

PM SHRI KENDRIYA VIDYALAYA KOLLAM

COMMITTEES FOR THE ACADEMIC YEAR 2026-27 (W.E. F 15.07.2026)

COMMITTEES

RESPONSIBILITIES / DUTIES

1. ACADEMIC COUNCIL & SUBJCT COMMITTEE

1. Science /TWAU Mrs. Mini Anilkumar & Mrs Mini B 2. Hindi, Sanskrit, Malayalam Mrs Lathika Rani & Mr Aditya Yadav 3. English Mrs. Sheeba Krishna & Mrs Sandhya Madhavi 4. Social Science Mr Sreejith M J 3. Maths Ms. Geetha kumari & Mrs Niharika Singh 4. Misc. Subjects Mr. Vinod Kumar 5. NIPUN/ PRIMARY / BALVATIKA Mrs Beena Balakrishnan (HM i/c)	Conducting subject committee meetings regularly, as per norms/need and maintain subject committee reports/minutes up to date. To plan and implement the whole academic Programme of the school to achieve "Zero" failure in all classes with quality. To plan, develop and implement academic programmes/ Academic calendar promoting experiential learning, multidisciplinary approach, Competency based learning etc and for improving PI of individual Teachers in the faculties concerned. To suggest, plan and execute special programme for late bloomers and gifted children. Monitoring the remedial classes of the faculty in their subject and reporting short falls if any to the principal in time. To ensure that the spilt-up syllabus is strictly followed in terms of quality and quantity and correction work is done regularly with proper feedback and follow up by all members of their respective departments. To encourage the use of ICT and its effective implementation. To hold meaningful and creative academic discussion/meetings/seminars and guide teachers in making content transaction a joyful experience. To suggest suitable CPD topics / to arrange department wise workshops/seminars/ programmes for staff and students. Motivate teachers to take up innovations and experimentations and to apply for awards at various levels. Prepare the list of MDP and AIPs for various classes through mutual discussions among HODs and faculties of their departments. To ensure that recommendations of NEP 2020 and guidance as per NCF SE in respect of School education under their respective faculty are implemented in letter and spirit. To ensure that procurement of suitable items are made out of PM SHRI fund and its effective and systematic usage .
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Notes: Mrs Mini Anilkumar PGT Bio will be the in charge of academic council. Academic council will meet in the Principal's Chamber once in a month (Preferably on Last Saturday). In Charge will notify the same 3 days in advance in consultation with Principal.

1. **Subject committee conveners to notify the subject committee meeting at least 03 days before the meeting along with the agenda points, venue and time through Subject committee register with the approval of Principal. After the meeting they need to submit the minutes within 3 days of the meeting for approval after getting the signature of all members.**
2. **Science subject committee includes WE & CS also and hence PGT CS, TGT WE, ATL Instructor & Computer instructors will also be a part of it.**
3. **Misc. Teachers (AE, PHE, Librarian, and Music), Sports Coach, Yoga teacher, Counsellor, special Educator and Nurse will meet at par with other subject on the last working day or as per direction of Principal and to make minutes in a Register and submit for approval**

2.EXAMINATION & OLYMPIADS

I.INTERNAL EXAMINATION /LAT/SAFAL

Primary

Mrs. Mini B-PRT I/c

Mrs. Beena Balakrishnan-PRT

Mrs. Jiji Jacob- PRT

Secondary & Senior Secondary/LAT/SAFAL

Mr Sibu John, PGT(Chem)- I/c

Ms. Manju Chandran TGT (Eng)

Mr. Hrishik Roy TGT (Maths)

II. CBSE EXAMINATIONS

Ms. Geetha Kumari R PGT (Maths)-I/c

Mr. Sreejith M J, PGT (Economics)

Ms Sini Alex PGT CS

Ms. Jyoti TGT (Maths)

Note: For any error in the CBSE LOC in respect of any student, the class teacher concerned and CBSE in charge will be held responsible

III. CCT TESTS

1.Mr. Sibu John PGT (Chem) -I/C

2. Mrs. Sasikala B TGT SST

3. Mrs. Divya G Nair PRT (Primary)

IV.EXTERNAL EXAMINATIONS

a) (NEET, JEE, UPSC any other)

1. Mrs. Geetha Kumari R PGT Maths(I/C)

2. Mrs Mary Leena- PGT PHY

3. Mr PG Mathew – TGT WE

4. Mr Pankaj Kumar Yadav- TGT SST

5. Mrs Salji P- SSA

I. To plan the tests/examination schedule well in advance as per the guidelines of KVS and intimate student and parents about the dates well in advance. To ensure effective implementation of Uniform System of Assessment (latest by KVS), and all other reforms by NCERT, CBSE and KVS announced from time to time. To allot and prepare question papers well in time, moderate the language and content of the question papers, conduct exam, complete evaluation (Ensure that every teacher completes the evaluation and submits the mark lists on the fourth day of that exam) and announce result as per schedule. Arrange and supply necessary stationery for smooth conduct of the exam. Plan and conduct PTMs after every exam.

II. To Update Oasis, ensure affiliation / renewal of affiliation, Registration of the students of classes IX and XI, Update LOC of classes X and XII with Zero error in the CBSE portal, updating / guiding class teachers on latest CBSE circulars/guidelines. Collect and remit exam fee in time through school VVN account following the norms specified for weaker sections. Deal with all correspondence related to exam and academic matters. Timely updating and uploading of data in the CBSE web portal. To ensure the availability of scholastic and co-scholastic record pertaining to the students of the School for verification/ scrutiny. Timely forwarding of representations received from students/parents /stake holders to CBSE and actions there on. To arrange for distribution of mark lists and other certificates through office with proper acknowledgement

III. To give necessary training / guidance/ awareness on CCT to both students and parents. To allot mentor teachers for all students and monitor their work. To prepare/collect question papers of Baseline assessment/ CCT Battery, to coordinate and conduct Examinations, timely uploading/submission of marks. To make all CCT related materials / circulars available to the teachers. To coordinate the conduct of CCT battery tests at RO level and ensure 100 % attendance through wide publicity and awareness. To keep the record of CCT tests, questions and marks of all children for future reference.

IV. a). To conduct various external / competitive examinations of CBSE, NBER, NTA NEET (UG), UPSC or any other agency based on the protocol of each agency, as per KVS guidelines/ directions and as per the direction of the Principal. To arrange and distribute stationary as per norms of each agency and to settle the account through Principal / CS, following the guidelines on expenditure without leading to audit objections.

