

PM SHRI KENDRIYA VIDYALAYA INS ZAMORIN,EZHIMALA

DUTY ALLOTMENT ACADEMIC YEAR 2024-2025 W.E.F 1ST APRIL 2024

SL. NO	COMMITTEES AND RESPONSIBILITIES	CONVENORS/ SRI/ SMT	ASSOCIATE/MEMBER SRI/ SMT
1	<p><u>Academic Council:</u> Implementation of academic policies of KVS and maintenance of records, Conduct of PTA meeting, Make arrangement for the conduct of interview for the contractual appointment. To assist Principal in supervision of academic activities , formulation of policies at Vidyalaya level and proper implementation, plan for remedial classes Extra classes, plan and implement CMP, Back to Basic and organize readiness programme and maintain report.</p>	SH.RAJEEVAN K	Sh. Satheesh Kumar T T V Sh.Shaji M Sh. R K Meena Smt. Rajasree S Smt.Yamini M C Smt.Rani B T Smt. Shiamala C V
2	<p><u>Morning Assembly (Secondary):</u> Ensure the allotment duties in advance for smooth conduct of daily assembly by the Class teachers/House Masters. Monitoring of standard/quality of the all programmes. Ensure timely arrival of students daily at the assembly ground and proper disbursal after the assembly. Maintain record of the assembly programmes. Give Vidyalaya information if any to the staff and children.</p>	SH. SOUMYADIPTA SEN.	Smt.Yamini M C Sh. Shibu M Smt. Rajina R Sh. Venugopalan P V
3	<p><u>Morning Assembly (Primary):</u> Ensure the allotment of duties in advance for smooth conduct of daily assembly by the Class teachers/ House masters. Monitoring of standard /quality of the all programmes. Ensure timely arrival of students daily at the assembly ground and proper disbursal after the assembly. Maintain record of the assembly programmes. Give Vidyalaya information if any to the staff and children.</p>	SMT. RANI B T	Sh Tej Prakash Viswakarma Smt. Shiamala C V
4	<p><u>Admission :</u> Help parents in online /offline submission of admission, Issue of admission forms, registration as per vacancy, scrutiny of forms and admission documents, short listing of candidates, Conduct of Admission Test, preparation of admission lists and timely display of lists as per the KVS Admission guideline. And help the principal in all admission related matters and keep record of all.</p>	SH.RAJEEVAN K	Sh.Shaji M Sh.Varun P K Sh. Shibu M Smt.Rani B T Smt Shiamala C V Smt Seesha A V Smt.Rajani P K Ms Ritu
5	<p><u>TIME TABLE (Secondary):</u> Preparation of timetable as per guidelines; Substitution arrangement for teachers on leave/OD, preparation of time table for the extra/remedial classes, to see the bell timing on 'O' period and also on regular days.</p>	SH. VARUN PK	Smt.Ammu Chungath

6	<u>TIME TABLE (PRIMARY):</u> Preperation of timetable as per guidelines; Substitution arrangement for teachers on leave/OD, preparation of time table fir the extra/remedial classes, to see the bell timing on zero period and also on regular days.	SH RAHUL AGARWAL	Smt.Seesha A V Sh Mintu Kumar Ms Ritu
7	<u>Internal Exam - Secondary:</u> Plan and conduct all internal examinations. Set all rooms for free and fare examination. Make arrangement for the printing of question papers, preparation of result, declaration of result and keep all records related to examination and results.	SH SATHEESH KUMAR TTV	Sh. Varun P K Mrs.Ammu Chungath Smt. Rajina Sh Soumyadipta Sen
8	<u>Internal Exam – Primary:</u> Plan and conduct all internal examinations. Set all rooms for free and fare examination. Make arrangement for the printing of question papers, preparation of result, declaration of result and keep all records related to examination and results.	SMT. SHIAMALA C V	Ms Shayma Akthar Sh. Alongbar daimary
9	<u>External Exam – Secondary:</u> Plan and conduct all external examinations and CBSE Examinations. To see the online registration of all classes as per the direction of CBSE. See the conduct of Board practical examinations and keep all records related to examinations and results and all aother matters related to CBSE examinations instructed by the KVs and CBSE.	SH. SHAJI M	Smt.Rajina R Sh.Shibu M
10	<u>CCA Activities - Secondary:</u> Division and Distribution of classes into different houses. Selection of school council and conduct of investiture ceremony in consultation with house masters. Planning and organization of CCA competitions. Conduct of festival and Commemoration of important days. Plan House wise/group wise competitions. Prepare children for annual day and maintain report.	SH.R K MEENA	Smt. Yamini M C Smt Rajina R Sh.Soumyadipta sen
11	<u>CCA Activities – Primary:</u> Division and Distribution of classes into different houses. Selection of school council and conduct of investiture ceremony in consultation with house masters. Planning and organization of CCA competitions. Conduct of festival and Commemoration of important days. Plan House wise/group wise competitions. Prepare children for annual day and maintain report.	SMT. RAJANI K P	Smt .Shiamala C V Ms.Ritu Mr.T.P Viswakarma
12	<u>Awaken Citizen Programme:</u> Conduct ACP as per schedule and complete the modules, Send monthly report toKVS(RO)	SH VENUGOPALAN P V	Sh. Shibu M Smt. Rajina R Sh. Soumyadipta Sen.

