

**PM SHRI KENDRIYA VIDYALAYA, PATTOM, TRIVANDRUM (SHIFT I)
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 meetings 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.

| SLNO | NAME | DESIGNATION | | ALLOTMENT OF DUTIES |
|---------------------------------------|--------------------------------|----------------|--|--|
| 1.VIDYALAYA ACADEMIC COMMITTEE | | | | |
| 1 | Shri. AMIT GUPTA - Coordinator | VICE PRINCIPAL | | To prepare & finalise the institutional plan and monitor the whole academic programme for the year. Achieving excellence in all classes, 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. |
| 2 | Smt. ANITHA RAMESH I/C | PGT BIO | | |
| 3 | Shri. HARI KUMAR | PGT MATHS | | |
| 4 | Dr.KRISHNA KUMAR | PGT HINDI | | |
| 5 | Smt.ASHA DEVI | PGT GEOGRAPHY | | |
| 6 | Smt.Radha Mohan | PGT CS | | |
| 7 | Smt. DEVI S R | PGT ENGLISH | | |
| 8 | Smt.SHYLA S | HM | | |
| 9 | Smt. SHEEBA JOHN | PRT | | |
| 2. ADMISSION | | | | |
| 1 | Smt.ASHA DEVI | PGT GEOGRAPHY | | To proces registration, verification and admission strictly as per KVS guidelines 2024-25 |
| 2 | Shri.VINU T V RAO | PGT CHEMISTRY | | |
| 3 | Smt. SINI ALEX | PGT COMP.SCI | | |
| 4 | Smt.SWAPNA SATHEESH | PGT CHEM | | |
| 5 | Shri JUBIN DHARMAJAN | PGT COMMERCE | | |
| 6 | Ms. CHANDRALEKHA | TGT ENGLISH | | |
| 7 | Mrs. Chithra S | TGT ENGLISH | | |
| 8 | DR. SARATH MITHRAN | TGT SANSKRIT | | |
| 9 | Smt. SHYLA S | HM | | |
| 10 | Smt. SHEEBA JOHN | PRT | | |
| 11 | Mrs. R LATHA | PRT | | |
| 12 | Smt. SREEJA PRASAD | PRT | | |
| 13 | Smt ANJU KRISHNAN | PRT | | |
| 14 | Mr. NIMIT KUMAR | PRT | | |

| 3.INTERNAL EXAMINATION | | | |
|--|----------------------|---------------------|--|
| SECONDARY & SENIOR SECONDARY | | | |
| 1 | Smt SHIBI | PGT MATHS | |
| 2 | MR. HARI KUMAR PS | PGT MATHS | |
| 3 | MRS. ASHWATHY R | PGT PHYSICS | |
| 4 | MRS. MAYA REGHURAJAN | PGT CHEMISTRY | |
| 5 | MS. SWATHY KC | TGT WE | |
| 6 | DR. SARATH MITHRAN | TGT SANSKRIT | |
| 7 | Smt.S. SANDHYA | TGT SCIENCE | |
| <p>To plan Examination schedule well in advance, intimate the students about the dates, setting of the question papers well in time moderation and final declaration of the result. Ensure that the Subject enrichment activity, Portfolio/MDP and note book submission records to be maintained properly. Arrangement of necessary materials for the smooth conduct of examination.</p> | | | |
| PRIMARY | | | |
| 1 | SMT.R.LATHA (I/C) | PRT | |
| 2 | Mrs.RESHMIMOL | PRT | |
| 3 | Mr. GAURAV PANDEY | PRT | |
| 4 | MS SANA | PRT | |
| 4.EXAMINATION (CBSE) | | | |
| 1 | Smt.REKHA RAJAN | PGT ECO | |
| 2 | Smt. RADHA MOHAN | PGT CS | |
| 3 | SHRI VINU TV RAO | PGT CHEMISTRY | Conduct the CBSE Examinations including registration of Class IX to XII and all correspondence with CBSE |
| 4 | Smt.CHITHRA S | TGT ENG | |
| 5 | DR. SARATH MITHRAN | TGT SANSKRIT | |
| 5. EXAMINATION (EXTERNAL) | | | |
| 1 | SHRI HARI KUMAR PS | PGT MATHS | |
| 2 | SHRI VINU TV RAO | PGT CHEMISTRY | To make necessary arrangement for the smooth conduct of all exams for which the Vidyalaya is a centre. |
| 3 | MR. PRAGNESH RAVAT | TGT ENGLISH | |
| 6. SUBJECT COMMITTEE CONVENORS | | | |
| | SUBJECT | SECONDARY | |
| 1 | ENGLISH | Smt. DEVI S R | <p>Planning & Holding subject committee meetings & review of performance of students, planning remedial measures for best results. Implementing strategies for academic progress of students</p> |
| 2 | MATHS | Shri. HARIKUMAR.P.S | |
| 3 | COMP.SCI | Smt. RADHA MOHAN | |
| 3 | HINDI&SANSKRIT | Dr..KRISHNA KUMAR | |
| 4 | SCIENCE | Smt. ANITHA RAMESH | |
| 5 | SOCIAL SCIENCE | Smt.ASHA DEVI | |
| 1 | EVS | Smt. SREELATHA | |
| 2 | ENGLISH | Smt.SREEJA PRASAD | |
| 3 | MATHEMATICS | Smt. R.LATHA | |
| 4 | HINDI | Smt. ANJU KRISHNAN | |