<u>b) (NIOS)</u> 1. Mrs. Mary Leena -PGT PHY (I/C) 2. Mr PG Mathew -TGT WE 3. Mrs Lathika Rani.- TGT HINDI <u>V. Olympiads/IOQM/Spell Bee/ any Other</u> Primary – Ms. Subhangi Jaiswal- PRT <u>Secondary</u> 1. Mrs. Jyoti - TGT Maths I/C 2. Mrs. Akhila VL- TGT ENG	IV. b) To enrol the Vidyalaya for NIOS centre registration following KVS guidelines and to conduct the NIOS Examination following the NIOS stipulations with all sanctity of Examinations. V. To conduct/ Coordinate various Olympiads such as SOF foundations, Green Olympiad, IAPT, NTSE/IOQM/ IMO /any other Competitive exams of State /national Importance with the consent of Principal. To organize training / coaching for students in these examinations to ensure maximum participation and success. Decision on participation to any Olympiad should be with the consent of Principal.
3. CLA/ CCA, MORNING ASSEMBLY & CELEBRATIONS	
(CREATIVE LERNING ACTIVITIES (CLA/ CCA) <u>CORDINATORS</u> Primary – Mrs. Sandhya Madhavi PRT Secondary – Mrs. Sheeba Krishna R – PGT ENG <u>ASSOCIATE CORDINATORS</u> Primary – Mrs. Subhangi Jaiswal PRT Secondary - Mrs. Manju Chandran -TGT ENG Members All staff who are not allotted with house duties.	The CLA/ CCA in charge and his/her associate will be totally responsible for planning and implementation of the CLA/ CCA Calendar of the Vidyalaya in consultation with house masters, with the approval of Principal. Competitions are to be arranged such that it ensures novelty , variety, maximum participation of students and inculcate values among children depicting the cultural heritage of the Country. CLA/ CCA Coordinators should arrange for evaluation of the programme, timely announcement of result and distribution of prizes. They should Conduct elections/selection for student council ensuring inclusiveness and transparency through Systematic way with proper written communication to house masters well in advance to develop leadership qualities of students through student council, hold the Investiture Ceremony and issue badges. They should hold monthly meetings of the student’s council to collect feedback and issue guidance. Always ensure judges are being taken from the particular group of staff, who do not associate with any houses of the same section, as far as possible. Disputes if any to be brought to the notice of the Principal immediately and settle. They should also prepare the list of Festivals/ Days (Onam, Christmas, Eid, Diwali, Independence Day, Republic Day, Gandhi Jayanthi etc) to be celebrated in the Vidyalaya well in advance and plan to celebrate the diversity of the country, in collaboration with Morning assembly in charges, House masters and class teachers

<u>External CLA/ CCA</u> Primary- Ms. Indu Satheesh PRT Ms. Neha - PRT Secondary - 1. Mrs Sasikala B TGT SST 2. Mrs. Mary Leena – PGT PHY 3. Mrs. Geetha Kumari R - PGT MATHS <u>Morning Assembly</u> Primary – 1. Mrs. Sandhay Madhavi PRT (I/C) 2. Mrs. Poonam PRT 3. Mr. Vijendra Kumar D PRT Music Secondary 1. Mrs. Jyoti – TGT MATHS(I/C) 2. Mrs Akhila V L – TGT ENG 3. Mr Vinod Kumar P – TGT P& HE 4. Mr. PG Mathew TGT WE 5. Keerthi Mohan Yoga Coach	External CCA team to select and prepare the students for any external CCA competitions that are held either in the Vidyalaya / outside the Vidyalaya (Either by KVS at Cluster level/ Regional Level/ National Level or by any other outside agencies), in collaboration with the departments concerned. Eg- EBSB Cluster/ Regional Level They should consult with CLA/ CCA In charge and form sub-committees for different events for which External CLA/ CCA participation is required. Morning assembly to be a platform of informal learning, personality development and leadership. Class teachers to monitor the items and activities presented during the morning assembly. More children to be given chances to perform in the morning assembly to build confidence. In charges to prepare morning assembly calendar that includes days of celebrations. Class teachers to ensure that proper training to be given to students for effective and error free presentation of items. To Train the choir group with the help of Music Teacher for Prayer song, Community Song etc. To follow the latest KVS Guideline on conduct of Morning assembly in letter and spirit
Note: Mr. PG Mathew /Mr Aditya Yadav to arrange the PA system, Mrs. Jyoti Kushwaha & Mrs Sasikala B to take/arrange photography for all programmes and functions of the Vidyalaya, if not otherwise notified. They should also ensure to down load the photos in one PC and share the relevant pics in the official group immediately. In Charges of each programme to select befitting photos and prepare a short write up and forward to Mrs Sini Alex. Mrs Sini Alex/ In charges of social media handles to share such Photos and write up on the same day for vide publicity Mr Vinod Kumar / Mr Hrishik Roy to ensure flag hoisting arrangements on all working days. Morning assembly in charges to arrange customary assembly on working days in the absence of students (due to suspension of classes / holidays declared for students) along with prayer, flag hoisting and National Anthem, assembling all staff.	
4. HOUSES & HOUSE MASTERS	
House masters – Primary 1. Mrs Divya G Nair & Mrs Poonam 2. Mrs Mini B & Ms Niharika Singh 3. Mrs Indu Satheesh & Mr Aditya Yadav 4. Mrs Subhangi Jaiswal & Mrs Neha	House masters are responsible for the effective functioning of their house ensuring timely submission of list to the coordinators for smooth conduct of CLA/ CCA. They should motivate children to take part in the activities of the house. While selecting the children they should be impartial and unbiased. If more students are there to represent a house for a particular competition than the required number, house masters should device mechanism to select the deserving candidate without any other consideration to represent their house. Dispute if any on the selection of students, to be brought to the notice of the CLA/ CCA Coordinator and the principal NOTE: The CLA/ CCA Coordinators will decide and notify other members of each house in consultation with Principal Also the CLA/ CCA coordinators of each section will allocate the houses through lot, after grouping the staff and students in to 4 groups.
House masters – Secondary 1. Mr Hrishik Roy & Mrs Geetha Kumari R 2. Mrs Sasikala B & Mrs Sini Alex 3. Mrs Jyoti & Mr Sibu John 4. Mr Pankaj Kr Yadav & Mr Sreejith M J (Other member’s as per Student’s Diary)	
The following are the name of different houses and the colours allotted GAGAN (BLUE), PRITHVI (GREEN), AGNI (RED) AND PAVAN (YELLOW)	