13	<u>Furniture:</u> Maintain stock, procure, repair and maintenance of furniture as per requirements of the Vidyalaya.	SH.R K MEENA	Smt Shiamala C V Sh Venugopalan P V
14	<u>Club Activities:</u> Prepare schedule of club activities and organize activities regularly and competitions to motivate children in their interested fields and keep record.		
		<u>Literary & Readers-</u> SH. SHIBU M	Sh. R K Meena Smt.Yamini M C Smt. Shabnam
		<u>Integrity-</u> SH SUNNY KUMAR	Contract Teacher SST Smt.Ramya C B
		<u>Maths-</u> SMT. RAJASREE S	Sh Mohd.Uvais Smt Seesha A V
		<u>Art & Culture-</u> SH. SOUMYADIPTA SEN	Sh Venugopalan P V Sh R K Meena
		<u>Adventure, Sports & Health</u> SMT. RAJINA R	Sh. Shaji M Staff Nurse
		<u>Science & Eco Club-</u> SH. SATHEESH T T V	Sh. Varun P K Smt.Ammu Chungath Smt.Sudha .T V
15	<u>Magazine Committee:</u> Take the responsibility of publication of students' magazine, preparation of student diary, class Magazines, Vidyalaya magazine, News Letters, Display of photographs of major events with the help in charges.	SH.RAJEEVAN K	Sh. R K Meena Smt.Yamini Smt. Shabnam Smt.Rani B T Smt. Shiamala C V Sh Soumyadipta Sen Computer Instructor
16	<u>House Masters & Associates :</u> Selection of students for house wise/class wise competition in CCA and sports. See the discipline and safety of children during the conduct of CCA/Sports and other programme. Ensure maximum participation as per the instruction of the principal. Selection of school Council members in consultation with CCA/Sports in charges and conduct of investiture ceremony and keep record.	House Master- Secondary	
		1) Smt. Sudha T V	Sh Ajeet Kumar Verma
		2) Smt Shabnam	Sh.Muhammed Uvais
		3) Sh Venugopalan	Smt.Ammu Chungath
		4) Sh Sunny Kumar	Smt. Rajasree S

		<u>House Master- Primary</u> 1.Smt. Shiamala C V 2.Smt.Seesha AV 3.Smt. Ramya C B 4.Smt. Fulse Puja	Sh Anoop Sh.Mintu Sh.Alongbar D Sh. Rahul Agarwal
17	<u>Sports Activities And Yoga:</u> Conduct Inter-house and intra- House sports and games activities. Train and select children for various cluster level , regional level competitions.Organize annual sports meet as per KVS guidelines. Organize Yoga sessions as per the schedule, maintain discipline of children, see the safety and security of children and keep the record.	Smt. Rajina R	House Masters, Associates & Class Teachers
18	<u>Scouts And Guides:</u> Cubs And Bulbuls: Prepare and train students for Guard of Honour for all major school functions. Organization of weekly parades ,training at different levels as per KVS Guidelines; Organize Camps , train children for Scout & Guides/ Cubs And Bulbuls activities. Conduct various camps and prepare students for Pravesh, Pratham Sopan etc and keep record.	<u>Scout-</u> Sh. Satheesh T T V <u>Guides:</u> Smt Ammu Chungath <u>Cubs & Bulbul</u> Smt Shiamala C V	Sh. Shibu M Sh.R K Meena Sh.Soumyadipta Sen Smt. Shabnam Smt Rani B T
19	<u>Swach Vidyalaya Abhiyan:</u> Allotment of duty to all Houses /classes. Monitoring Abhiyan activities. Monitoring of works of the cleaning staff. Procurement of materials for Swach Vidyalaya Abhiyan . Photography of all events of the Vidyalaya, record and preparation of photo albums of Swach Vidyalaya Abhiyan and keep record.	Smt. Rajina R	Sh. Shibu M Sh Venugopalan P V Sh.Soumyadipta Sen Smt. Seesha A V Smt.Shayma Akthar
20	<u>Nipun Bharath , TLM</u> Purchase of TLM and distribution promotion of innovative practices & Resource sharing. Conduct of readiness Programme. Weekly class wise implementation, arrange film show and maintain record of all.	Smt.Ramya C B	Smt.Rani B T Smt. Seesha A V Smt.Fulse Pooja Smt Rajani K P
21	<u>Website Management:</u> Updating of school website regularly. Uploading of various information of Vidyalaya and maintain site attractive with latest school information and provide needed links as per the KVS Requirement	Sh. Shaji M	Computer Instructor DEO
22	<u>Adolescence Education Programme:</u> Conduct of all activities as per KVS guidelines;Record maintenance and keep record.	Smt Sudha T V	Smt Rajasree S Smt.Ammu Chungath

