

KENDRIYA VIDYALAYA CHENNEERKARA

COMMITTEES FOR 2026-2027.

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2024-2025. As such all the staff members are hereby informed to note the nature of duties assigned and comply with them. All the committee members will be responsible for the work of the Committee. The undersigned will ask for the compliance from the Coordinator/in – charge or in absence of Coordinator / In – charge, any member of the committee. In absence of the Coordinator/ in – charge, the next senior member of the committee will automatically will be the /Coordinator/ in – charge and so on but all the members will be equally responsible. Coordinator/ In-charge will write the names of the members in the Committee register and will allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately, if applicable. In the absence of the Coordinator/ in – charge, the member in the committee will complete the handing and taking over procedure.

Sl. No.	Department /activities	Members	Duties of In-charge and Committee Members
1	Academic Council Academic Loss Compensation Programme and Unified- District Information System for Education(U-DISE)- supply of data and conduct of CCT	Mrs. Lathakumari.P.K., VP- Coordinator – Mrs. Beena. V. PGT Mathematics –Co- coordinator . Mrs. Karuna Purushothaman, PGT- Eng. Mrs. Prabitha. P., PGT- Bio. Mrs. Rachel Numby, TGT-English. Mr. Manoj . B.- TGT- Sanskrit. Mr. Sreejith. P., TGT-English. Mr. Vikas Patel, TGT- SST. Mr. Raj Bahadur Pal, TGT- Hindi Mr. Augustine. K. I., Librarian. Primary: Mrs. Reema. M.V.,PRT.(HM I/c) Mr. Mithun Swain., PRT Mr. Harendra Gangwar., PRT.	-To plan and implement the academic programmes for the year achieving excellence in a c a d e m i c s . - Preparation of Vidyalaya Plan and Assessment Tool. - Prepare and implement special programme for the academically challenged and gifted students. -To ensure that the Split-up-of syllabus is strictly followed by all the subject teachers and home work is assigned and correction work is done regularly and properly. -To Monitor meetings of Subject Committees at regular intervals and appraise Principal regularly. Encourage new methodologies and innovative ideas in teaching and learning process. - To prepare schedule for ALCP and Implement it. - To ensure MLL for each students.

2	Admission	Mrs. Karuna Purushothaman.(PGT-Eng.)- I/C. Mr. Sreejith.P. TGT- English. Mr. R. B.Pal, TGT-Hindi. Mrs. Reema. M.V- PRT.(Pri I/C) Mrs. KM Jyoti, PRT. Mr. Shuaib Ansari,PRT.	a) To monitor the process of Registration of candidates(online or Offline) as per the schedule given by KVS. b) Scrutiny of registration forms as per the admission guidelines given by KVS c) Preparation of provisional list of selected candidates for all the classes. d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.(for applicable classes) e) To take the approval of the Chairman, VMC, before the release of the merit list. f) Maintenance of admission registers. g) Admission of candidates based on KV TC as per KVS norms. h) Local transfer admissions. i) Admissions as per RTE Act. j) Maintenance of admission records as per KVS guidelines in the prescribed proformas. k) Uploading data on UBI Portal.
3(a)	Examination (internal) Coordinator for Primary Exam	Mrs. Beena. V, PGT- Maths.(I/c) Mrs. Prabitha. P. PGT- Bio. (Co- coordination) Mrs. Karuna .P., PGT Eng. Mr. Vikas Patel, TGT- SST. Mrs. Remya Raveendran. Mr. Mithun Swain, PRT.(I/c) Ms. Soujanya Rathod. PRT. Ms. Sarika Devi, PRT. Mrs. Akhila. P., PRT.	- To plan Examination schedule well in advance. - Intimate the students about dates of Examination through students' diary. - Setting of the question papers well in time. -Arrangement Of necessary materials for the smooth conduct of examination. - Maintenance of Records. - Result Analysis in time.
3(b)	CBSE Talent Hunt and Examination other than Internal Examination.	Mr. Saji. R. (PGT- Phy.) (I/c) Mrs. Ragendhu. S. P., PGT- CS. Mrs. Jyothi R Nair (TGT- Maths) Mrs. Vinitha Viswanathan. TGT- Sci. Ms. KM Pratiksha, PRT Ms Thara Krishnan, PRT. Mr. Vipin Raj, ASO, Mrs. Bijji. K. Babu.,DEO.	1. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams. 2. Registration of Class IX and XI students, filling of the forms and completing the formalities in time 3. Correspondence for school affiliation. 4. Maintenance and submission of records of result analysis of Board exams to KVS Regional Office/ KVS Head Quarters in time.

