

KENDRIYA VIDYALAYA S A P Thiruvananthapuram

COMMITTEES FOR THE YEAR 2024-25 (wef 01-04-2024)

Sl. No	Name of the Committee	Committee Members	Duties
1	Academic Co-ordination & Supervision	<ol style="list-style-type: none"> 1. Vice Principal & HM (I/Cs) 2. Smt. Meera G, PGT Che (Science) 3. Mrs. Kavita, PGT Eng (Languages) 4. Smt. Maya R, PGT Maths 5. Sh. Jayakrishnan M, PGT Comm (Social Sciences) 6. Smt. Sreena P, Lib (Misc) 	<p>To ensure to achieve the academic targets fixed by KVS for Board exams and internal exams. To monitor the coverage of syllabus, maintenance of Teacher's diaries, checking correction work of teachers on weekly basis, implementation of KVS guidelines on changes in pedagogy, assessment etc. To conduct the meeting of subject committee conveners and to decide the agenda for various subject committees.</p> <p>To conduct the academic activities as per KVS calendar.</p>
2	Admission	<ol style="list-style-type: none"> 1. Smt. Lakshmi Devi S, PGT (Phy) (I/C) 2. Smt. Manju N , PGT(CS) 3. Mrs. Sini S, HM 4. Smt. Sreena P (Librarian) 5. Smt. Dhanya M G, TGT(Maths) 6. Smt. Farida Salih, PRT 	<p>Real time basis verification of online registration, communication to applicants, distribution of offline registration forms, online/offline preparation/ randomization of selection lists to admission in Balvatika, Class 1, Class XI and also for TC admissions.</p> <p>Admitting students after scrutiny of documents, maintenance of Admission records and providing data to RO/HQ on need basis.</p>
3	Time Table *(Time Table (2024-25) should be handed over to teachers before 31-03-2024)	<p>V. P & H M (Over all monitoring)</p> <p><u>Secondary</u></p> <ol style="list-style-type: none"> 1. Sh. Jayakrishnan M, PGT(Comm) (I/C) 2. Smt. Maya R, PGT Maths 3. Smt. Sandhya S, TGT(Sci) 4. Smt. Reema Singh, TGT(Maths) <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Smt. Hema, PRT (I/c) 2. Smt. Priya Jain, PRT 3. Smt. Varsha, PRT 	<p>Preparation of time table &make amendments as per transfers, Preparation of every day substitution /work arrangement before 1st period, Preparation of special time table for breaks, extra classes, remedial classes etc. Ensuring that no classes are left un attended by supervising the implementation of work arrangements.</p>
4	Examinations	<p>V P & H M (Over all monitoring)</p> <p><u>Secondary</u></p> <ol style="list-style-type: none"> 1. Smt. Gayathri S V, PGT (Phy) (I/c) 2. Smt. Gayathri Krishna PGT Bio 3. Dr. Manoj B, TGT(SKT) 4. Smt. Disa S TGT(Eng) 5. Smt. Parvathy S Pillai, TGT(SSt) <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Smt. Jayashree V, PRT(I/C) 2. Smt. Boini Sravanti, PRT <p>Sh. Suseelan, MTS for necessary support</p>	<p>Conduct of various exams as per academic calendar. Preparation of result analysis, maintenance of records and documents as per Uniform system of assessment class/teacher/subject wise. Monitoring of preparation and issue of report cards monthly/periodically. Necessary arrangements for centralised Valuation programmes</p>