23	<p><u>Guidance and Counselling:</u> Engaging Counsellors for career guidance, general guidance and individual guidance. Identification of students who needed counselling. Involve school council members in maintaining discipline. See the activities of school council members and keep record.</p>	Smt Rajasree S	Sh Rajeevan K Smt. Yamini M C
24	<p><u>Excursion and Field Trips:</u> To plan and organize excursion for all classes; vehicle arrangement for field trips planned by subject teachers and keep record.</p>	Sh. Shibu M	Sh Varun P K Smt Yamini Smt. Shiamala C V Smt. Seesha A
25	<p><u>Purchase Committee:</u> Major decisions on purchases to be made, invite quotation as per requirements for all kind of purchases. Collect requirements from Department heads Vidyalaya Office. Prepare Comparative statement and place supply orders as per requirement with the help of office bearers.</p>	Sh Rajeevan K	Sh Shibu M Sh Venugopalan. P V Sh Satheesh Kumar T T V Smt Rani B T Smt Rajina R
26	<p><u>Audio Visual room Primary (Primary Resource room):</u> Keeping the room available for the use of teacher, guest lectures, meeting etc. Show educational CDs and films to students. Prepare separate schedule make optimum use of the room and keep record. Procure material for TLM (CMP). Arrange prepared TLMs and other exhibits. Ensure effective use of Projector, TV, and other Teaching Aids and keep records of utilization.</p>	Sh Rani B T	Smt. Ramya C B Smt. Seesha A V Smt. Shiamala C V
27	<p><u>Class Room Library:</u> Help the teachers to maintain class room library. Encourage the children to bring books and magazines for the same.</p>	Class Teachers	CO- Class Teachers
28	<p><u>Teaching Aid:</u> Procure & distribute as per demand. Maintain records.</p>	Sh. Sunny Kumar	Smt Ramya C B
29	<p><u>Library Committee:</u> Give suggestion to librarian regarding selection of books. To collect class wise choice of popular books. Purchase books as per requirements. Implement library policy and maintain record.</p>	Sh. Shibu M	Sh Rajeevan K Smt Rajasree S Sh. R K Meena Smt. Shabnam Smt Seesha A V Smt Rajani K P

30	<p><u>Medical Checkups, Medical Room Control and first Aid:</u> To organize medical check up twice in an year. To make first aid material available for students. To record medical emergencies occurring during school hours. Report on activities organized and keep record.</p>	Smt. Rajina R	Smt. Rajasree S Sh Venugopalan P V Nurse
31	<p><u>Hindi implementation:</u> To organize meetings regularly as per the KVS directions. Ensure effective implementation of Hindi in all respects. To send reports to KVS regularly. Organize Hindi Packwada Celebration and Sanskrit week and keep record.</p>	Sh. R K Meena	Smt. Shabnam Sh. Ajeet Kumar Verma Sh T P Viswakarma Ms Ritu Office staff
33	<p><u>SC /ST Cell:</u> Attend issues related, maintenance of register of grievance. Maintain suggestion box and take actions against the various kinds of suggestions and maintain record.</p>	Sh. Shibu M	Sh R K Meena Ms Shayma Akthar
34	<p><u>Grievance Cell (Woman & Girls):</u> Attend issues related, maintenance of register of grievance. Maintain suggestion box and take actions against the various kinds of suggestions and maintain record.</p>	Smt. Ammu Chungath	Smt. Rajasree S Smt. Rajina R Smt. Rani B T
35	VMC	Smt. Shiamala C V	Smt. Ammu Chungath Sh. Soumyadipta Sen
36	FIT India	Smt. Rajina	Sh. Shibu Sh. Venugopalan
37	PM Shri	Sh. Rajeevan K	Sh. Venugopalan Sh. Satheesh Kumar TTV Sh. Shibu M Smt. Rajina Smt. Rani B T