5.TIME-TABLE & SUBSTITUTION	
Primary Mrs Divya G Nair PRT I/c Ms. Niharika Singh PRT Secondary Mrs. Sini Alex PGT CS I/c Mrs. Ms. Lathika Rani TGT (Hindi) Mrs Anitha PG Librarian	To prepare time table strictly as per the guidelines issued by KVS ensuring implementation of all aspects of CCE, CBE, NEP and other academic programmes of CBSE and KVS such as AEP, ACP, P&HE, Yoga, AI, Skill Edn, Mass PT etc . The TT committee to arrange special timing for classes, in case of loss of time / extension Morning assembly etc, in consultation with Principal. They should put arrangement periods against those teachers on leave/ on duty on time to maintain the academic environment of the Vidyalaya. Keep a record of arrangement made on each day for future reference. They should make proposal for staff sanction as per KVS Guidelines and forward to KVS with Principals and Chairman's approval.
6 :Admission & Withdrawal	
1. Mr. Sreejith M J, PGT (Economics)-I/C 2. Ms. Geetha Kumari PGT (Maths) 3. Mrs Sini Alex PGT CS 4. Ms. Beena Balakrishnan 5. Ms. Divya G Nair-PRT 6. Jiji Jacob PRT Note: 1. Sreejith M J will do the portal updation and Mrs Sini Alex will do the website uploading 2. SI Numbers 4, 5 and 6 are responsible for Admission Register Entry of all admissions. 3. Office /DEO to ensure error free writing and issue of TC	Keep the online admission portal (OLA/ SAMAGAM) updated, give wide publicity among students, staff and public through Vidyalaya website and notice board keeping the process transparent. Attend queries regarding admission and give relevant information. Verification of online/offline forms to check the correctness of applications and intimation on discrepancies and corrections, if any required through admission email. Arrangement for online/offline sorting/ draw of lots, printing and publication of list of selected candidates, Timely submission of lists to Chairman VMC for approval, preparation and display of schedule of admission, issue of admission of all categories as per rules, from the list , as scheduled. Completion of admission register, Issue of TC and ensure uploading of TC issued in Vidyalaya website and removing such candidates from UBI portal. Verification of incoming TC. All members of the committee will be equally responsible for any discrepancies related to admissions.
7. DISCIPLINE	
1. Mr. Sibu John (I/C) 2. Vinod Kumar P TGT P& HE 3. Mrs. Mini Anilkumar PGT Bio 4. Mr. Sreejith M J PGT Eco 5. Mrs Sasikala B TGT SST 6. Mrs Akhila VL TGT Eng 7. Mr PG Mathew TGT WE 8. Mrs Beena Balakrishnan PRT 9. Mrs Mini B & All Class teachers Note: It is the duty and responsibility of every teacher to see that any in disciplinary activity is attended /reported, irrespective of their cadre.	To check late coming, improper/incomplete uniform etc and record the day wise details in the register for future reference. To maintain discipline during all programmes. To monitor and advice children on their uniform, hairstyle etc. To prepare a plan / schedule of school monitoring by staff and student council member during entry of students, recess and exit and submit to Principal for implementation. To monitor the discipline of various locations during recess. To guide the student's council members on monitoring discipline. To ensure no particular class room is disturbing others due to non-availability of teachers. Random checking of classrooms and students bags to ensure that no Child is bringing any banned items to the Vidyalaya.
8. GARDENING/ AGRICULTURE AND BEAUTIFICATION	
1. Mrs. Mini Anilkumar -PGT BIO (I/C) 2. Mrs Sheeba Krishna R 3. Mr PG Mathew 4. Mrs. Manju Chandran TGT Eng 5. Mrs Indu Satheesh	To look after the proper maintenance of the school garden/ plants, timely pruning of trees, plucking of coconuts, Jackfruits/ Plantain etc ensuring the safety of children, maintaining flower pots, planting new trees/plants, forwarding suggestions to Principal regarding steps needed to beautify the building and campus. Monitoring the work and assigning new tasks to the staff who take care of Garden, providing new flower plants, ornamental plants, manures,

	flower pots and garden tools such as spade, scissors etc. Identifying & developing new areas for plantation, purchasing the necessary materials with proper requisition. Purchase of petrol for grass cutting machine and monitor the works through register maintained. Monitor and guide the works of Gardener. Certify the works of gardener for each month before making payment. Maintenance of aquarium by timely cleaning and feeding ornamental fishes. To take efforts to make /maintain the school a 'Harit Vidyalaya'/ Green School
9. EXCURSIONS, FIELD TRIPS & STUDY TOURS	
1. Mr. Sibu John PGT Chem (Overall I/C) 2. Mr. Sreejith M J –PGT Eco 3. Mrs Sasikala B TGT SST 4. Mrs Jyoti TGT Maths 5. Mrs Mini B - PRT 6. Mrs Divya G Nair PRT 7. Mr Aditya Yadav-PRT	To plan and implement safe and secured study tours for the children , by Identifying risk free excursion and study tour spots, taking permission from the authorities of such spots well in advance for visit,. Arrangement of transportation, food, stay (if needed), and entry pass etc for the children and accompanying staff. To arrange a proper contractor/ supplier of transport as per KVS rules following the stipulations of Govt of Kerala and MVD in this regard. The committee will support the PM SHRI committee for field trips and exposure visits
10. CLEANING & SANITATION AND MONITORING OF CLEANING STAFF	
1. Mrs. Mary Leena PGT Phy (Overall I/C) 2. Mrs Mini Anilkumar –PGT Bio 3. Mrs Lathika Rani – TGT Hindi 4. Mrs Akhila VL – TGT Eng 5. Mr. Vinod Kumara P -TGT P& HE 6. Mrs. Beena Balakrishnan PRT 7. Mrs Indu Satheesh PRT 8. Mr Vijendra Kumar Dhawankar -PRT Music 9. Mrs Jisha P Kurian – Nurse	Purchase of cleaning materials through GEM, take its stock, distribute the same to the cleaning staff and monitor its usage. Allotment of duties to cleaning staff, monitoring the daily works by maintaining records/ registers. Ensure timely and frequent cleaning of washrooms and supply of hand wash / soap etc. Ensure that the school is more girl's friendly by providing vending machines and incinerators at various locations and monitor their working and maintenance. To distribute the monitoring work among committee members and keep record. To certify the bills submitted by the private suppliers/ Contracting agency and certify for payments for every month after verifying the Tender documents, daily attendance register and the quality of work. Also to ensure the cleanliness of the entire Campus and give practical suggestions of improvement to Principal.
<u>AREA allotted (including washrooms)</u> <u>Ground Floor</u> Mrs Geetha Kumari R , Mrs Sheeba Krishna , Mr Sreejith M J , Mr Shahzad Arabi & Balvatika Teachers <u>First floor :</u> Mrs sandhya Madhavi, Mrs Poonam , Mrs Subhangi , Mrs Jiji Jacob , Mr Aditya Yadav & Mr PG Mathew <u>Second floor:</u> Mrs Manju Chandran , Mrs Jyoti, Mrs Akhila VL , Mr Hrishik Roy , Mr Pankaj Kr Yadav <u>Assembly area :</u> Mrs Mary Leena , Mrs Mini Anilkumar , Mrs Devika Mohan <u>Primary Staff room</u> – Mrs Niharika Singh , Mrs Neha <u>Secondary Staff Room</u>-Mrs Sasikala & Ms Meghna <u>Entrances, Car porch, Car Parking, office etc:</u>	To look after cleanliness of the whole school campus, classrooms, verandas etc, as per allotment. To see that the toilets available in the floor allotted are cleaned regularly, frequently and properly. To monitor the work of cleaning staff regularly. Evaluation of classes and award best class prizes for the neat and tidy class rooms. To arrange training / give guidance for cleaning staff for effective cleaning of different areas. THEY HAVE TO MONITOR THE WASHROOMS REGULARLY, ENSURE HYGIENE AND GUIDE THE CLEANING STAFF. Different areas of the School and Premises to be maintained spic and span so as to provide safe and clean environment to the children , to project the school as CLEAN SCHOOL and to enable us to receive the SWACHH VIDYALAYA AWARD.