| 7. MINUTES OF STAFF MEETING (BILINGUAL) | | | | |
|--|-------------------------------|---------------|---------|---|
| 1 | Smt. DEVI S R I/C | PGT ENGLISH | | To note down the minutes of all staff meeting and keep its well maintained record |
| 2 | Smt. ARUNA SS | TGT ENG | | |
| 3 | Smt. ANITHA O | TGT HINDI | | |
| 4 | Smt.SREELATHA | PRT | ENGLISH | |
| 5 | MS MANISHA RANI | PRT | HINDI | |
| 6 | Mrs PARUL | PRT | | |
| 8.MORNING ASSEMBLY/ CELEBRATIONS/FUNCTIONS | | | | |
| 1 | Dr.KRISHNA KUMAR | PGT HINDI | | To conduct morning assembly and to celebrate all important days in morning assembly.To monitor day to day Morning Assembly programme effectively and ensure befitting presentation of all the items. |
| 2 | Smt. Devi SR | PGT ENGLISH | | |
| 3 | Smt.Chandralekha | TGT ENGLISH | | |
| 4 | Smt. SWATHY K C | TGT AE | | |
| 5 | Shri. BINU ASHOKAN | TGT P & HE | | |
| 6 | Ms. Seema | TGT AE | | |
| 7 | Smt. SREE LATHA T. A. I/C | PRT | | |
| 8 | Smt SREEJA PRASAD | PRT | | |
| 9 | Ms PRAGATI GANGWAR | PRT | | |
| 10 | MS MANISHA RANI | PRT | | |
| 11 | Mr G. CHANDRAKANT .P. | PRT | | |
| 12 | Mr ANKIT JAISWAL | PRT MUSIC | | |
| 13 | ALL CLASS TEACHERS | | | |
| 9. CO - CURRICULAR ACTIVITIES (INTERNAL) | | | | |
| SECONDARY & SENIOR SECONDARY | | | | |
| 1 | MRS. NIMMY S BABU | PGT BIO TECH | | Preparation of calender of activities, Division of studets in to 4 houses, Conduct of INTER HOUSE Competitions at VIDYALAYA LEVEL and Vidyalaya Annual Day. To select the students for students's council and to conduct investiture ceremony. <input type="checkbox"/> CCA calendar will be prepared in the beginning of the academic year keeping in view of the academic calendar. <input type="checkbox"/> Maximum number of students should be motivated to participate by conducting competitions at various levels giving chances to talented students than picking students based on familiarity or past performance alone. <input type="checkbox"/> Identify versatile talents among children through regular CCA. <input type="checkbox"/> All competitions/events of government agencies given through KVS should be conducted in letter and spirit and their good quality Photographs and Videos are to be sent to KVS RO as per the directions. |
| 2 | Smt.Swapana Sathees | PGT CHEMISTRY | | |
| 3 | Ms. CHANDRA LEKHA | TGT (ENG) | | |
| 4 | Mrs. Aruna SS | TGT English | | |
| 5 | Mr.ANANTHAKUMAR | TGT HINDI | | |
| 6 | Mrs. Sreeja Prasad I/C | PRT | | |
| 7 | Smt. SREE LATHA T. A. | PRT | | |
| 8 | Mrs. KANIKA CHANDER | PRT | | |
| 9 | Mrs. TARANPREET KAUR | PRT | | |
| 10 | Ms SANA | PRT | | |
| 11 | Mr ANKIT JAISWAL | PRT MUSIC | | |
| 12 | HOUSE MASTERS | | | |
| 10. CCA EXTERNAL(FUNDAY FOR PRIMARY) | | | | |
| 1 | Smt. DEVI S R I/C | PGT ENGLISH | | Select the students to participate External Competitions including KVS competitions. All competitions/events of government agencies given through KVS should be conducted in letter and spirit and their good quality Photographs and Videos are to be sent to KVS RO as per the directions. |
| 2 | Smt. CHITHRA S | TGT ENGLISH | | |
| 3 | Smt. SHEEBA JOHN I/C(PRIMARY) | PRT | | |
| 4 | Smt. RESHMIMOL | PRT | | |
| 5 | Mrs. TARANPREET KAUR | PRT | | |
| 6 | Mr GAURAV PANDEY | PRT | | |
| 7 | Ms SANA | PRT | | |
| 8 | Mr. ANKIT JAISWAL | PRT MUSIC | | |
| 9 | ALL CLASS TEACHERS | | | |

| 11. TOY LIBRARY | | | | |
|---|---------------------------|-----------------|--|--|
| 1 | Smt. VALSALA KUMARI | PGT | | |
| 2 | Mrs ASHA DEVI A | PGT | | |
| 3 | Mrs GAYATHRI DEVI | PGT | | |
| 4 | Mrs. SHAMILA | PGT | | |
| 5 | Mrs. SHYLA | HM | | |
| 6 | Smt. SREE LATHA T. A. I/C | PRT | | |
| 7 | Smt. ANJU KRISHNAN | PRT | | |
| 8 | Smt. TARANPREET KAUR | PRT | | |
| 9 | Smt. JYOTHI | PRT | | |
| 10 | Mr. GAURAV PANDEY | PRT | | |
| 11 | Mr. RAJAN VERMA | PRT | | |
| 12. TLM | | | | |
| 1 | SMT. SREEJA PRASAD | PRT | | |
| 2 | Ms PRAGATI GANGWAR | PRT | | |
| 3 | Mr. NIMIT KUMAR | PRT | | |
| 4 | Mr. G. CHANDRAKANT | PRT | | |
| 5 | Ms SANA | PRT | | |
| 6 | Smt. PARUL | PRT | | |
| 7 | SPECIAL EDUCATOR | | | |
| 13.TIME TABLE | | | | |
| SECONDARY & SENIOR SECONDARY | | | PRIMARY | |
| 1 | Smt. ASHWATHY R I/C | PGT PHYSICS | TO PREPARE TIME TABLE AS PER GUIDELINES ISSUED BY KVS | |
| 2 | Smt. SWAPNA SATHEES | PGT CHEMISTRY | | |
| 3 | Smt. Adeline | TGT MATHEMATICS | | |
| 5 | Smt. SHEEBA JOHN I/C | PRT | | |
| 6 | Mrs ANJU KRISHNAN | PRT | | |
| 7 | Smt. RESHMIMOL | PRT | | |
| 8 | Mr. GAURAV PANDEY | PRT | | |
| 9 | Mrs. JYOTI | PRT | | |
| 1 | Mr. Hari kumar PS | PGT MATHS | | |
| 2 | Mr. FAISAL S L | LIBRARIAN | SUBSTITUTION WORK ARRANGEMENT | |
| 3 | Mrs.S. SANDHYA | TGT SCIENCE | SUBSTITUTION WORK ARRANGEMENT | |
| 14. INTER HOUSE DISPLAY BOARD & CLASSROOM DISPLAY BOARD | | | | |
| 1 | Smt. MAYA REGHURAJAN | PGT CHEMISTRY | To Ensure well planned and decorative Display Board in cordination with Housse Incharges and Class teachers with proper meaningful theme | |
| 2 | Ms. CHANDRA LEKHA | TGT (ENG) | | |
| 3 | MS. SEEMA | TGT AE | | |