38	Internal Complaint Committee: Attend issues related. Maintain a register.	Smt. Hema K, AC KVS RO Bengaluru Smt Shiamala C V (Lady member of VMC)	Smt Yamini Smt Rajina R Smt Rani B T
39	P A System : Arrangement during morning assembly in time. Arrangements during school functions. Help all house masters in practising CCA activities.	Sh Venugopalan P V	Sh Soumyadipta Sen
40	Subject Committee Conveners: Conduct meeting as per the KVS Guideline. Implement academic activities. Maintain records of the meeting.	English- Sh. Rajeevan K	Smt Yamini Smt Rajani K P
		Science- Smt Ammu Chungath	Sh Shaji M Sh. Satheesh T T V Sh Varun P K Smt. Sudha T V Sh Rahul Agarwal
		Maths- Smt. Rajasree S	Sh Mohd Uvais Smt Seesha A V
		Hindi- Sh. R K Meena	Smt. Shabnam Smt Fulse Puja Balaji
		Social- Sh Sunny Kumar	TGT SST 2 Smt Ramya C B
		Misc. Subjects- Sh. Shibu M	Smt. Rajina R Sh Venugopalan P V Sh T P Viswakarma
41	PISA/ CCT	Sh. Muhammed Uvais	Sh Varun P K Smt Yamini M C Smt Rajani K P
42	Beautification of Campus	Smt Ammu Chungath	Sh. Shibu M Smt Rajina R Sh Soumyadipta Sen Smt Seesha A V

43	<u>Bala Concept (in new Building)</u>	Sh. Varun P K	Smt Rajasree S Smt Yamini M C Smt Rani B T
44	<u>EBSB & AKAM</u>	Sh Sunny Kumar	Sh. Shibu M Smt Rajina Smt Ammu Chungath Sh Soumyadipta Sen
45	<u>PMJKVY (Skill Development)</u>	Sh Venugopalan P V	Computer Instructor Sh Soumyadipta Sen
46	<u>KALA UTSAV</u>	Smt Yamini M C	Sh.R K Meena Sh Soumyadipta Sen
47	<u>JIGYAASA</u>	Sh. Varun P K	Sh.Satheesh Kumar TTV
48	<u>INSPIRE</u>	Sh. Satheesh T T V	Smt Ammu Chungath
49	<u>NCSC</u>	Sh. Varun P K	Smt Ammu Chungath
50	<u>OLYMPIADs</u>	Sh. Satheesh T T V	Smt .Rajasree S Smt Sudha T V Sh.Alongbar Daimary
52	<u>RSBVP</u>	Smt.Sudha T V	Smt.Ammu Chungath Sh. Satheesh T T V Sh Mohd Uvais Smt Rajashree
53	<u>ALUMINI ASSOCIATION</u>	Smt. Rajina R	Sh. Shibu M Sh Venugopalan P V Sh.Satheesh Kumar T T V
54	<u>DISCIPLINE COMMITTEE</u>	Sh. Shaji M	Sh Rajeevan K Sh. Satheesh Kumar Smt. Rajina R Smt Rani B T Class Teachers
55	<u>Vidyanjali</u> Vidyanjali is an initiative of Department of School Education and Literacy, Ministry of Education, for facilitating the community and volunteers to directly connect with the government and government-aided schools to contribute their services and/or assets/ materials/equipments through a dedicated portal.	Smt.Rajina	Sh. Shibu M Sh.Rahul Agarwal

56	ACHIEVEMENT RECORD Other than CCA , Out Side School	Sh. Ajeet Kumar Verma	Smt Rajina R Smt. Ritu
57	<u>Photography and display board</u> To take photos and videos of all school activities and keep the records ready. Ensure that display boards are systematically and periodically updated as per KVS directions.	Sh.Soumyadipta Sen	Sh.Shibu M Sh.Anoop Kumar Sh.Rahul agarwal Smt.Shayma Akhtar
58	<u>YUVA Tourism Club</u>	Sh.Varun P K	Smt.Rajina Sh.Rahul Agarwal
59	<u>School Innovation Council</u>	Sh.Varun P K	Sh. Satheesh Kumar T TV Smt.Ammu Chungath Smt. Sudha T V Sh Venugopalan Sh. Soumyadipta Sen Smt. Rajina
60	<u>Young Innovators Program</u>	Sh.Varun P K	Sh. Satheesh Kumar T TV Sh Alongbar Daimary
61	<u>Coordination- INA gate</u>	Sh.Soumyadipta Sen	Smt. Ammu Chungath Sh Sunny Kumar Smt.Shiamala C V Sh Anoop Kumar
62	<u>TLM (Primary)</u>	Smt Ramya C B	Sh Mintu Kumar
63	<u>Excurssion/Field trip</u>	Sh Shibu M	Sh,Venugopalan P V Smt. Rajina R Smt.Seesha A V

PRINCIPAL