		Class Teachers of IX to XII	5. Maintaining the record of shortage of attendance and correspondence with CBSE board. 6. Framing the practical time table in liaison with other subject teachers. 7. Conducting the CBSE board exams as per the CBSE norms. 8. Updating school website regularly(w.r.t to CBSE Exam.)
4	Time – Table & Arrangement- Sec. and Sr. Sec. For Primary Class	Mr. Vikas Patel, TGT-SST (I/c) Mrs. Beena. V., PGT- Maths. Mrs. Jyothi. R. Nair TGT- Maths. Mrs. Prabitha. P., PGT- Bio. Mrs. Saranya. S. Pillai. Mrs. Keerthy Prasannan, Computer Instructor. Primary I/C. Mr. Harendra Gangwar., PRT. Mr. Shuaib Ansari., PRT. Mrs. KM Jyoti PRT Mrs. Suchitra. S., PRT. Mrs. Anjali Krishnan, PRT.	a). To prepare the class time table and teachers time table as per KVS norms. b). To prepare the special time table for ‘after school hour classes’, Autumn break, Winter break, summer vacation etc. for the classes X and XII as per the direction of the Principal and KVS.. c). To prepare the special time table for remedial teaching (for challenging students of all classes). d). To give arrangement work to the teachers. e). To display copy of arrangement work on notice board. f). To maintain the arrangement register.
5	Website Updation, Shaala Darpan, Periodic review of school website contents, ePathashala, OLabs, Saransh, Virtual Classes, etc.	Mrs. Ragendhu . S. P. –(I/c & Coordinator) Mrs. Rachel Numby.(FB) Mr. Raj Bahadur Pal. Mrs. Keerthy Prasannan, Comp. Instr.1 Mrs. Radhika.L., Comp. Instr.2. Mr. Aswin. E. V. Art Tr. Data Entry Operator	To complete given assignment in time. -To update Vidyalaya Website periodically. - To make available best e-contents on School Website. - Arrangement for Virtual Classes by using online platforms.
6	Morning Assembly	Mrs. Rachel Numby, CLA –Coordinator TGT-English. Mrs. Karuna Purushothaman, (Co-ordinating Sr. Secondary Students activities). Mr. Manoj. B. TGT- Sanskrit. Mr. Raj Bahadur Pal, TGT- Hindi. Ms. Rupali Gupta, PRT.(Pri CLA I/c) Mr. Rahul. B. TGT P&HE Mr. Satish Patidar, PRT- Music.	a) To see that morning assembly programmes are conducted within stipulated time. b) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average c) To prepare the schedule for conducting morning assembly programme. Class teachers of secondary and primary divisions must be given responsibility of conducting morning assembly programme.

