomas, PGT (Chem) Mrs. Rajila E C, TGT(PHE) Mr. Monu Kumar, PRT Ms. Kajal Kumari, PRT Ms. Arju Yadav, PRT 	<i>To purchase and maintain furniture for the Vidyalaya as per the provisions of relevant rules.</i>
45.	<p>Atal Tinkering Lab</p> <ol style="list-style-type: none"> Mrs Asha Susan Iype, PRT I/c Mrs Asa J P , PGT (Phy) Mrs. Radhika R, TGT (Sci) Mrs Monika Srivastava PRT 	

46.	SOP (Fire Safety & Building safety) <ol style="list-style-type: none"> 1. Mr Samuelkutty OG TGT (Eng) I/c 2. Mrs. Shalby Mini Kurian, PGT Hindi 3. Mrs, Rajila E C, TGT(PHE) 4. Mrs Usha Balakrishnan, PRT 5. Mr Rajeev A P, Sports Coach 	
47.	Film Show <ol style="list-style-type: none"> 1. Mrs. Monika Srivastava, PRT I/C 2. Ms. Kajal Kumari PRT 	
48.	Fun Day <ol style="list-style-type: none"> 1. Ms. Kajal Kumari, PRT 2. PRT 1 	
49.	FLN / PIMS <ol style="list-style-type: none"> 1. Mrs. Saritha P M, PRT 2. Ms. Arju Yadav, PRT 3. Mrs. Monika Srivastava, PRT 	
50.	MDP/ Learner Dairy <ol style="list-style-type: none"> 1. Mrs Radhika R , TGT (Science) 2. Mrs A K Geetha, TGT (Hindi) 3. Mrs Mareena George, TGT Maths) 4. Mrs. Prijee T K, TGT –Eng 5. Mr Om Prakash Yadav, TGT (SST) Primary <ol style="list-style-type: none"> 6. Mr. Monu Kumar, PRT 7. Mrs Sheetal, PRT 	
51.	PM SHRI COMMITTEE <ol style="list-style-type: none"> 1. Mr. Subin Thomas I/C 2. Ms. Shalby Kurian 3. Ms Jas C P 4. Mr P L Mishra 5. Ms Sreeletha K 6. Ms Asha Susan Iype 7. Ms Radhika 8. Mrs. Sandhya N, PRT 9. Ms. Deepa Viswan, PGT 	
52.	UDISE <ol style="list-style-type: none"> 1. Mr. Subin Thomas, PGT Chem, I/C 2. Mrs. Sarika S R, PRT 3. Ms. Araju Yadav, PRT 4. Mrs. Daliya Thomas, Comp Instr. 5. Mrs. Jyothilakshmi, Comp Instr. 6. Class teachers 	
53.	E Grant	

	<ol style="list-style-type: none"> 1. Mrs. Seena Rajesh, PGT Maths, (Post Metric) 2. Ms. Niya M S, TGT Maths (Secondary Pre Metric) 3. Mrs. Divya S., PRT (Primary Pre Metric) 4. Mrs. Daliya Thomas, Comp Instr. 5. Mrs. Jyothilakshmi, Comp Instr. 6. All Class teachers 	
54.	<p>Prashast</p> <ol style="list-style-type: none"> 1. Mrs. Renjini V S, TGT Eng, I/C 2. Mr. Goodwin Michael, Counsellor 3. Special Educator 4. Mrs. Lalimol T, Nurse 	

PRINCIPAL