| 15. HOUSE MASTERS | | | |
|------------------------------|---------------------|------------------|---------|
| SECONDARY & SENIOR SECONDARY | | | |
| | HOUSE MASTER | ASSOCIATE | |
| 1 | MR. PRAGENSH | MRS. RADHA MOHAN | |
| 2 | MRS. SHAMILA | MRS. SINI ALEX | |
| 3 | MRS. ANITHA O | MR. JUBIN | |
| 4 | MRS. SANDHYA S | MRS. GAYATHRI | |
| 5 | Ms. PRAGATI GANGWAR | PRT | CAUVERY |
| 6 | Ms. SANA | PRT | KRISHNA |
| 7 | Mr. RAJAN VERMA | PRT | NARMADA |
| 8 | Ms. RUPA PARIDA | PRT | GANGA |

All House Maseters along with associates members will ensure the active participation of all students in inter house competioions

| 16. VERIFICATION OF FEES (CS 54) | | | |
|----------------------------------|--------------------|-----------|--|
| 1 | Smt. SINI ALEX | PGT (CS) | |
| 2 | Smt. RADHA MOHAN | PGT (CS) | |
| 3 | SHRI HARI KUMAR PS | PGT MATHS | |
| 4 | SMT.SREELATHA.T.A | PRT | |
| 5 | Mr. NIMIT KUMAR | PRT | |

To verify fee collection for all the classes for each QTR.

| 17. REPORT OF VIDYALAYA ACTIVITIES | | | |
|------------------------------------|---------------------|-------------|--|
| 1 | Mrs. DEVI S R | PGT (ENG) | |
| 2 | Shri.S.L.FAISAL | LIBRARIAN | |
| 3 | Smt.O ANITHA | TGT (HINDI) | |
| 4 | SMT. SREEJA PRASAD | PRT | |
| 5 | Ms. PRAGATI GANGWAR | PRT | |

To keep record of all the activities conducted during the Academic Session with Photographs
To submit the report of activities conducted/organised in vidyalaya

| 18. TEACHING AIDS & GEOGRAPHY LAB | | | |
|-----------------------------------|------------------------|---------------|----------------------------------|
| SECONDARY & SENIOR SECONDARY | | | |
| 1 | Smt. ASHA DEVL A | PGT GEOGRAPHY | |
| 2 | Smt. REKHA RAJAN | PGT ECO | |
| 3 | Mrs. ANJU KRISHNAN I/C | PRT | Teaching Aids (Primary) |
| 4 | Smt. RESHMIMOL I/C | PRT | Teaching Aids For CWSN (Primary) |
| 5 | SPECIAL EDUCATOR | | |

To keep the lab maintained and ensuring the effective use of labs by respective teachers.

| 19. COMPUTER LAB/INTERNET FACILITY | | | |
|------------------------------------|----------------------|----------------|--|
| 1 | Smt. RADHA MOHAN | PGT (COMP SCI) | |
| 2 | Smt.SINI ALEX | PGT (COMP SCI) | |
| PRIMARY | | | |
| 3 | SMT.SHEEBA JOHN | PRT | |
| 4 | MR.NIMIT KUMAR | PRT | |
| 5 | COMPUTER INSTRUCTORS | PRT | |

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| 20. SCHOOL MAGAZINE / VIDYALAYA PATHRIKA/E-MAGAZINE e- NEWS LETTER /OTHER PUBLICATIONS | | | | |
|--|------------------------|--------------|--|--|
| SECONDARY & SENIOR SECONDARY | | | | |
| 1 | Dr. KRISHNA KUMAR | PGT HINDI | | Timely publication and distribution of School Magazine by collecting the articles/material from the students of all classes. |
| 2 | Smt. DEVI S R | PGT ENG | | |
| 3 | Smt. ASHA DEVI A | PGT GEO | | |
| 4 | Smt. REKHA RAJAN | PGT ECO | | |
| 5 | Smt. ANITHA O | TGT HINDI | | |
| 6 | Smt.CHANDRA LEKHA | TGT ENG | | |
| 7 | Mr.FAISAL S L | LIBRARIAN | | |
| 8 | MS. SEEMA | TGT AE | | |
| PRIMARY | | | | |
| 1 | Smt.SHYLA.S | HM | | |
| 2 | Smt.SREEJA PRASAD | PRT | | |
| 3 | SMT.SREELATHA.T.A | PRT | | |
| 4 | Smt POOJA DAHIA | PRT | | |
| 5 | Mr. NIMIT KUMAR | PRT | | |
| 6 | Mr. ANKIT JAISWAL | PRT MUSIC | | |
| 7 | COMPUTER INSTRUCTORS | | | |
| 21. GARDENING AND WATER POND MAINTENANCE | | | | |
| 1 | Smt. SHAMILA I/C | TGT BIO | | To look after Garden and Aquarium for its proper maintenance.To monitor the work of gardener effectively and to offer technical expertise to improve gardening by providing all required materials from time to time. |
| 2 | Smt. SANDHYA S | TGT SCIENCE | | |
| 3 | Smt.P.SHEEBA | TGT(SCIENCE) | | |
| 4 | Smt. SREELATHA | PRT | | |
| 5 | Smt. JYOTHI | PRT | | |
| 6 | Ms RUPA PARIDA | PRT | | |
| 22. GUIDANCE & COUNSELLING / AEP | | | | |
| 1 | Smt.ANITHA RAMESH I/C | PGT BIO | | To conduct Guidance and counselling session and keep its well maintaind record.To plan and organise the activities and monitor it effectively giving proper guidance on regular basis.to take the help of Counselor in conducting the above activities |
| 2 | Smt. NIMMY S BABU | PGT BIO TECH | | |
| 3 | Smt. Indu K S | TGT MATH | | |
| 4 | Shri.S.L.FAISAL | LIBRARIAN | | |
| 5 | Smt. Aruna SS | TGT ENGLISH | | |
| 6 | Smt. SHYLA S | HM | | |
| 7 | Smt. R.LATHA | PRT | | |
| 9 | SCHOOL COUNSELOR | | | |
| 10 | SPECIAL EDUCATOR | | | |
| 23. STAFF ROOM | | | | |
| 1 | Dr.KRISHNA KUMAR | PGT(Hindi) | | Upkeep of Staff room |
| 2 | SMT. ANITHA O | TGT HINDI | | |
| PRIMARY STAFF ROOM | | | | |
| 3 | Smt. SREEJA PRASAD I/C | PRT | | Upkeep of Staff room |
| 4 | Smt. KANIKA CHANDER | PRT | | |