		Mrs.Suchitra, PRT. All the Class teachers for their Classes.	d) To arrange the PA system, musical instruments before the start of morning assembly – PRT Music- please note e) Annual Planning of CCA activities –house wise.
7	Discipline and Students' Council	Mr. Rahul.B. Coordinator (Overall I/C) Mrs. Prabitha. P., PGT- Bio. Co-Coordinator (Sec and Sr. Sec) Mrs. Karuna P., PGT Eng.- Mr. Saji. R., PGT- Phy. Mrs. Ragendhu. S.P. PGT-CS Mrs. Rachel Numby, TGT-Eng. Mr. Manoj .B.-TGT-Sanskrit. Mr. Sreejith. P.TGT-Eng. Mr. R. B. Pal, TGT- Hindi. Mrs.Sujitha. S. Surendran PGT- Hist. Mr. Shameem. S. (PGT- Che) Mr. Hemanth C Pillai.,Sports Coach. Primary: Mrs. Reema M V (I/c) Mr. Md. Shuaib Ansari, PRT. Mr. Harendra Gangwar., PRT. Mrs. Madhuri. V., Yoga Instr. & all Class Teachers and Student leaders.	a) Discipline a) To check personal turn of students during assembly. a-i) To check the late comers during morning assembly. b) To observe the behavior of students inside and outside class room c) To ensure provision of out pass in all classes and their utilization d) To initiate proper action as per KVS norms against challenging students. e) To check turnout of students. f) To check the bags once in a week. g) To confiscate the mobiles and other prohibited appliances. h) To conduct regular meeting of student council, prefects, monitors. Principal may be invited to such meetings. i) To ensure discipline in Vidyalaya j) Counseling of problematic/Challenging students in consultation with parents. B) Students' Council : a) Formation of Four houses and to divide students in these four houses b) Selection of School Captains, Vice Captains, Sports Captains and House Captains, prefects. c) Procuring badges for Captains, Monitors, prefects. d) Conduct of investiture ceremony for members of students' council. e) Assigning duties to all members of the Students' Council- House Wise. f) To Conduct of monthly meetings with the members of students' council. g) Maintenance of Students council register/record.
8	CLA and Celebration of Special Day.	Secondary Mrs. Rachel Numby, TGT- Eng.(I/c) Mrs. Karuna Purushothaman, PGT- Eng. Mr. Manoj B. , TGT Sanskrit. Mrs. Remya S.PGT-Hindi	a) Maintains of result of CCA activities. b) Purchase and distribution of CCA prizes & medals. c) Maintaining CCA Activities register. d) Annual Function e) preparation of calendar of activities f) To conduct cultural programmes periodically as per calendar of activities.

		Ms. Rupali Gupta, PR.(I/c) Ms. Sarika Devi., PRT Mr. Satish Patidar, PRT- Music. Ms. Thara Krishnan, PRT. Class teachers/HM <u>Primary.</u> Note- PRT Music will help in-charges to make each programme successful. Class Teachers/HM.	g) Preparation & Implementation Calendar of activities.
9	Swachha Vidyalaya & Beautification Primary Division	1. Mrs. Prabitha.P. PGT-Bio. 2. Mr. Rahul. B. (TGT-P& HE) 3. Mr. Augustine. K.I. (Library) 4. Ms. Anjana Devi. P J, PGT- Geo. 5. Mrs. Priya T.P., TGT- Science. 6. Mr. R. B. Pal, TGT- Hindi. 7. Mr. Aswin E. V., Art teacher. 8. Mr. Harendra Gangwar. PRT. 9. Mr. Satish Patidar, PRT- Music. 10. Mr. Hemanth C Pillai, Sports Coach.	- a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. - b). To ensure the provision of dustbins in all the class rooms. - c). To appraise the Principal about the cleanliness of school building from time to time. - a).To supervise the work of the people deployed under housekeeping. - b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. - c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. - d).To clear the wild bushes and thorny plants that are growing in different parts of school campus. - e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons. - f). To ensure cleanliness of area around the school building. - g). To take the rounds of the Vidyalaya thrice in a day to ensure cleanliness and proper supervision. - h). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders. i) Maintenance of Primary Nursery by primary section. J) Monthly meeting to review the progress and shortcomings under guidance of Ms. Ninu V Joy PGT Bio.
10	CS- 54 / UBI PORTAL	Comp. Department. Mrs. Biji.K., DEO.	To maintain up-to-date and flawless data. To issue necessary instructions to Class Teachers in this regard.