Mrs Sini Alex, Mrs Beena Balakrishnan, Mrs Salji P <u>Playground and outside building-</u> Mr Vinod Kumar & Mrs Keerthi Mohan <u>Back side area adjacent to Building & Children's Park area</u> Mrs Mini B , Mrs Subhangi Jaiswal , Mr Vijenra Kr D. <u>Labs & Departments</u> : Respective In-charges	
11.TEACHING AIDS , AUDIO VISUAL AIDS , RESOURCE/ACTIVITY ROOM& PA SYSTEM	
Primary Mrs. Diviya G Nair (Teaching Aids) Ms. Subhangi Jaiswal (Toy Library) Ms Mr Aditya Yadav (Interactive Panels & CAL/TAL) Secondary Mrs. Sasikala B (Teaching aids) Mr. Pankaj Kumar Yadav (Sec Activity Room) Mr. PG Mathew (Audio Visual & PA System) Mrs Sini Alex – Smart Class rooms and panels	Proper arrangement and maintenance of teaching aid. To see that necessary teaching aids are purchased and made available to the subject teachers and maintenance of the stock. Ensuring proper utilization of teaching aids available. To Maintain resource/Activity room and to monitor its effective usage by all stake holders and ensuring the same by maintaining a register. To give proposal for new teaching aids after gathering data form all needy staff/ departments
12. CS 54 & VERIFICATION OF FEES	
Primary – Mrs. Jiji Jacob Secondary- Mrs Geetha Kumari R	Check and verify the daily collection of fee & fine with all the records in class attendance register, office records, UBI portal records and bank statements and to report the discrepancies to the principal.
13. VERIFICATION OF PAY BILL, CALCULATION OF INCOME TAX & OFFICE STOCK	
- Mrs. Salji P – SSA - Mr.Shahzad Arabi - PGT COMM - Mr Sreejith M J – PGT ECO	Verification of pay bills and supplementary bills (hard copy Only). To assist office for income tax calculation of all staff members, to verify the records on savings submitted by staff members and issue circulars on income tax related matters with the approval of Principal.
14.COMPUTER LABS, LANGUAGE LAB & SMART CLASS ROOMS	
- Mrs Sini Alex PGT CS – (Overall I/C) - Mrs Sheeba Krishna PGT Eng (Language Lab/ E lab) Aditya Yadav – Primary Smart Class rooms Mrs Sini Alex & Mrs Beena Sibin - Secondary Smart Class rooms	To ensure that all IT equipment are well maintained and labs are arranged well, neat and tidy. To see the effective use and maintenance of all the computer labs, Language Lab and E Class rooms of the Vidyalaya and monitor the same with registers. Ensure all gadgets are in proper working condition and take the help of AMC firm for the timely maintenance. Renew the contract of AMC as per requirement and as per norms. To ensure the availability of internet and to see no one is misusing the internet facility. Make children aware of wise and safe usage of social media and cybercrimes , cyber security etc.
In Addition to the above, it is the duty of the class teachers to monitor and maintain the functioning of Smart Class rooms and the ICT Equipment in each class room. The small parts of panels such as stylus, remote etc to be kept under lock and key. Issues if any to be brought to the notice of the in Charges of their respective wing to rectify the same. Class teachers to maintain Smart Class room monitoring register with the help of ICT Leaders of the classes	
15. PUBLICATION OF CLASS MAGAZINES & VIDYALAYA PATRIKA	
- Mrs. Akhila V L TGT Eng (Vidyalaya Patrika) - Mrs. Lathika Rani- TGT Hindi - Ms. Meghna -TGT SKT - Mrs Soumya – Malayalam Tr - Mrs Beena Balakrishnan - HM	To facilitate creative writing among students and publish class wise manuscript magazine before November 30th 2023, starting with board classes. Arrange for the publication of school magazine, Teachers Diary and student diary etc. To

6. Mrs Jyoti Kushwaha – TGT AE 7. Mrs. Anitha P G (Class Magazine -Secondary) 8. Mrs. Mini B (Class magazine- Primary) 9. Aditya Yadav – New Letter Primary 10 Mrs Sheeba Krishna - Trs Diary, Students Diary & Class Attendance register)	have an exhibition and competition of Class/ Section wise manuscript magazines in consultation with class/ subject teachers.
16. FURNITURE STOCK &MAINTENANCE	
1.Mr. Sibu John –PGT Chem (Stock I/C) 2.Mr Sreejith M J- PGT Eco 3. Mr Shahzad Arabi –PGT Comm 4. Mr. PG Mathew - TGT WE 5. Mrs Beena Balakrishnan (Primary Incharge) 6.Mr. Vijenrda Kr D – PRT Music	To maintain the stock of all furniture in the Vidyalaya. Prepare Condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix responsibility for maintaining the same. Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per requirement and availability of funds.
17. SCOUTS AND GUIDES	
1. Mr. Hrishik Roy - TGT Maths (I/c) Scout 2. Mrs. Manju Chandran -TGT Eng (I/C Guides) 3. Mr PG Mathew – TGT WE 4. Mrs. Jyoti Kushwaha TGT AE 5. Mr. Aditya Yadav(I/C- Cubs) 6 .Mrs . Divya G Nair (I/C Bulbuls) 7.Mrs. Anitha P G Librarian 8. Ms Niharika Singh	To plan and implement S & G activities in the Vidyalaya. To train the S&G for special occasions. Ensure the participation of students in TSTC/Rajya Puraskar/ Rashtrapati/Golden arrow awards. To get the National flag ready for National Festivals. Making arrangements and preparations for testing camps, field trips etc. Registration of the troops to be done in time. Vidyalaya level camp to be planned in advance and held. To take up charity /social service activities. Note: All trained staff members in various wings of Scout & Guides and Cubs& Bulbul will attend the activities of the same wing, in which they are trained irrespective of they are promoted to any other designation(such as PRT to TGT), till when they get trained in the new wing as per their new designation.
18. CONDEMNATION	
1. Mrs Sini Alex - PGT CS (In Charge) 2. Mrs Geetha Kumari R - PGT Maths 3. Mr Sibu Jogn - PGT Chem 4. Mr. Sreejith M J –PGT Eco 5. Ms. P G Mathew –TGT WE 6. Mrs. Beena Balakrishnan All department in charges	Department/ Lab in charges to identify stocks of their respective departments, that are beyond repair and recommend for condemnation in the prescribed proforma. In charge of this committee to collect, compile and submit to office for condemnation as per procedure. After condemnation, dispose off the condemned articles as per prescribed procedure.
19.MATHS & QUIZ CLUB	
1. Mrs. Geetha Kumari R – PGT Maths (I/C) 2. Mrs Jyoti TGT maths 3. Mr. Hrishik Roy - TGT Maths .	To develop interest in Maths among children and to plan and show activities to get rid of fear of Maths. To celebrate various days of Mathematical Importance. To develop quizzing skills of children and to keep a data bank of children good in quizzing to forward to various quiz competitions. To prepare children for various Maths Olympiads
20. SCIENCE, ECO, STEM , SDG, CYBER CLUB	
1. Mrs Mary Leena J – PGT Phy (I/C) 2. Mrs Mini Anilkumar - PGT Bio 3. Mr Sibu John – PGT Chem 4. Mrs Sini Alex -PGT CS 5. Mrs Beena Sibu -Computer Instructor 6. Mrs Subhangi Jaiswal (Eco -Primary)	To organize programmes to create awareness for protecting the environment. Ensure a plastic free campus. To make the child love his surroundings and protect the beauty of it by not disturbing the existence of the fellow beings. To develop Scientific temper and attitude among students, prepare them for various Exhibitions, Examinations, and Children’s Science