| 24. FURNITURE | | | | |
|--|------------------------|--------------------|--|---|
| SECONDARY & SENIOR SECONDARY | | | | |
| 1 | SHRI JUBIN | PGT COMMERCE | | Keep the record of all furniture items and ensuring adquate furniure in the class room by removing broken furniture. Timely repair of all furniture items |
| 2 | Shri. VINU T V RAO | PGT CHEMISTRY | | |
| 3 | Shri Saif Ali | TGT SOCIAL SCIENCE | | |
| 4 | Mr. RAJAN VERMA | PRT | | |
| 5 | Ms.M. CHANDRIKA | PRT | | |
| 6 | ALL CLASS TEACHERS | | | |
| 25. P A SYSTEM | | | | |
| 1 | MS. SWATHY KC | TGT-WE | | Well maintained PA system during morning assembly and in resourse room |
| 2 | Shri Pragnesh Ravat | TGT-English | | |
| 3 | Shri.BINU ASHOKAN | TGT PE | | |
| 4 | Mr.G.CHANDRAKANT | PRT | | |
| 5 | Ms. PRAGATI GANGWAR | PRT | | |
| 26. E CLASS ROOM& COMPUTER AIDED LEARNING/ INTERACTIVE BOARD | | | | |
| 1 | Smt. SINI ALEX | PGT(COMP.SC) | | To maintain all e class room and keep a record of its usage by the teachers for ICT |
| 2 | Smt. RADHA MOHAN | PGT(COMP.SC) | | |
| 3 | Shri. VINU T V RAO | PGT CHEMISTRY | | |
| 4 | Smt.SHEEBA JOHN | PRT | | |
| 5 | MR.NIMIT KUMAR | PRT | | |
| 6 | COMPUTER INSTRUCTORS | | | |
| 27. MEDICAL | | | | |
| 1 | Smt. GAYATHRI DEVI I/C | PGT(BIO) | | |
| 2 | Smt. NIMMY S BABU | PGT(BIO-tech) | | |
| 3 | Smt. SHAMILA S | TGT SCIENCE | | |
| 4 | Mr. BINU ASHOKAN | TGT P &HE | | |
| 5 | SCHOOL DOCTOR | | | |
| 6 | SCHOOL NURSE | | | |
| 7 | ALL CLASS TEACHERS | | | |
| 28. LIBRARY | | | | |
| SECONDARY & SENIOR SECONDARY | | | | |
| 1 | Shri.S.L.FAISAL I/C | LIBRARIAN | | Well maintained library with adequate no of books. To all library related activities, it may also be ensured that a child read a minimum of 10 to 15 books in a Year issued through library |
| 2 | Shri. HARIKUMAR P S | PGT MATHS | | |
| 3 | Dr. KRISHNA KUMAR | PGT (HINDI) | | |
| 4 | Smt. REKHA RAJAN | PGT ECO | | |
| 5 | Smt. VALSALAKUMARI M S | PGT PHY | | |
| 6 | Smt. Indu K S | TGT MATHS | | |
| 7 | Shri. ANANTHA KUMAR | TGT HINDI | | |
| 8 | CLASS TEACHERS | PRTs | | CLASS LIBRARY- CLASS 1-5 |