11	Guidance & Counselling, Vocational Guidance	Mrs. Lathakumari.P. K. Mrs. Prabitha. P, PGT Bio. Mrs. Remya Raveendran- PGT- Eco. Mrs. Keerthy Prasannan, Comp. Instructor) Mrs. Selin Anna John (Counsellor)	a) To arrange guest lectures on important occasions by inviting, Scientist, Doctors and other dignitaries. b) To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed. c) To pay the remuneration in consultation with Principal.
12	Maintenance & Repairs	Mr. Sreejith. P., TGT- English.(I/c) Mr. Manoj.B., TGT- Sans. Mr. Rahul. B. (TGT- P&HE) Mr. Augustine. K. I., Libr. Mr. Mithun Swain, PRT. Mr. Harendra Gangwar.PRT. Mr. Ashwin. E. V., Art teacher.	a). To maintain a register related with deficiencies noted in the Vidyalaya building and campus. b). To undertake maintenance of school building on war footing basis. c) To ensure the proper functioning of Aqua guard/ Water coolers installed in school building. d) To ensure the cleaning of overhead tanks in school building. e) To ensure the chlorination of water stored in tanks after cleaning.
13	Medical Check –up, First Aid and SBSB	Mrs. Prabitha. P., PGT- Bio. (I/C) Vineetha Viswanathan,TGT-Sci. Mr. Shameem. S. , PGT- Che. Mr. Rahul. B. TGT P& HE. Mrs. Elizabeth A D., Staff Nurse. Spl. Educator. Mrs. Ragendhu. S.P.PGTCS- Online record. Ms. Soujanya Rathode, PRT. Ms. Aparna M Mrs. Madhuri. V., Yoga Instr.	a). To procure the required number of medical cards in the beginning of the academic session. b). To distributes the medical cards to the class teachers based on strength. c). To arrange the medical checkup twice in a year (in the month of August and Feb) d). To ensure the follow up action after the medical checkup.
14	Furniture	Mr. Sreejith. S.P., TGT- English.(I/C) Mr. Augustine. K.I., Librarian. Mr. R. B. Pal, TGT- Hindi. Mr. Manoj. B., TGT-Sanskrit. Mrs. Reema. M.V., PRT. Ms. KM Pratiksha., PRT. Mr. Satish Patidar, PRT- Music.	a). To maintain the record of room wise/dept. wise distribution of furniture. b). To take initiative to see that the broken furniture is repaired regularly. c). To Prepare the list of broken furniture which are to be condemned. d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).

18	Cubs & Bulbuls	1. Mr. Mithun Swain, PRT. 2. Ms. Sarika Devi, PRT. . Ms. Rathod Soujanya., PRT. Ms. Reshma Ramesh, PRT.	-To conduct programmes/tests as per instruction given during training programmes. -To organize investiture ceremony. -To conduct activity once in a week. -To co-ordinates with scouts and guides programme.
19	Junior Science lab/ Secondary. e-Class room (Primary)	Mrs. Prabitha. P., (PGT-Bio) Mrs. Priya T P TGT- Sci, TGT- Sci. Mr. Harendra Gangwar, PRT. Ms. Soujanya Rathore., PRT. Ms. Rupali Gupta, PRT.	-To strive for optimum utilization of resources. -To maintain proper records of utilization. -Mr. Abhijith Nair h will prepare schedule for visit to Lab (Primary students) and will implement it.
20	Official language- राजभाषा	Principal, K V Chennerkara I/c Mr. Rajpal Bahadur Singh. TGT-Hindi. Mr. Manoj . B. (TGT-Sans.) Mrs. Remya S., PGT- Hindi. Mr. Vipin Raj, ASO Mrs. Biji.K. Babu, DEO	a) To implement the decision taken during Nagar Raj Basha committee meetings. b) To attend Nagar Raj Basha committee meetings as and when required c) To send periodical report to the KVS RO, Ernakulam, KVS New Delhi, Nagar Rajbasha committee etc. d) To take initiative to see that correspondence is made in Hindi.
21	Minutes of Staff meeting	Mrs. Rachel Numby, TGT Eng.-English . Mr. Raj Pal TGT- Hindi. Mr. Manoj. B., TGT- Sans – Hindi transltn Ms. Anagha S., TGT- Eng. Mrs. Reema. M. V., PRT. Mrs. Ritu Shivhare. PRT.	To maintain the same(Bilingual) and get it signed by the teachers on the day of Meeting itself.
22	RTI Reply	ASO -Coordinator Data Entry Operator	Timely reply of RTI queries.
23	Grievance Cell	Mrs. Lathakumari. P.K., VP, Mrs. Prabitha .P.PGT- Bio. Mrs. Jyothi R Nair, TGT-Maths. Mr. Sreejith. P. , TGT- Eng.	To share general grievances of staff member with the Principal and to help Principal to get it resolved amicably, if any.

