

**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	Mr. Arun Prasanth	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. Divya	PGT CHEM		
5	Shri JUBIN DHARMAJAN	PGT COMMERCE		
6	Mr. Vishnu S	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	Mr. Vishnu S	TGT ENGLISH	
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	MR. Arun Prasanth	PGT CS	
3	SHRI VINU TV RAO	PGT CHEMISTRY	
4	Smt.CHITHRA S	TGT ENG	
5	DR. SARATH MITHRAN	TGT SANSKRIT	
<p>Conduct the CBSE Examinations including registration of Class IX to XII and all correspondence with CBSE</p>			
5. EXAMINATION (EXTERNAL)			
1	SHRI HARI KUMAR PS	PGT MATHS	
2	SHRI VINU TV RAO	PGT CHEMISTRY	
3	MR. PRAGNESH RAVAT	TGT ENGLISH	
<p>To make necessary arrangement for the smooth conduct of all exams for which the Vidyalaya is a centre.</p>			
6. SUBJECT COMMITTEE CONVENORS			
	SUBJECT	SECONDARY	
1	ENGLISH	Smt. DEVI S R	
2	MATHS	Shri. HARIKUMAR.P.S	
3	COMP.SCI	Mr. Arun Prasanth	
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	
<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>			

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	Mrs. Aruna SS	TGT ENGLISH		
4	Smt. SWATHY K C	TGT AE		
5	Shri. BINU ASHOKAN	TGT P & HE		
6	Ms. Shubha Pillai	TGT social Science		
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. Divya	PGT CHEMISTRY		
3	MR. Arun Prasanth	TGT (ENG)		
4	Ms. Shubha Pillai	TGT Social Science		
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. Divya	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	Mrs. Anju	LIBRARIAN	SUBSTITUTION WORK ARRANGEMENT	
3	Mrs.S. SANDHYA	TGT SCIENCE	SUBSTITUTION WORK ARRANGEMENT	
14. INTER HOUSE DISPLAY BOARD & CLASSROOM DISPLAY BOARD				
1	Ms. Shubha Pillai	TGT Social Science	To Ensure well planned and decorative Display Board in cordination with Housse Incharges and Class teachers with proper meaningful theme	
2	Mr. Vishnu S	TGT (ENG)		
3	MS. SEEMA	TGT AE		

15. HOUSE MASTERS			
SECONDARY & SENIOR SECONDARY			
	HOUSE MASTER	ASSOCIATE	
1	MR. PRAGENSH	MR. ARUN PRASANTH	
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	Mr. Arun Prasanth	PGT (CS)	
3	SMT.SREELATHA.T.A	PRT	
4	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	Mrs. Chithra s	TGT ENGLISH	
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	Mr. Arun Prasanth	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	

T

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	Mr. Vishnu S	TGT ENG		
7	Mrs. Anju	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	Mrs. Anju	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 adequate furniture 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 resource 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	Mr. Arun Prasanth	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	Smt. Anju	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	Mr. Vishnu S	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	MR. Arun Prasanth	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. Anju i/c guides	Librarian			
2	Smt. Shibi		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.	
3	SHRI ANANTHA KUMAR I/C Scouts		TGT (HINDI)			
4	Smt Shamila Sajan		PGT MATHEMATICS			
5	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. Shibi		PGT MATHEMATICS			
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. SINI ALEX	PGT(COMP SCI)	WEBSITE	To keep vidyalaya website updated with all information and uploading of photos of different events/celebratiuons.
2	MR. Arun Prasanth	PGT(COMP SCI)	UDISE	
3	Mrs. Anju S Krishnan	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	Smt. Shamila S	TGT SCIENCE		
4	Mr. Vishnu S	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	Mrs. Chithra s	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	Mrs. Aruna SS	TGT ENG		Well maintained Vidyalaya band
2	Mr.BINU ASHOKAN	TGT P&HE		
3	Mr.Pragnesh	TGT ENGLISH		

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	Mrs. Anju Mrs. Aruna SS Shri Ananthakumar		Smt. Sreeja Prasad (I/C) ,Mr CHANDRAKANT ,Ms RUPA PARIDA
3	THEATRE& MUSIC	Ms.Devi R Mr. Vishnu S		
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.VALSALA KUMARI	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	Smt. Anju S Krishnan	LIBRARIAN		
7	Shri. Suresh Kumar L V	ASO		
8	INCHARGES OF ALL DEPARTMENTS			
46. SCHOLARSHIPS FEE CONCESSION (INCLUDING SGC/ RTE/SC /ST OBC/MINORITY ETC)				
1	Smt. Divya S	PGT Chemistry		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. Shubha Pillai	TGT Social Science		
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. Gayathri DEVI I/C	PGT biology		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	Mr. Vishnu S	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	mr. Arun Prasanth	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	Smt. Anju	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	Ms. Rekha Rajan	PGT ECO		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. ANITHA RAMESH I/c	PGT BIOLOGY		To prepare and select studnts for Science congress for the themes selected for each year.
2	SMT. DIVYA	PGT CHEMISTRY		
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. VIDYANJALI				
1	Mrs. S Shibi	PGT MATHEMATICS		
2	Mrs. Anju S Krishnan	LIBRARIAN		
3	Mr. Arun Prasanth	PGTCS		
VICE PRINCIPAL		PRINCIPAL		