| 29. PHOTOGRAPHY/MONTHLY ROUND UP OF ACTIVITIES | | | | |
|--|-------------------------------|---------------|--|---|
| 1 | MS. SEEMA | TGT AE | | To take photos of all activities/celebration in the vidyalaya and its digital storage for onward submission to RO/HQ or any other agency. To prepare a monthly report of round up of activities in the vidyalaya for onward submission to RO before 27th of each month. |
| 2 | Smt. Chithra | TGT ENGLISH | | |
| 3 | Shri. S.L.FAISAL | LIBRARIAN | | |
| 4 | Ms. Swathy KC | TGT WE | | |
| 5 | CCA I/C EXTERNAL AND INTERNAL | | | |
| 6 | Mr NIMIT KUMAR I/C (Primary) | PRT | | |
| 7 | Ms. PRAGATI GANGWAR | PRT | | |
| 8 | SPECIAL EDUCATOR | | | |
| 9 | ALL CLASS TEACHERS | PRT | | |
| 30. PROMOTION OF SPORTS GAMES AND VOCATIONAL CLASSES | | | | |
| SS | MR. BINU ASHOKAN I/C | TGT P&HE | | To help in promoting sports, games and ensuring active participation of students. To keep a record of all vocational classes and students in these vocational classes. |
| 2 | DR. KRISHNAKUMAR | PGT HINDI | | |
| 3 | MS. SWATHY KC | TGT WE | | |
| 4 | Smt. Shamila Sajan | TGT SCIENCE | | |
| 5 | MS. CHANDRA LEKHA | TGT Eng | | |
| 6 | Shri Anantha kumar | TGT HINDI | | |
| 7 | Mr. GAURAV PANDEY I/C | PRT | | |
| 8 | Mr. G. CHANDRAKANT | PRT | | |
| 9 | Ms. M CHANDRIKA | PRT | | |
| 10 | Ms. SANA | PRT | | |
| 11 | Mr. ANKIT JAISWAL | MUSIC TEACHER | | |
| 31. PURCHASES | | | | |
| 1 | Smt. ANITHA RAMESH I/C | PGT BIO | | Purchase according to purchase procedure for different departments |
| 2 | SHRI HARI KUMAR PS | PGT MATHS | | |
| 3 | Dr. KRISHNAKUMAR | PGT HINDI | | |
| 4 | Smt RADHA MOHAN | PGT CS | | |
| 5 | Smt. SHYLA.S | HM | | |
| 6 | Shri. SURESH KUMAR L V | ASO | | |
| 7 | HEADS OF ALL THE DEPARTMENTS | | | |
| 32. MAINTENANCE & REPAIR, INFRASTRUCTURE DEVELOPMENT | | | | |
| SECONDARY & SENIOR SECONDARY | | | | |
| 1 | Shri Vinu T V Rao | PGT CHEMISTRY | | to ensure Well maintained and safe infrastructure for students. |
| 2 | Shri. HARIKUMAR PS | PGT MATHS | | |
| 3 | Smt. Anitha Ramesh | PGT BIOLOGY | | |
| 4 | Ms. Swathy KC | TGT WE | | |
| 5 | MS. SEEMA | TGT AE | | |
| PRIMARY | | | | |
| 1 | Smt. SHYLA.S | HM | | |
| 2 | Smt. SREELATHA T. A. | PRT | | |
| 3 | Smt. ANJU KRISHNAN | PRT | | |
| 4 | Smt. POOJA DAHIA | PRT | | |
| 5 | Mr RAJAN VERMA | PRT | | |
| 6 | Mr. ANKIT JAISWAL | MUSIC TEACHER | | |
| 33. SCOUTS & GUIDES | | | | |

| | | | | | |
|---|---|--------------------|--|---|--|
| 1 | Smt. Shibi I/C Guides | TGT(ENG) | | To ensure all activities in scout and guide. Complete the correspondence well in time and keep its records. All days celebration by scout and guide wing. | |
| 2 | SHRI ANANTHA KUMAR I/C Scouts | TGT (HINDI) | | | |
| 3 | Smt Shamila Sajjan | PGT MATHEMATICS | | | |
| 4 | ALL TRAINED SCOUT MASTERS & GUIDES | | | | |
| 34. CUBS & BUBULS | | | | | |
| 1 | Mrs.RESHMIMOL A.R I/C BULBUL | PRT | | Sufficient number of students should be enrolled based on the number of units functioning in the Vidyalaya. Once in a week, preferably Wednesday or Saturday, one period (zero Period) should be used for various activities and Students and teachers will attend these activities in uniform. | |
| 2 | Smt. ANJU KRISHNAN I/C FOR CUB | PRT | | | |
| 3 | ALL TRAINED CUB MASTERS & FLOCK LEADERS | | | | |
| 35. JUNIOR SCIENCE LAB | | | | | |
| 1 | Smt.P.SHEEBA I/C | TGT(BIO) | | Upkeep of well maintained Science Labs | |
| 2 | SMT.SANDHYA | TGT SCIENCE | | | |
| 3 | Smt. SHAMILA S | TGT SCIENCE | | | |
| 36. SANITATION & BEAUTIFICATION | | | | | |
| 1 | Smt. ANITHA RAMESH | PGT BIO | | Ensuring proper sanitation in the school premises and toilets. Ensuring well maintained and beautiful Vidyalaya campus. To ensure the removal of all unsafe material from the campus | |
| 2 | Smt. SWAPANA SATHEES | PGT CHEMISTRY | | | |
| 3 | Smt. SANDHYA S | TGT SCIENCE | | | |
| 4 | Smt. Indu K S | TGT MATHEMATICS | | | |
| 7 | Mrs. SHAMILA S | TGT SCIENCE | | | |
| 8 | Ms. Seema | TGT AE | | | |
| 9 | Ms. Ritu | TGT Hindi | | | |
| 10 | Smt. R LATHA I/C | PRT | | | |
| 11 | Mrs.RESHMIMOL | PRT | | | |
| 12 | Smt. JYOTHI | PRT | | | |
| 13 | Ms.MANISHA RANI | PRT | | | |
| 14 | Mr. RAJAN VERMA | PRT | | | |
| 37. ADVENTURE / EXCURSION& FIELD TRIPS | | | | | |
| SECONDARY & SENIOR SECONDARY | | | | | |
| 1 | Mr. BINU ASHOKAN S I/C | TGT P&HE | | To check out and implement Annual plan for outing of the students as per the provisions in consultation with the Class teachers/Principal To plan, organize and accompany the students for the programmes identified by the KVS | |
| 2 | Dr. KRISHNA KUMAR | PGT HINDI | | | |
| 3 | MRS. VALASALA KUMARI | PGT PHYSICS | | | |
| 3 | Mr. ANANTHAKUMAR | TGT HINDI | | | |
| 4 | Mrs. SHAMILA S | TGT SCIENCE | | | |
| 5 | Smt. SREEJA S | TGT MATH | | | |
| 6 | Sh Saif Ali | TGT SOCIAL SCIENCE | | | |
| PRIMARY | | | | | |
| 1 | Smt. SREELATHA I/C | PRT | | | |
| 2 | Mr. NIMIT KUMAR | PRT | | | |
| 3 | Smt. PARUL | PRT | | | |
| 4 | Ms. MANISHA RANI | PRT | | | |