7. Mrs Niharika Singh (Steam Club – Primary)	Congress etc. Also to make children responsible users of social media by providing awareness on cybercrimes and cyber safety. To plan and execute activities on robotics and AI
21. INTEGRITY & CHARITY	
1. Mrs Shahzad Arabi PGT Comm (i/C) 2. Mr P G Mathew TGT WE 3. Mrs Sasikala B TGT SST 4. Mr Aditya Yadav (Primary section)	To plan activities as per CBSE guide lines with an objective of value addition and Indian ness. To arrange morning g assembly talks, See that the students are developing themselves as ideal future global citizens. To inculcate the quality of empathy to co-beings among the students. To find out and implement charity activities in the Vidyalaya to help the needy and deserving Will be responsible for all types of collections like Flag day stamps/ Children’s day stamp/ sadbhawana donations / Chief Minister’s Relief fund etc.
22. LITERARY & READERS CLUB	
1. Mrs Akhila V L TGT Eng (I/C) 2. Mrs. Anitha PG – Librarian 3. Mrs. Sheeba Krishna PGT Eng 4. Mrs Lathika Rani TGT Hindi 5. Ms Meghna TGT Skt 6. Mrs Poonam (Primary Section)	To plan and implement programmes to raise the level of reading habit and spoken English and Hindi in the Vidyalaya. To take up the Spoken English and Hindi Projects so as to create an atmosphere of Bilingual speaking inside the campus.
23. ART & MUSIC CLUB	
1. Mrs. Jyoti Kushwaha – TGT AE (I/C) 2. Mrs. Manju Chandran -TGT Eng 3. Mr Pankaj Kumar Yadav TGT SSt 4. Mr Vijendra Kumar D- PRT Music	To advice CCA Department and morning assembly in charge on art and music related programmes. To propose relevant and feasible cultural programmes for various competitions. To have an art corner in the Vidyalaya to display the artistic creativity of the students. To arrange art exhibition in the Vidyalaya. To help the beautification committee for improving the ambience of the Vidyalaya. To coordinate with Route to Roots in charge on its activities.
24. HEALTH & WELNESS CLUB	
1. Mr Vinod Kumar - TGT P&HE (I/C) 2. Mrs Keerthi Mohan -Yoga teacher 3. Mrs Jisha P Kurian -Nurse 4. Mrs Devika Mohan -Counsellor 5. Mrs Aryakarthik -Special Educator	To make children health conscious by conducting befitting activities. To conduct various sports competitions. To take up health awareness programmes. To ensure a clean campus. To support all FIT India activities and its effective implementation. To organize health check-up of all students. To implement mental health programmes
Note: Mr Mathew PG will form and coordinate Standard Club with limited number of students from Classes VIII to XI (preferably 5 or 6 each from each class)	
25. NIPUN & FLN IMPLEMENTATION	
1. Mrs. Beena Balakrishnan - HM I/C 2. Mrs Mini B PRT 3. Mrs Sandhya Madhavi - PRT 4 Mrs Divya G Nair PRT	Plan and implement programmes to ensure minimum levels of learning by making primary class rooms a wonderful place of learning through activities. To devise new and interesting teaching strategies for the purpose ensuring joyful learning. To co-ordinate all the activities related to NIPUN and FLN. To train staff on various aspects of NIPUN and FLN. To monitor TLM Requirement and purchase and maintenance of stock.

26.PROJECTS , INNOVATION & EXPERIMENTATION	
1. Mrs. Mary Leena – PGT Phy (I/C) 2. Mrs Mini Anikumar - PGT Bio 3. Mrs. Akhila V L TGT Eng 4. Mrs. Neha - PRT 5. Ms Nihariak Singh- PRT	To co-ordinate various innovative practices being undertaken by teachers. To motivate teachers for KVS /NCERT incentive /ICT awards. To advise and guide teachers to plan and organize reports for giving publicity to their efforts for the benefit of teaching fraternity at large.
27.CASTE VALIDATION ,SC/ ST/OBC STUDENTS WELFARE	
1. Mrs Sandhya Madhavi I/C 2. Mrs. Sasikala B – TGT SST 3. Mr Aditya Yadav 4. Pankaj Kr Yadav	To ensure the social safety of SC/ST students and to disburse their scholarships in time by collecting the list from the class teachers concerned and coordinating with office.
28.OFFICIAL LANGUAGE IMPLEMENTATION (TOLIC)	
1. Mrs. Lathika Rani – TGT Hindi (I/C) 2. Mrs. Aswathy PGT Hindi 3. Mrs Meghna 4. Mrs Jyoti 5. Mrs Mini B 6. Mr Aditya Yadav	To spread and encourage the use of the National Language among students and staff. To prepare quarterly /annual reports on implementation official languages. To plan celebrating HINDI PAKHWADA etc. To send Quarterly report of Rajbhasha to RO. To attend Rajbhasha Meetings and ensure staff participation in the competitions organized by TOLIC
29. PTA & COMMUNITY OUT REACH	
1. Mr. Sibu John –PGT Chem (I/C) 2. Mrs. Geetha Kumari R - PGT Maths 3. Mrs Sasikala B – TGT SST 4. Mrs Mini B PRT (Primary I/C) 5. Jiji Jacob PRT	To maintain a constructive, creative and positive bridging between Principal, Teachers and Parent community. To utilise the services of reputed / potential and willing parents in the developmental activities of the Vidyalaya. See that PTAs are arranged after every examinations or as per need with the approval of Principal. To keep the record of PTMs, attendance and minutes (Class wise PTM minutes to be collected from Class teachers and filed for future reference)
30. ALUMNI	
1. Mrs Mini B PRT (I/C) 2. Mrs Mary Leena -PGT Phy 3. Mr Sibu John – PGT Chem 4. Mrs. Beena Balakrishnan- PRT	To collect details of the ALUMNUS of the Vidyalaya from various sources, form a core committee and register the Alumni Association. To organize meetings of the old students of the Vidyalaya. To start a blog for the association as part of the school website. To utilize the service of the old students of the Vidyalaya for the development of the curricular and co-curricular faculties of students. To utilize the services of old students as motivational agents. To monitor the registration through SAMAGAM portal of KVS
31.LIBRARYCOMMITTEE	
1. Mrs. Anitha PG –Librarian I/C 2. Mrs. Sheeba Krishna PGT Eng 3. Mrs. Lathika Rani TGT Hindi 4. Mrs. Meghna TGT Skt 5. Mrs Soumya – Malayalam 6. Mrs. Beena Balakrishnan 7. Poonam & 2Student Representatives	To recommend suitable books for updating the library. To collect feedback from students and staff for additions in the Vidyalaya library. Responsible for the implementation of the library policy of KVS. Plan programmes to improve reading habits among all stake holders. To give suggestions to improve the overall ambience of the Library. To take efforts to purchase at least 5 kindles, to upgrade the library in to a digital one. To hold Library Committee Meetings frequently.