		<u>External, CBSE, NIOS</u> CBSE 1. Sh. Pratheesh N, PGT Chem (I/C) 2. Smt. Kasmeeera K S, TGT (WE) NIOS 1. Dr. Manoj B (I/c) 2. Sh. Jayakrishnan M, PGT Comm External 1. Mrs. Gayathri Krishna PGT Bio(I/c) 2. Mrs. Kavita PGT Eng Sh. Suseelan, MTS for necessary support	Every day/regular checking of CBSE shiksha mail box and portals (OASIS/ Exams/ Academics), Pre- registration /Registration of students with CBSE, prompt and correct submission of LOC data/marks/grades, timely correspondence with CBSE, downloading materials from CBSE and compliance of CBSE instructions on Board exam related matters. Conducting CBSE exams in the exam centre with full seriousness and accountability.
5	ICT Infrastructure, Cyber Safety, Online Education	1. Mrs. Manju N PGT Comp (I/c) 2. Computer Instructor 1&2 Teachers 1. Mr. Kasmeeera K S TGT WE (I/c) 2. Mrs. Sreena P Librarian	To maintain and update the ICT Infrastructure of KV as per KVS norms , to ensure cyber safety of students and teachers and to facilitate Online/Hybrid classes, as and when necessary
6	Morning Assembly	<u>Secondary</u> 1. Smt. Kavita PGT Eng (I/C) 2. Smt. Sreeja V J, TGT(Eng) 3. Smt. Indumol TGT (Hin) 4. Mr. Dhanesh R PET 5. Yoga Instructor, Sports Coach 6. All Class Teachers <u>Primary</u> 1. Smt. Farida Salih, PRT (I/C) 2. Sh. Ujwal Kumar Dubey, PRT 3. All class Teachers Ms. Meena Music Teacher will help/ train/ coordinate both the sections	Allotment of morning assembly duties, conduct of morning assembly in qualitative manner ensuring marching & falling in lines, mass participation, evaluation of morning assembly, maintenance of discipline etc. Imparting Value education, modules of AEP, ACP, EBSB etc and celebration of all important days, KVS programmes through Morning Assembly activities. Preparation of photos, videos, reports etc and submitting to KVS promptly
7	CCA (Inter House activities)	<u>Secondary</u> 1. Mrs. Meera G PGT (Chem) (I/C) 2. PGT Hindi 3. Smt. Indumol TGT (Hindi) <u>House Masters</u> 1. Smt. Leeja A TGT Sci 2. Dr. Manoj B TGT Skt 3. Smt. Sandhya S TGT Sci 4. Sh. Devidas CC TGT Eng <u>Primary</u> 1. Smt. Priya Jain, PRT(I/C) 2. Smt. Sonam Rani, PRT <u>House masters</u> 1. Smt. Sandhya Meena, PRT 2. Sh. Lalchand Washerman, PRT 3. Sh. Ashish Kumar Verma, PRT 4. Smt. Shreya Shukla, PRT	Formation of Houses, organisation of all inter House activities including CCA competitions as per the prepared schedule and to maintain all records. Organize CCA/Cultural programmes inside/outside KV on special occasions, Inspection/ visit etc.
8	Celebrations/ Events/Inter School activities	1. Smt. Gayathri Krishna, PGT (Bio)(I/C) 2. Smt. Deepthi R TGT Hindi 3. Mr. Anupam Prajapati TGT (Art)	Organize programmes on special occasions in coordination with CCA Dept. & Assembly I/c. Taking proper measures for selection/ participation

		<ol style="list-style-type: none"> 4. Smt. Hema K, PRT 5. Ms. Meena PRT Music 	of students for all external CCA competitions and maintenance of records
9	Excursion & Transport	<ol style="list-style-type: none"> 1. Sh. Yashpal Singh TGT SSt I/c 2. Smt. Sreena P Librarian 3. Mrs. Yogesh Kumari TGT Hindi 4. Smt. Veena C S Primary I/c 5. Smt. Nushrat Jahan, PRT 	To identify the transportation contractors, organize excursions for all classes and maintenance of report.
10	Discipline	<ol style="list-style-type: none"> 1. VP&HM (Over all monitoring) 2. Sh. Manoj B, TGT(Skt) (I/c) 3. Smt. Meera G PGT(Chem) 4. Sh. Dhanesh R , TGT(P&HE) 5. Smt. Deepthi R, TGT(Hindi) 6. Smt. Jayashree V (Primary I/c) 7. All class Teachers 	To look after overall discipline of Vidyalaya, look after discipline of students during special occasions. Pursue action on cases referred to Discipline Committee. Ensure discipline during lunch break through special duties.
11	Publications (Students' Diary, Teachers Diary, Vidyalaya patrika, News letter, Invitation Cards etc.)	<ol style="list-style-type: none"> 1. Smt. Kavita, PGT(Eng) (I/c) 2. Smt. Yogesh Kumari, TGT(Hindi) 3. Sh. Devidas CC, TGT(Eng) 4. Dr. Manoj B, TGT(SKT) 5. Smt. Indumol TGT Hindi 6. Smt. Priya jain, PRT 	Collection of articles, editing, printing and distribution of diary, magazines and all publications by KV Publication of Class magazines, Hindi Patrika etc . Design and printing of various Invitation Cards
12	Library	<ol style="list-style-type: none"> 1. Smt. Sreena P (Lib)(I/C) 2. Smt. Yogesh Kumari, TGT(Hin) 3. Smt. Parvathi S Pillai,TGT(SST) 4. Smt. Farida Salih, PRT 5. Smt. Varsha, PRT 	Purchase of books as per suggestions from students and teachers. Organizing Book fair, and Library extension activities for students and staff though Library Automation and digitalization. To successfully implement Pustakopahar programme.
13	Guidance & Counselling	<ol style="list-style-type: none"> 1. Smt. Sreena P, Librarian (I/C) 2. Smt. Sandhya S, TGT(Bio) 3. Smt. Disa S TGT Eng 4. All Class Teachers & Student Counselor 	Arrangement of awareness programmes for staff and students, career guidance classes for 10 th and 12 th and monitoring of Counselling imparted by school counsellor
14	Grievance cell and suggestion box (Students, parents)	<ol style="list-style-type: none"> 1. Mrs. Deepthi R TGT Hindi (I/C) 2. Smt. Parvathy S Pillai TGT SST 3. Smt. Farida Salih, PRT 	To periodically verify the grievances reported/ submitted as per KVS guidelines for necessary follow up
15	Checking Uniform and dealing of late comers etc	<ol style="list-style-type: none"> 1. Sh. Dhanesh R TGT (P&HE) 2. Smt. Indumol, TGT(Hindi) 3. Sports Coach 4. All Class teachers 	To plan and implement measures to ensure proper uniform and punctuality among all students
16	First aid & Medical checkup	<ol style="list-style-type: none"> 1. Smt. Jayashree V, PRT (I/C) 2. Nurse 3. Sh. Dhanesh R PET 4. Smt. Boini Sravanti PRT 	To monitor and facilitate the Medical Room activities and conduct two rounds of Health Check up to all students as per KVS guidelines
17	Sports facilities, Primary Park, Open Gym	<ol style="list-style-type: none"> 1. Mr. Dhanesh R TGT (P&HE) (I/C) 2. Mr. Yashpal Singh TGT SSt 3. Ms. Snigdha Priyadarsini, PRT 4. Mr. Lalchand Washerman, PRT 5. Sports Coach 6. Yoga Instructor 7. Computer Instructor Secondary 	To coordinate Health education and Sports& Games activities of the Vidyalaya, organize coaching camps, successfully and promptly implementing KVS programmes like FIT INDIA, SBSB, Annual Sports Day, Cluster/Regional/National/SGFI events. To develop additional Sports&Games infrastructure. To maintain and ensure optimal use of