| 38. CHILDREN PARK & ADVENTURE PARK | | | | |
|--|------------------------|---------------|--------------|--|
| 1 | Mr. BINU ASHOKAN S I/C | TGT P&HE | | Upkeep of well maintained and safe children park |
| 2 | Mrs. SHYLA S | HM | | |
| 3 | Smt. SHEEBA JOHN | PRT | | |
| 4 | MR. GAURAV PANDEY | PRT | | |
| 5 | Smt. POOJA DAHIA | PRT | | |
| 39. OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEE | | | | |
| \ | Dr.Krishnakumar I/C | PGT Hindi | | To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office. |
| 2 | Mr. ANANTHAKUMAR | TGT HINDI | | |
| 3 | Smt.O.Anitha | TGT Hindi | | |
| 4 | Smt.Shyla S | HM | | |
| 5 | Mrs. Sreeja Prasad | PRT | | |
| 6 | Shri. Sureshkumar L V | ASO | | |
| 40. WEBSITE and UDISE COMMITTEE | | | | |
| 1 | Smt. RADHA MOHAN | PGT(COMP SCI) | WEBSITE | To keep vidyalaya website updated with all information and uploading of photos of different events/celebratiuons. |
| 2 | Smt.SINI ALEX | PGT(COMP SCI) | UDISE | |
| 3 | Shri.S.L.FAISAL | LIBRARIAN | SOCIAL MEDIA | |
| 4 | Smt. SHYLA | HM | | |
| 5 | Smt. R LATHA | PRT | | |
| 41. CHARITY | | | | |
| 1 | SMT. CHITHRA S | TGT ENGLISH | | To raise funds for charity and motivate the students for all kind of charity |
| 2 | SMT GAYATHRI DEVI | PGT BIOLOGY | | |
| 3 | Shri. FAISAL S L | LIBRARIAN | | |
| 4 | Ms. CHANDRALEKHA C | TGT ENG | | |
| 5 | Smt.SREEJA PRASAD I/C | PRT | | |
| 6 | Mr. ANKIT JAISWAL | PRT MUSIC | | |
| 42. DISCIPLINE | | | | |
| 1 | Mr. BINU ASHOKAN | TGT P&HE | | 1.To check latecomers arriavl during morning assembly 2.To ensure well maintained discipline during arrival/break and dispersaql of students from the vidyalaya. 3.To make roster of duties during Recess time for different sections/blocks of vidyalaya. 4.To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any;separate file to be maintained. 5.To implement pass system. Systematic/ orderly movement of students for assembly. |
| 2 | Shri.HARIKUMAR.P.S | PGT MATHS | | |
| 3 | Smt. ANITHA RAMESH | PGT BIO | | |
| 4 | Dr.KRISHNA KUMAR | PGT HINDI | | |
| 5 | Smt.ASHA DEVI.A | PGT Geog | | |
| 6 | Mrs. Valasala KUMARI | PGT Phy | | |
| 7 | Ms. CHANDRALEKHA | TGT ENG | | |
| 8 | Mr. ANANTHAKUMAR | TGT HINDI | | |
| 9 | Smt.SHYLA.S | HM | | |
| 10 | Smt. R.LATHA I/C | PRT | | |
| 11 | Mrs.RESHMIMOL A.R | PRT | | |
| 12 | Smt. ANJU KRISHNAN | PRT | | |
| 13 | ALL Class Teachers | | | |

43. VIDYALAYA BAND

| | | | | |
|---|------------------|----------|--|--------------------------------|
| 1 | Ms. CHANDRALEKHA | TGT ENG | | Well maintained Vidyalaya band |
| 2 | Mr.BINU ASHOKAN | TGT P&HE | | |
| 3 | Ms. Seema | TGT AE | | |

44. CLUBS

| | | | | |
|----|--|---|--|--|
| | CO-ORDINATOR OF CLUBS | Smt.VALSALA KUMARI | | ALL CLUB ACTIVITIES WITH ACTIVE PARTICIPATION OF STUDENTS AND KEEP ITS RECORDS |
| | ASSOCIATE CO-ORDINATOR | Smt. Indu KS | | |
| 1 | INTEGRITY | Mrs. Rekha Rajan Mrs. Aruna SS | | |
| 2 | READERS & LITERACY | MR. FAISAL I/C Mrs. Aruna SS Shri Ananthakumar | | Smt. Sreeja Prasad (I/C) ,Mr CHANDRAKANT ,Ms RUPA PARIDA |
| 3 | THEATRE& MUSIC | Ms.Devi R Ms.Chandralekha | | |
| 5 | MATHS | Shri. HARIKUMAR Smt. INDU K S | | Smt. R LATHA(I/C) ,Mrs POOJA DAHIA, Ms SANA |
| 6 | SCIENCE | Smt. ASHWATHY Smt. SWAPNA SATHEES | | |
| 7 | NATURE & ECO,ENERGY AND WATER CONSERVATION | Smt. Anitha Ramesh Smt. Shamila sajan | | Smt. Sreelatha TA (I/C) ,Mr RAJAN VERMA, Ms M. CHANDRIK |
| 8 | HEALTH & WELL BEING, FOOD SAFETY | SMT. Gayathri Devi Smt. Sandhya S Shri. BINUASHOKAN | | Smt. SHYLA (IC)SPECIAL EDUCATOR |
| 9 | FINE ARTS & PHOTOGRAPHY | Ms. Seema Smt. Chithra | | |
| 10 | AEP CLUB | Smt. NIMMY S BABU ALL TRAINED TEACHERS | | |
| 11 | ROAD SAFETY | Shri BINU ASHOKAN Dr. Sarath | | |
| 12 | TINKERING/INNOVATION/STEAM | Shri. Vinu T V Rao Ms. Swathy KC | | |
| 13 | CYBER CLUB | Smt.Sini Alex Computer Instructor | | |
| 14 | SOCIAL SCIENCE & CONSTITUTION CLUB | Ms. Asha Devi A Mr. Saif Ali | | |
| 15 | EBSB | Mrs. DEVI S R Mrs. Chithra | | Smt. KANIKA CHANDER (I/C) ,Ms. M. CHANDRIKA, Smt TARANPREET KAUR |
| 16 | AKAM | Mrs. Anitha O Ms. Ritu | | |
| 17 | YUVA TOURISM | Mr. Pragnesh Mr. Ananthakumar | | |
| 18 | Bureau of Indian Standards | Smt. Valasal kumari Shri Vinu TV Rao | | |