32. GUIDANCE AND COUNSELLING,VALUE EDUCATION, ACP & AEP

1. Guidance & Counselling- Mrs Anitha P G Librarian (I/C) Mr Shahzad Arabi PGT Comm Mrs Devika Mohan -Counsellor	1. To guide children on various courses after X and XII. To provide details of admission schedule, Prospectus etc of reputed institutes. To maintain a bulletin board for Guidance and Counselling. To arrange periodic sessions with professionals available in various fields. To interact with children frequently, find out problems if any and to address such problems, either at the school level or with professional help.
2. Foundation of Citizens Programme (FCP) Mrs. Jyoti Kushwaha TGT AE Mrs Jyoti TGT Maths Mr. Hrishik Roy	2. To effectively implement National Adolescence Education Programme (NAEP) and Awakened Citizens Programme (ACP) and to train the children in all the modules and activities provided by KVS. To arrange workshops and other interactive sessions for students and parents. To conduct competitions and role plays for the implementation of all programmes.
3. Adolescent Education Programme Mrs Mini Anilkumar PGT Bio Mr Pankaj Kumar Yadav –TGT SSt	3.To organize programmes to inculcate the feeling of oneness, values of patriotism, compassion, care respect for elders etc among students by introducing various activities and by inviting eminent personalities. To make the School and ANGER FREE ZONE.
4. Value Education Mrs Geetha Kumari -PGT Maths Mrs Akhila V L TGT Eng Mrs Indu Satheesh (Primary I/C)	

33.MAINTENANCE AND REPAIR OF VIDYALAYA BUILDINGS & OTHER AREAS

1. Mr. PG Mathew TGT WE- (I/C) 2. Mr Sibu John PGT Chem 3. Mr. Sreejith M J - PGT Eco 4. Mrs. Beena Balakrishnan -HM 5. Mr Aditya Yadav PRT	To collect feedbacks from all stake holders of all buildings regarding the requirements of M& R in Class rooms , Wash rooms, other areas and to ensure timely maintenance and up keeping of the Vidyalaya building and campus. To procure essential materials and to find proper work force. To maintain stock register. Primary In charge to collect details requirements of Primary block and inform Overall In charge of Civil/Electric, including the UPS
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34. MEDICAL CHECK UP , HEALTH & HYGENE & FIRST SID

1. Mr Vinod Kumar P TGT P& HE (I/C) 2. Mrs . Mini Anilkumar –PGT Bio 4. Mrs Jiji Jacob 5. Nurse	To monitor the daily work done by the Doctor (If available) and Nurse appointed by the Vidyalaya, including their attendance, etc. To print health card and arrange medical check of students as per the schedule prescribed by KVS. To make first aid kit available in the Vidyalaya. To arrange talks / medical camps etc for giving better health awareness for students.
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35.MAINTENANCE OF STAFF & STUDENT DATA & UDISE

1. Mrs . Sini Alex -PGT CS (I/C) 2. Mr. Sreejith M J - PGT Eco 3. Mrs. Sandhya Madhavi (UDISE) 4. Mrs Salji P SSA 5. DEO	Responsible for maintaining a data bank of Staff and Students (soft copies and hard copies) on data being called for by KVS like-PIS, Student Enrolment, Vacancy position, Admission data, Staff details , Staff categories etc and to send timely reply. All UDISE related activities to be Monitored by Mrs. Sandhya Madhavi and SAMAGAM activities to be monitored by Mrs Mary Leena , supported by DEO
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36. RTI IMPLEMENTATION

1. Mr. Sibu John - PGT Chem 2. Mrs. Mary Leena - PGT Phy 3. Mrs. Beena Balakrishnan -HM	To give timely reply of all the queries relating to RTI 2005 in consultation with the Principal. To maintain a file regarding RTI and its actions taken.
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37 .WEBSITE COMMITTEE