		Mr. Harendra Gangwar, PRT Ms. Rupali Gupta, PRT. Ms. Sarika Devi., PRT.	
24	Math Club/Lab	PGT & TGTs Maths & Sub teachers Maths Pri.	To maintain it in order. To utilize available resources optimally. To maintain utilization register.
25	Photography and Videography of Events/Activities to be conducted in Vidyalaya	Mr. Aswin E. V. (I/c) Mrs. Ragendhu, PGT-CS. Mrs. Keerthy Prasannan, Comp. Instr. Mrs. Radhila L, Comp. Instr. Mr. Satish Patidar.Music Tr.	-To send photos/videos on school email. -Upload it on Youtube channel of Vidyalaya ,Facebook Page and Twitter Account of Vidyalaya. https://www.youtube.com/channel/UCqS4OVTGgWGXED72uo7kucA?view_as=subscriber
26	e- class room, & e-content development, CAL, Audio Visual Learning.	PGT Computer Science-Coordinator. Computer Instructor I & II Mr. Harendra Gangwar, PRT. Ms. Pratiksha, PRT. Ms. Ritu Shivhare, PRT. Mrs. Anjali.R. Mrs. Anjali Krishna.	To maintain it in order. To utilize available resources optimally. To maintain utilization register. To encourage teachers to develop e-contents and upload it on website.
27	Nature/Science/Eco Club/Haritha Vidyalaya	Mrs. Prabitha P, PGT- Bio. Mrs. Priya T P, TGT- Sci Mrs. Vinitha Viswanathan. TGT- Sci Mr. Vikas Patel, TGT-SST. TGT SST Mr. Ashwin E. V., Art Coach. Primary Mrs. KM Pratiksha.,PRT. Ms. Rupali Gupta.,PRT. Mr. Mithun Swain, PRT. Mr. Satish Patidar.,PRT- Music.	a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. b). To procure ornamental plants and other fruit bearing plants in consultation with Principal. c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. d) To procure fertilizers, manure, pesticides in consultation with Principal. e). Preparation of placards in different areas of garden. f). Numbering of trees and potted plants. g). Celebration of Vanamahostava in consultation with principal and forest dept. h). To motivate the children for gardening and beautification. i). To develop medicinal plant garden in the campus.

28	Integrity Club and Ek Bharat Shreshtha Bharat /Social Science Club/Music Club.	Mr. Vikas Patel, TGT Social Science-Coordinator Mrs. Sujitha Surendran, PGT- Hist. Mrs. Aiswary R. TGT- Sans. Ms. Anagha. S. TGT- English Ms. Sarika Devi, PRT. Ms. Rupali Gupta,PRT. Mrs. Anjali Krishnan, PRT. Balavatika Teachers.	a). To motivate children to prepare projects/model based on country/state allotted to the region . b). to encourage more and more children to participate in cluster level Regional level and Nation level exhibition. c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. e) to inculcate sense of patriotism and national integration and to conduct programmes for the same.
29	Readers' Club/Library Club	Mr. Augustine K I , Librarian-Coordinator Mr.Raj Pal, TGT- Hindi. Mrs. Ritu Shivhare, PRT. Mrs. Sini.K., Balavatika.	a) To develop the language skills like reading, writing, speaking, listening etc. among the students b) To develop the proper reading habits among the children. c) To give required guidance in the planning and execution of project to students d) To encourage the use of Audio Visual aids in teaching learning process e) To conduct the language games during the teaching periods. f) To preserve the projects prepared by the children. g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech etc. h) Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.
30	House Masters/ Mistress	SHIVAJI- Mrs/Ms/ Mr. Karuna P., Vikas Patel, Manoj B, Remya R. TAGORE- Mrs/Ms/ Mr. Ragendhu S P, Jyothi R Nar, Sujitha S, Shameem S. ASOKA - Mrs/Ms/ Mr. Saji R., RB Pal, Saranya P Pillai, Anjana Devi. RAMANUJAN – Mrs/Ms/ Mr. Prabitha. P., Sreejith P, Anjana G K, Vineetha V. <u>PRIMARY</u> SHIVAJI- Mrs/Ms/ Mr. Shuaib A., Satish P, Ms. Thara K., Aparna, Arya	1. To give the children ample opportunities for self-expression. 2. To teach social co-operation by providing experiences through group activities. 3. To make the children aware of their social responsibilities. 4. To prepare the children for better leadership and fellowship. 5. Prepare children to speak in public. 6. To make the children aware of different important National and International days. 7. To prepare students for different activities to be conducted during academic year. 8. To maintain House Boards based on the theme allotted for the month. As above