| 45. CONDEMNATION & AUCTIONING OF CONDEMNED ARTICLES | | | | |
|---|------------------------------|--------------|--|---|
| 1 | Smt. RADHA MOHAN I/C | PGT CS | | To initiate and complete the procedure of condemnation for different departments |
| 2 | Shri Jubin Dharmajan | TGT WE | | |
| 3 | Smt. Anitha Ramesh | PGT BIO | | |
| 4 | Smt. Sini Alex | PGT CS | | |
| 5 | Smt. ADELINE M JAQUALINE | TGT MATHS | | |
| 6 | Shri. S.L.Faisal | LIBRARIAN | | |
| 7 | Shri. Suresh Kumar L V | | | |
| 8 | INCHARGES OF ALL DEPARTMENTS | | | |
| 46. SCHOLARSHIPS FEE CONCESSION (INCLUDING SGC/ RTE/SC /ST OBC/MINORITY ETC) | | | | |
| 1 | Smt. SINI ALEX I/C | PGT CS | | Receiving the letters of Scholarship and to follow the instruction of the process. Arrangement & verification of the documents. Preparation of Report regarding the same and submit the applications in time. |
| 2 | Shri Jubin Dharmajan | PGT COMMERCE | | |
| 3 | Smt. SANDHYA S | TGT SCIENCE | | |
| 4 | Smt. SHYLA | HM | | |
| 5 | Smt. RESHMIMOL AR | PRT | | |
| 47. FIRE SAFETY | | | | |
| 1 | Ms. Swathy KC I/C | TGT WE | | To ensure that sufficient fire extinguishers are in place as per the safety policy and maintain the extinguishers already installed. |
| 2 | SHRI ANATHA KUMAR | TGT HINDI | | |
| 3 | Smt.Shyla | HM | | |
| 4 | SMT.SHEEBA JOHN | PRT | | |
| 48. SAFETY & SECURITY OF CHILDREN (DURING ARRIVAL,DEPARTURE & EVACUATION) | | | | |
| 1 | Dr.KRISHNAKUMAR | PGT Hindi | | To make arrangements and monitor the Safety and security of all students during arrival/departure by making roster for the same. |
| 2 | Mr. BINU ASHOKAN | TGT (P&HE) | | |
| 3 | Mr. BINOJ BOSE K C | PGT PHYSICS | | |
| 4 | Mrs. ANITHA RAMESH | PGT BIO | | |
| 5 | Shri. HARIKUMAR | PGT Maths | | |
| 6 | Smt. VALSALA KUMARI M S | PGT PHY | | |
| 7 | Ms. CHANDRALEKHA C | TGT ENG | | |
| 8 | SMT.SREEJA.S | TGT MATHS | | |
| 9 | Smt. ADELINE M JAQUALINE | TGT MATHS | | |
| 10 | MR. ANANTHA KUMAR | TGT HINDI | | |
| 11 | SMT.S.SHYLA | HM | | |
| 12 | SMT.SHEEBA JOHN | PRT | | |
| 13 | SMT.R.LATHA | PRT | | |
| 14 | ALL CLASS TEACHERS | | | |