1. Mrs Sini Alex PGT CS (I/C) 2. Mrs Akhila V L TGT Eng(I/C of Eng content)	To ensure day to day updating of the Vidyalaya website with all relevant information including student enrolment, staff vacancy. All programmes of the Vidyalaya to be reflected in
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3. Mrs. Lathika Rani TGT Hindi (I/C Hindi content) 4. Mr Aditya Yadav 5. Mrs Beena Sibu	the website with relevant error free text, attractive pictures and accessible links . To protect school website from Hackers. Language supports to see that the contents uploaded are brief, meaningful & error free linguistically and grammatically.
38. STUDENT SUPPORT SERVICES.	
1. Mr. Sreejith MJ PGT Eco 2. Mr Shahzad Arabi – PGT Comm 3. Mr. Hrishik Roy - TGT Maths 4. Mrs. Sandhya Madhavi 5. Mrs. Niharika Sigh 6. Subhangi Jaiswal	To issue identity cards (Through GeM as per latest KVS guidelines) Class out passes, Class Monitor Badges (coordinate with CCA coordinator), Library cards etc to students. To identify eligible students for fee concessions in various categories such as SGC/ PH/ BPL etc and to recommend the same to Principal. Records of fee concessions (Parents representations with supporting documents etc) to be kept in order.
39. PREVENTION & MONITORING OF CORPORAL PUNISHMENT	
1. Mrs. Mini Anilkumar PGT Bio 2. Mr Pankaj Kumar Yadav TGT SSt 3. Mrs. Beena Balakrishnan 4. Mini B	Ensure that no teacher of the Vidyalaya is involved in corporal punishment. Vidyalaya to be developed as total student friendly and anger free zone .
40. SWATCCH VIDYALAYA ABHIYAN	
1. Mrs. Mini Anilkumar –PGT Bio (I/C) 2. Mrs Mary Leena - PGT Phy 3. Mrs. Geetha Kumari R -PGT Maths 4. Mr. Vinod Kumar – TGT P& HE 5. Mrs Jyoti Kushwaha – TGT AE 6. Mrs. Mini B – PRT (I/C Primary) 7. Mrs Divya G Nair All Class teachers	To inculcate a sense of cleanliness among the staff and the students, to keep the Class rooms , departments , surroundings and school campus clean and tidy. To organize programmes that create awareness and promote the concept of swatchhta as a value. To prepare the proforma for Swatch Vidyalaya Award and forward. To suggest / recommend principal of requirements/ procurements to keep the Vidyalaya and its campus Clean , neat and tidy
41. MAINTENANCE OF UBI PORTAL	
1. Mrs. Sini Alex PGT CS (I/C) 2. Mrs Jyoti –TGT Maths 3. Ms Neha (I/C For Primary section) All Class teachers	To maintain and update UBI Portal, Ensuring timely verification of student’s data before fees collection. To Tally the student enrolment available with Class teachers as per attendance register with UBI data. To ensure correct fee details are updated and verified in respect of each child.
42. PURCHASE COMMITTEE (GEM & OTHERS)	
1. Mr Sibu John PGT Chem (I/C-PC) 2. Mr Sreejith M J PGT Eco (GeM I/C) 3. Mrs Geetha Kumari R PGT Maths 4. Mrs. Sini Alex PGT CS 5. Mr P G Mathew –TGT WE 6. Mrs. Beena Balakrishnan HM 7. Mrs Salji P SSA Note: It should be the responsibility of the staff/ department head who proposes the purchase/ procurement to get the intent approved from Principal and then to sit along with the Purchase committee in charges to find out the required item from GEM portal and complete the formality of GEM procurement. Mere submission of requirement to office/ In charge won’t ensure procurement.	Registration in GEM portal, Collect requirements from various departments, well in advance. Discuss with Principal and office to give provision for these requirements in the Budget, Purchasing required items in the school strictly adhering to the purchase procedure as mentioned in the GFR 2017. Purchases/ procurements to be made from GEM portal only. Outside GEM purchases are permitted only for cases where non availability certificate is obtained. Mr Sreejith M J to complete the formalities till bill settlement after procurement. The buyer department/ staff to take all initiatives to see that all formalities are completed and bills are settled in time by supporting Mr Sreejith

43. OPERATION OF SUGGESTION BOXES (All)	
1. Mrs. Sandhya Madhavi PRT (I/C) 2. Mrs Anitha PG Librarian 3. Mr Shahzad Arabi PGT Comm New Introduction- GRATITUDE BOX	Installation of suggestion/Complaint/Gratitude box at various locations of the Vidyalaya, accessible to all categories of students/ parents. Open the box at least fortnightly and record the suggestions / complaints in a register and to suggest remedies/ take actions in consultation with Principal. They should take student representatives also while opening the boxes and recording the suggestions (Preferably Discipline Captains).
44. STAFF MEETING	
1. Mrs. Sheeba Krishna PGT Eng (I/C) 2. Mrs Subhangi Jaiswal	Fix agenda in consultation with Principal , circulate the agenda , arrangement of meeting venue , recording the minutes in English and Hindi , circulate the minutes after approval of Principal and to get it acknowledge by staff .
45. VIDYALAYA PLAN, ASSESSMENT TOOL , APAR & INSPECTION TOOL	
1. Mr Sibuh John PGT Chem 2. Mrs Geetha Kumari R -PGT Maths 3. Mrs. Beena Balakrishnan HM	To prepare the Vidyalaya Plan after collecting the relevant details from various departments, forwarding to RO after approval of Principal. Also to fill the relevant pages of Assessment tool. To prepare the ATR of various reports received and to forward to the respective department/official. To prepare Inspection tool and other files and submit for Academic Inspection.
46. PARTICIPATION & ACHIEVEMENT – DATA & PHOTO COMPILATION	
1. Academic – Mr Mini B & Smt. Geetha Kumari 2. Sports – Mrs Jiji Jacob & Mr Vinod Kr 3. Co-Curricular- Mrs Sandhya Madhavi & Mrs Sheeba Krishna 4. Staff related - Smt. Sasikala B VVV IMPORTANT	To keep the record of students and Teachers attending various programmes of KVS or outside and their achievements for future reference. Relevant photos of the events and achievements can be stored in a computer in the Library with relevant captions. (Academic Includes- Qualifying scholarship Exams, Positions in various Exams, Clearing various entrance Exams , Admissions to reputed Institutions etc)
47. MEDIA PUBLICITY	
1. Mr Sreejith MJ PGT Eco (I/C) 2. Mrs Akhila V L 3. Mrs Lathika Rani 4. Mrs Beena Balakrishnan 5. Mrs Soumya	To make brief report on the programmes conducted in the Vidyalaya and about achievements of Students/ Staff/ School in English & Malayalam and forward to Print and Visual media along with relevant photographs/video and captions after the approval of Principal . Results of Board examinations should also be forwarded for publishing. TO BE IMPLEMENTED STRICTLY
48. CHECKING OF WATER FILTERS & ENSURING SAFE DRINKING WATER	
Mr PG Mathew (Overall in charge) Mr Vinod Kumar Ground Floor – Mrs Sheeba Krishna & Mr Shahzad Arabi First Floor – Mr Aditya Yadav & Mrs Jiji Jacob Second Floor – Mrs Anitha PG & Mr. Vijendra	To ensure safe drinking water for all students. To ensure the well is properly looked after , disinfected , water tanks are cleaned periodically (At least twice a year) and the date of cleaning to be mentioned in each tank. The water filters and dispensers are to be periodically serviced (at least once in every 3 months) All water filters and dispensers whose warranty period exhausted to be given AMC.