		G TAGORE- Mrs/Ms/ Mr. . Pratiksha Sarika Devi, Suchitra B, Radhika L. ASOKA - Mrs/Ms/ Mr. Soujanya, Reema MV, Km. Jyothi,. Mithun Swain RAMANUJAN – Mrs/Ms/ Mr. Ritu S, Harendra G, Akhila P, Reshma, Bitty Y.	
31	e-Magazine/Magazine/ News Letter/Class Magazine/Students' Diary	<u>Secondary</u> Mrs. Rachel Numby, TGT- Eng., CCA Photos and Reports, Editor of Students work- Classes VI- X. Mrs. Karuna P. PGT Eng. Editor of the Students Work from Class XI & XII. Mr. Manoj. B. / TGT Sanskrit Mr. Raj Bahadur Pal, TGT-Hindi. PGT-CS & Comp. Instructors – technical help Art & Comp Instructor– Graphic and design Student Editor <u>Primary</u> Mr. Harindra Gangwar. Ms. Sarika Devi. Ms. KM Pratiksha. Mrs. Anjali Krishna.	a). Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured. b). Editorial board will collect the article from the students. Article are to be arranged section wise(English section, Hindi section, drawing and painting etc. c). Editorial board should take concerted efforts to bring about class magazine by the end of the August 2011. d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings. a). Editorial board select the article for the class magazine. These articles are to be arranged section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section. Editorial board can invite the article from teachers side also. c). School magazine should contain total 82 pages(30 page-English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section. d). The editorial board should make concerted effort to bring about the school magazine in time.
32.	CMP and B2B including News Letter	Mrs. Reema M. V. Mr. Mithun Swain., PRT. Mrs. Suchitra S. Ms. Ritu Shivhare	a). To ensure the implementation of CMP and B2B as per KVS norms. b). To take the requirement of TLM from teachers well in advance

		Ms. Rupali Gupta. Mrs. Suchitra.S. Mrs Reshma Ramesh, PRT	every month. c). to procure TLM for the local market by taking an amount of Rs. 2000/- every month. d). To ensure the distribution of TLM to all the teachers as per requirements. e). To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
33.	INFRASTRUCTURE DEVELOPMENT & PURCHASING.	1. Mrs. Ragendhu. S. P. PGT- CS.(I/C) 2. Mrs. Beena. V. PGT- Maths. 3. Mrs. . Prabitha. P., PGT- Bio. 4. Mr. Sreejith. P. , TGT-English. 5. Mr. R. B. Pal, TGT-Hndi. 6. Mrs. Reema. M.V., PRT. 7. Mr. Mithun Swain, PRT. 8. Mr. Harindra Gangwar, PRT. 9. Mr. Vipin Raj, ASO.	a) Identify the Necessary Infrastructural development and Necessary purchases as per the need. b) Discuss with the Principal and collect the Requirement from different stake holders. c) Ensure the Purchase should be as per the latest GFR . Maximum purchase should be through GeM wherever possible. d) Ensure the quality and stck entry before going for further financial steps.
34	Science Exhibition, NCSC, INSPIRE,	Mrs. Lathakumari. P.K., Vice Principal, Co-ordinator. Mrs. Prabitha . P. PGT- Bio.(I/C) Mr. Saji R. PGT- Phy. TGT- Science I & II. Mr. Mithun Swain., PRT. Ms. Ritu Shivhare, PRT.	a). To Motivate the students to prepare the exhibits based on theme given by KVS. b). To organize Vidyalaya level Science exhibition as per the time schedule given by KVS. c). To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress. d). To inculcate scientific temper among the students by adopting activities based method in teaching learning process. E). To encourage the children to give online projects by using computers.
35	Subject Committee- Mathematics and Computer Science	Mrs. Beena. V., PGT- Maths. Mrs. Ragendhu. S. P., PGT- CS. Mrs. Jyothi R Nair, TGT- Maths. Mrs. Sharanya. S. Pillai, TGT- Maths. Mrs. Anjana Krishna, TGT- Maths.	a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the Principal