| 49. OLYMPIADS | | | | |
|--|-------------------------------|-----------------|--|--|
| 1 | Smt. Swapana Sathees | PGT CHEMISTRY | | To motivate students for participation in various olympiads and thereof facilitating the registration process. |
| 2 | SMT. ASHWATHY R | PGT PHYSICS | | |
| 3 | Smt. Valasala Kumari MS | PGT PHY | | |
| 4 | SMT.ASHA DEVI A | PGT GEOG | | |
| 5 | Ms. CHANDRALEKHA C | TGT ENG | | |
| 6 | MRS. SREEJA S | TGT MATH | | |
| 7 | Smt. SHEEBA JOHN | PRT | | |
| 8 | Smt. RESHMIMOL AR | PRT | | |
| 50. CCT/PISA (Monitoring and Implementation) | | | | |
| 1 | Smt.ANITHA RAMESH I/C | PGT BIO | | Implementnation of CCT for all classes and to keep its well maintaind records. Monthly submission of report at clustyerlevel/ro level. |
| 2 | Smt. SREEJS S | TGT MATHS | | |
| 4 | Smt. RADHA MOHAN | PGT C.S | | |
| 5 | Smt. INDU K S | TGT MATHS | | |
| 6 | ALL TRAINED TEACHERS/ MENTORS | | | |
| 7 | MRS. SREEJA PRASAD I/C | PRIMARY SECTION | | |
| 8 | SUBJECT CONVENOR | | | |
| 51. MATHS CLINIC | | | | |
| 1 | Smt.HARIKUMAR P S I/C | PGT Maths | | To upkeep of maths Lab and to initiate efforts for developing the interest of students in mathematics with different activites. |
| 2 | Smt.ADELINE M JAQUALINE | TGT Maths | | |
| 3 | Smt. Indu K S | TGT Maths | | |
| 4 | Smt. Sreeja S | TGT Maths | | |
| 52. INNOVATION & EXPERIMENTATION/ATL/STEAM | | | | |
| 1 | SHRI. VINU T V RAO | PGT CHEM | | Maximise the Use of ATL lab for the benefitts of students. To ensure the maintenatance and cleanliness of resource room. |
| 2 | Mrs. ASHWATHY R | PGT PHY | | |
| 3 | SHRI. S.L.FAISAL | LIBRARIAN | | |
| 4 | Ms. Swathy KC | PGT CS | | |
| 53. TRANSPORTATION | | | | |
| 1 | DR. KRISHNA KUMAR I/C | PGT HINDI | | |
| 2 | SHRI BINU ASHOKAN | TGT P&HE | | |
| 3 | SHRI.ANANTHAKUMAR | TGT HINDI | | |
| 4 | SMT.SANDHYA | TGT SCIENCE | | |
| 5 | Shri Pragnesh Ravat | TGT ENGLISH | | |
| 6 | SHRI.NIMIT KUMAR | PRT | | |
| 54. CHILD RIGHT PROTECTION CELL & POC SO | | | | |
| 1 | Shri.ANITHA RAMESH | PGT BIO | | |
| 2 | Smt.REKHA RAJAN | PGT ECO | | |
| 3 | Smt.ASHA DEVI A | PGT GEO | | |
| 4 | SMT. CHITHRA | TGT ENG | | |
| 5 | Smt.SHYLA.S | HM | | |
| 6 | Smt. SHEEBA JOHN | PRT | | |
| 55. PTA /VMC MEETINGS | | | | |
| 1 | Smt.Anitha Ramesh I/C | PGT BIO | | To make arrangements for all PTA and VMC meeting. |
| 2 | Mrs. Asha Devi A | PGT GEO | | |
| 3 | Mrs. Rekha Rajan K | PGT ECO | | |
| 4 | Smt. Sini Alex | PGT CS | | |
| 5 | Smt. Shyla S | HM | | |
| 6 | Smt.RESHMIMOL I/C | PRT | | |

| 56. ALUMINI ASSOCIATION & SAMAGAM PORTAL UPDATE | | | | |
|--|--------------------------|--------------------|--------------|--|
| 1 | Mr. FAISAL S L | LIBRARIAN | | To maximise the involvement of all alumni for better development of Vidyalaya and to keep their all data. |
| 2 | Mrs. ANITHA RAMESH | PGT BIO | | |
| 3 | Smt. Sini Alex | PGT CS | SAMAGAM PORT | |
| 4 | Mrs. SHYLA S | HM | | |
| 57.CHILDREN SCIENCE CONGRESS & SCIENCE EXHIBITION | | | | |
| 1 | SMT. MAYA REGHURAJAN I/C | PGT CHEM | | To prepare and select studnts for Science congress for the themes selected for each year. |
| 2 | SMT. ANITHA RAMESH I/c | PGT BIO | | |
| 3 | SMT. ASHWATHY R | PGT PHY | | |
| 4 | Smt. Shibi | PGT Mathematics | | |
| 5 | Smt. Shamila | TGT Science | | |
| 58. STUDENTS' GRIEVANCE | | | | |
| 1 | Shri. Amit Gupta | VICE PRINCIPAL | | |
| 2 | Smt. ANITHA RAMESH | PGT BIOLOGY | | |
| 3 | Smt. SHYLA S | HM | | |
| 59. NIE | | | | |
| 1 | MRS. ARUNA SS | TGT ENG | | To coordinate with News paper agencies for tmely delivery of newspaper to the children, to arrange for workshops etc |
| 2 | MRS CHITHRA | TGT ENG | | |
| 3 | Mrs. SHYLA S | HM | | |
| 4 | Mrs. Sree latha | PRT | | |
| 60.YOUTH PARLIAMENT | | | | |
| 1 | Smt. REKHA RAJAN I/C | PGT ECONOMICS | | To select the students and conduct YOUTH PARLIAMENT at vidyalaya level. |
| 2 | Smt.ASHA DEVI | PGT GEOG | | |
| 3 | Smt. DEVI S R | PGT ENG | | |
| 4 | Dr.KRISHNAKUMAR | PGT HINDI | | |
| 5 | Mr. Saif Ali | TGT Social Science | | |
| 61. SPIC MACAY AND ROUTES TO ROOTS | | | | |
| 1 | Smt. ARUNA SS | TGT ENGLISH | | |
| 2 | Smt. CHITHRA S | TGT ENGLISH | | |
| 3 | Mr. ANKIT JAISWAL | PRT MUSIC | | |
| 4 | Ms. SWATHY KC | TGT WE | | |
| 5 | Ms. SEEMA PRAJAPATI | TGT AE | | |
| 6 | Ms. RITU | TGT HINDI | | |
| 62. ACP | | | | |
| 1 | Smt. NIMMY S BABU I/C | PGT BIO TECH | | To ensure effective implementation of ACP and therof maintaining the records. To keep all the records of courses for teachers by CBSE/KVS/NCERT. |
| | ALL ACP TRAINED TEACHERS | | | |
| 63. INSERVICE COURSES/INDUCTION COURSES/WORKSHOPS ETC. | | | | |
| 1 | AMIT GUPTA | VP | CORDINATOR | To keep the updated record of all Staff members for Inservice course and induction course for newly recurited teachers. |
| 3 | Smt. REKHA RAJAN I/C | PGT ECONOMICS | PGT AND TGT | |
| 4 | Shri. S.L.Faisal | LIBRARIAN | for misc | |
| 5 | Smt. Shyla S | HM | for PRTS | |
| 64. VIDYANJALI | | | | |
| 1 | Mrs. S Shibi | PGT MATHEMATICS | | |
| 2 | Mr. S.L. Faisal | LIBRARIAN | | |
| 3 | Mrs. Radha Mohan | PGTCS | | |
| VICE PRINCIPAL | | PRINCIPAL | | |