	Water testing to be done at least twice every year and measures to be taken to rectify the negative feedbacks , if any (Mr PG Mathew & Mr Vinod Kumar to ensure)
Note: The committee will be responsible for general aspects such as cleaning of tanks, common periodical services, AMC, Water testing etc. Individual in charges are responsible for the daily functioning of each dispenser Lady member for girls side and gent member on boys side) , it's neat and clean maintenance, monitoring etc . Any discrepancy to be reported to the committee and rectified.	
49. PM SHRI IMPLEMENTATION COMMITTEE	
1. Mr Sreejith MJ PGT Eco (In charge) 2. Mr Sibu John 3. Mr Shahzad Arabi 4. Mrs Mary Leena 5. Mrs Geetha Kumari 6. Mrs Sasikala 7. Mrs Beena Balakrishnan 8. Mrs Salji P	The committee is responsible for the effective implementation of PM SHRI Scheme in the Vidyalaya through mutual consultations, meetings and following guidelines/ Frameworks in this regard. They have to plan for procurements of goods / services / works by allocating the funds under various heads to various departments following GFR 2017.They have to notify sub committees under each head before allocating funds. The procurements of goods and services to be made through GEM portal. Before making payments the committee to certify the receipt of the good/services / completion of works. Committee to take stock of the implementation every week and report to Principal.
50. CLASS ROOM & DEPARTMENTS INVENTORY MONITORING & MAINTENANCE	
CLASS TEACHERS DEPARTMENT IN CHARGE ROOM/LAB/ ANY OTHER INCHARGE	They should regularly monitor the class room inventory (both electric, civil and furniture) and shortfall if any to be reported to the corresponding in charge through the register available in the office for rectification
There should be a list of inventories displayed in every class by class teachers, department by the in charges	
51. ATAL TINKERING LAB	
1. Mrs Mary Leena J – PGT Phy(In Charge) 2. Mrs Sini Alex - PGT CS (Co in charge) 3. Mr. PG Mathew - TGT (WE) 4. Mrs Jyoti - TGT Maths 5. Mrs Beena Sibu 6. ATL Instructor	To establish the ATL by making procurements as per ATL guidelines through GEM Portal. A separate stock register to be maintained for ATL articles, copied from PM SHRI Register. To prepare a plan of action for the effective utilization of the ATL and to give guidance to other staff members on effective utilization of the lab giving optimum benefits to students. To plan and ensure fund utilization as per PM SHRI budget. To take up innovations through ATL involving students
52. CHILDRENS PARK	
1. Mrs Aditya Yadav (I/C) 2. Mini B 3. Ms Niharika Singh 4. Mrs Neha	The committee should ensure proper maintenance of the Play zone by regular checking of the installed equipments for their proper functioning so that students safety is ensured. Grass cutting within the park to be regularly monitored. Damage if any for the items to be brought to the notice of the in charge/ Principal for reaching the vendor for timely rectification. Proper guidance to be given to children on safe and secured use of play equipments and maintenance of discipline during the usage. Suggestions for additions if any to be given
53. SCHOOL SAFETY MONITORING AND ADVISORY COMMITTEE	
1. Mr. PG Mathew TGT WE (I/C) 2. Mr Sibu John PGT Chem (Co I/C) 3. Mrs Mary Leena J 4. Mr Vinod Kumar	The committee will ensure supply of safe drinking water , functioning/maintenance of fire extinguishers , arrangement of mock drills and fire drills , training on school safety and disaster preparedness for staff and students , preparation and

5. Mr Pankaj Kumar Yadav 6. Mrs. Akhila V L 7. Mrs Beena Balakrishnan 8. Mrs Indu Satheesh	display of School Disaster Management Plan (SDMP) , inspect and report safe storage of inflammable materials in laboratories(lab in-charges to take care of this aspect) , checking of proper fixing of fans and other electrical fixers in class rooms and labs, checking of protruded nails on furniture (class teachers and Lab in-charges to take care and report timely) , checking of loose wires in class rooms or corridors, checking of damaged plug points and switches , arranging disaster management lectures , suggesting on cropping of trees , checking of washrooms , safety in play grounds , obtaining building and fire safety certificates from the concerned departments and submitting recommendation on various safety related requirements/issues from time to time etc.
Implementation of KVS Flagship & Other Programmes	
1. Pusthakopahar	Mrs. Anitha P G & Class teachers
2. Digital Initiatives	Mrs Sini Alex, Mr PG Mathew, Mr Aditya Yadav
3. EBSB, KALA UTSAV	Mrs. Sasikala & Mr Sreejith M J
4. FIT INDIA	Mr Vinod Kumar P
5. JIGYASA , NCSC INSPIRE , PRAYAS	Mr Sibu John & Mrs Mary Leena J
6. Foundation of Citizenship Programme (FCP)	Mrs. Jyoti & Mr Hrishik Roy
7. Harit Vidyalaya,WWF,Green Olympiad, TERI	Mrs Mini Anilkumar & TGT Science
8. Tarunotsav	Mr Sreejith M J & Anitha PG
9. CALP	Mrs Sheeba Krishna
10. BALA & GREEN BUILDING	Mrs. Jyoti Kushwaha, Mrs Indu Satheesh
11. UDISE, APAAR ID, PEN	Mrs. Sandhya Madhavi
12. OASIS & CBSE	Mrs Geetha Kumari R & Mrs Jyoti
13. Official FB & Twitter	Mrs Sini Alex & Mr Pankaj Kumar Yadav
14. Official You Tube Channel	Mr Aditya Yadav
15. Official Instagram Page	Mr Hrishik Roy
16. VMC	Mr PG Mathew
17. NCC	Mr. PG Mathew & Mrs Divya G Nair
18. Science Exhibition	Mrs Mary Leena J & Mrs Mini Anilkumar
19. YIP (Young Innovators Programme)	Mrs Sini Alex
20. Nishtha & Diksha Portals	Mrs Beena Balakrishnan
21. Skill Education & Artificial Intelligence	Mr. Mr P G Mathew + All STEM Trained Teachers
22. Waste Management Initiatives, TERI, SNY Harit Vidyalaya, WWF ,Green Olympiad -TERI	Mrs Mini Anil Kumar, Mrs Akhila V L , Mrs Malavika & Mrs Jiji Jacob
23. PM SHRI	Mr Sreejith M J & Mr Sibu John
24. CBE,CBL & CBA	Mrs Mini B & (For Primary) & Mrs Manju Chandran(For sec)
25. SAS Programmes (PI , AS etc)	Mrs Beena BalaKrihnan (PI) Mini B (PBL) Jiji Jacob (AS)
26.ATL	Mrs Mary Leena J (I/c) + All STEM Trained Teachers
27.VOCATIONAL LAB	Mr. P G Mathew
28. SAMAGAM PORTAL	Mrs Mary Leena J & Mr Hrishik Roy
29. PIMS PORTAL	Mrs Mary Leena J & Mrs Mini B
30. ADMISSION PORTAL	Mr Sreejith M J & Mrs Sini Alex
31. TRANSFER PORTAL	Mr. Sibu John
32. GEM PORTAL	Mr. Sreejith M J & Mrs Geetha Kumari R
33.ROOTS TO ROUTES	Mrs Vijendra K Music teacher
34.ICC	Mrs. Mini Anilkumar
35. KARMAYOGI	Mr. Sibu John
36. CLASS ROOM AWARDS	Mrs Jyoti (6 to 8) & Mrs Sandhya Madhavi (3 to 5)

PRINCIPAL