		Mrs. Keerthy Prasannan, Comp. Instr. Mrs. Radhika. L. , Comp. Instr.	also for the meeting. Monday – English Tuesday – Hindi and Sanskrit Wednesday – Mathematics and Computer Science Thursday – Science Friday-S.Studies .
36	Subject Committee- Science	Mrs. Prabitha. P. , PGT- Bio. Mr. Saji R., PGT_ Phy. Mr. Krishna Chandran, PGT- Phy. Mr. Shameem, PGT- Che. Mrs. Rekha. S., TGT- Sci. Ms. Ashlin Biju, Tgt- Sci.	b) Subject conveners/Coordinators will discuss the following issues during the meeting : i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split up syllabus approved by KVS iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students & bright students ix). Remedial teaching for weak students x). Decoration of bulletin boards in corridors / class rooms with educational charts. Xi). Club activity / Science and social exhibition NOTE: The subject convener/Coordinator will be held responsible for non – submission of the record to the Principal.
37	Subject Committee- English	Mrs. Karuna P - PGT Eng. Coordinator Mrs.Rachel Numby- TGT-Eng. Mr. Sreejith. P.- TGT Eng. Ms. Anagha S., TGT- English. All the teachers who teach English in Primary Section.	
38	Subject Committee- Hindi and Sanskrit	Mr. Manoj. B., TGT-Sanskrit(I/c) Mrs. Remya S., PGT- Hindi Mr. R. B. Pal, TGT- Hindi. Mrs. Aiswarya R, TGT- Sanskrit. All the teachers who teach Hindi in Primary Section.	
39	Subject Committee- Social Science.	Coordinator Mr. Vikas Patel, TGT-SST. Mrs. Sujitha Surendran, TGT-SST Mrs. Remya Raveendran, PGT- Eco. Ms. Anjana Devi P J, PGT- Geo.	
40	Subject Committee – Mathematics (Primary)	All the teachers who teach Mathematics in Primary Section.	a) Subject conveners/coordinators should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener
41	Subject Committee- Environmental Studies	All the teachers who teach EVS in Primary Section.	
42	Subject Committee- Hindi(Primary)	All the teachers who teach Hindi in Primary Section.	

43	Subject Committee- English (Primary)	All the teachers who teach English in Primary Section.	must invite the Principal also for the meeting. Monday – English Tuesday – Hindi Wednesday – Mathematics Thursday – Environmental Studies b) Subject conveners will discuss the following issues during the meeting : i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split up syllabus approved by KVS iii). Conducting the activities for classes I to V as per the split up syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students & bright students ix). Remedial teaching for weak students x). Decoration of bulletin boards in corridors / class rooms with educational charts. Xi). Club activity / Science and exhibition <u>NOTE:</u> The subject convener/Coordinator will be held responsible for non – submission of the record to the Principal.
44	a)AEP, e-Box b) Suggestion Box. c) NIPUN MEETING COORDINATION	Mrs. Karuna Purushotham PGT- Eng. Mrs. Prabitha. P., PGT-Bio. Mrs . Rachel Numby.TGT-Eng. Mr. Sreejith. P, TGT- Eng. Mrs. Sujitha Surendran. TGT SST. (Under the Monitoring of Vice Principal and reporting to the Principal) C) Mrs. Reema M V. Mrs. Sini K. Mrs. Radhika L.	1. a)Box meant for general complaints / suggestion, should be opened on the last working day of the month b)Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened c) Corrective, measures are to be taken immediately in consultation with principal. d) Monthly online report to be sent. 2. a) Box meant for general complaints / suggestion, should be opened fortnightly b)Register for recording the complaints / suggestions should be maintained c) Corrective measures are to be taken immediately in consultation with Principal.

45	Partnership with Govt. Institutions and connecting Vidyalaya to Society/Sharing of resources/ Connecting Neighbouring Schools etc.	Mrs. Rachel Numby, TGT- English.(I/c) Mr. Augustine , Librarian Mr. Sreejith. P., TGT- English. Mr. Vikas Patel TGT-SSt. Mrs. Reema.M. V., PRT. Ms. Sarika Devi, PRT.	-To prepare concrete plan in June. - Get the Plan approved by Principal - Implementation of Plan - Maintenance of Records - Enhance Goodwill of Vidyalaya among members of society. -Optimum utilisation of resources.
46	Alumni Association	Mr. Augustine K. I. Library (I/c) Mrs. Karuna Purushothaman, PGT- Eng. PGT Comp. Science- Co-coordinator Mrs. Rachel Numby., TGT- Eng., Mrs. Sujitha Surendran., TGT- SST	-Update data of Class XII students on KVS website. Upload data of alumni on school Website. -To maintain separate Register for this Purpose - To conduct Annual Meeting of Alumni - On KVS Foundation Day/Second week of December
47	Welcome and Refreshment of Dignitaries/Guests	Mrs. Prabitha. P. PGT- Bio. Mrs. Reema. M. V. Mrs. Saranya. S. Pillai, TGT- Maths. Mrs. Anjana Krishna, TGT-Maths. Ms. KM Pratiksha. Ms. Sarika Devi.	On occasion of _ - Academic Panel Inspection. -VMC Meeting - Visit of Guests -Any other important occasion.
48	School Safety Advisory Committee (National Disaster Management Guidelines)/ Safety Audit /Mock Drill	1. Mr. Augustine K I , Librarian-Coordinator 2. Mr. Saji R., PGT- Phy. 3 . Mrs. Rahul. B. TGT-P&HE. 4 . Mr. Manoj B., TGT-Sans. 5.. Mr R. B. Pal., TGT-Hindi. 5. Mr Hemanth C Pillai	-Mobilize local community and the school to effectively participate in school safety actions through meetings, rallies etc. and to ensure dedicated planning and action. -Identify and develop a cadre of peer educators / trainers for ensuring that safety messages, dos and don'ts of different disasters, procedures and protocols reach each and every student in the school. - Establish inclusive mechanisms to address issues in relation to school expansion and development, fire drills, power outage, early dismissals for weather events, health and safety concerns, trespassers or road/bus accidents. Planning for Safety- -Conduct a detailed assessment of needs from a safety perspective for inclusion in the School Development Plan. -Regularly monitor risk and update plan. - Develop an Emergency Response Plan for the school (including evacuation procedures, handling of chemicals in the laboratory, stock-piling of emergency equipment and. - One drill must be conducted for the followings during this academic year- 1. Fire Safety 2. Road Safety 3. Disaster Management
49	ICC: Implementation of POCSO Act: (School Level)	1. Mrs. Lathakumari. P.K., VP. 2. Mr. Sreejith .P., TGT-Eng. 3. Mr. Rahul. B., TGT-P& HE. 4. Mrs. Prabitha. P., PGT- Bio. 5. Mrs. Karuna. P., PGT- English.	-To draw plan for development of basic skills among students-LSRW - To strive for Minimum Level of Learning - Maintenance of Records- as per B2B guidelines.

Functions Of Internal Committee :

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal /may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
12. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

PRINCIPAL.

SL. NO.	DUTY	I/C SECONDARY	I/C SECONDARY
1.	ACADEMIC COUNCIL	Mrs. Latha Kumari. P K. VP	Mrs. Reema. M.V., HM (I/c)
2.	Admission	Mrs. Karuna Purushothaman, PGT- English.	
3.	Examination (internal)	Mrs. Beena. V., PGT- Maths.	Mr. Mithun Swain, TGT(P& HE)
4.	CBSE Talent Hunt and Examination other than Internal Examination.	Mrs. Prabitha. P.	Mrs. Ritu Shivahare.
5.	Time – Table & Arrangement- Sec. and Sr. Sec.	Mr. Vikas Patel, TGT- Sst.	Mr. Harendra Gangwar., PRT.

6.	Website Updation, Shaala Darpan, Periodic review of school website contents, e-Pathashala, O-Labs, Saransh, Virtual Classes, etc.	Mrs. Ragendhu. S. P.	
7.	Morning Assembly	Mrs. Rachel Numby, TGT-English	Ms. Rupali Gupta, PRT
8.	Discipline and Students' Council	Mrs.Lathakumari. P.K. (Monitoring) Mr. Rahul B. (I/c)	Mrs. Reema M V Mrs. Madhuri. V.
9.	CCA	Mrs. Rachel Numby, TGT-English	