			Primary Childrens' park and Open Gym as per KVS norms
18	AV room/ Resource Room	<ol style="list-style-type: none"> 1. Smt. Parvathi S, TGT(SST) (I/C) 2. Smt. Manju N, PGT(CS) 3. Smt. Kasmeeera K S S TGT(WE) 	Ensuring maximum utilization of ICT resources and facilitating CAL/TAL classes. Proper and safe upkeep of AV equipments
19	NIPUN Room & Primary Resource Room	<ol style="list-style-type: none"> 1. Smt. Hema K, PRT (I/C) 2. Smt. Sonam Rani, PRT 3. Smt. Sandhya Meena, PRT 4. Computer Instructor (Primary) 	Setting up of CMP room with required facilities /resources and ensuring optimum utilization of CMP room
20	Safety & Security, Disaster Management	<ol style="list-style-type: none"> 1. Sh. Dhanesh R S PET (I/C) 2. Sh. Devidas CC , TGT(Eng) 3. Dr. Manoj B, TGT(SKT) 4. Mr. Anupam Prajapati, TGT(Art) 5. Mrs. Sreeja V J TGT Eng 6. Smt. A Leeja, TGT(Sci) 7. Smt. Veena C S PRT 8. Sh. Ujwal Kumar Dubey, PRT 9. Smt. Nushrat Jahan PRT 	To take measures as per SOP and organize Mock drills with the help of Fire force authorities, Refilling of Firefighting equipments etc. To ensure that all Committees as per NDMA guidelines are formed and notified for effective implementation. To update Structural safety, Fire Safety, certificates without expiry
21	Scouts and Guides	<p><u>Scouts</u></p> <ol style="list-style-type: none"> 1. Dr. Manoj B TGT SKT) (I/C) 2. Sh. Pratheesh N PGT Chem & all trained teachers <p><u>Cubs</u></p> <p><u>Guides</u></p> <ol style="list-style-type: none"> 1. Smt. Sreeja V J, TGT (Eng)(I/C) 2. Smt. Kavita, PGT Eng <p><u>Bulbuls</u></p> <ol style="list-style-type: none"> 1. Smt. Veena C S, PRT & all trained teachers 	To coordinate and implement all activities of Scouts&Guides movement from time to time.
22	Purchase Committee GeM purchases	<ol style="list-style-type: none"> 1. Smt. Maya R, PGT (Maths) (I/c) 2. Smt. Sreena P, Librarian 3. Sh. Jayakrishnan M PGT (Comm) 4. Mrs. Kasmeeera K S WET 5. Smt. Sini S HM <p>Mrs. Manju N PGT (C S) (I/c) Mr. Ganapathi P B ASO Mr. Prasad K JSA</p>	To purchase various items as per requirement by strictly following the purchase procedures of KVS and through GeM portal as much as possible.
23	Swachh Vidyalaya activities, House Keeping & Sanitation	<ol style="list-style-type: none"> 1. Smt. Deepthi R, TGT Hindi(I/C) 2. Smt. Nunu Michael, TGT(Maths) 3. Smt. Reema Singh TGT (Maths) 4. Smt. Shreya Shukla, PRT 5. Smt. Snigdha Priyadarsini, PRT 	To check and verify the Cleaning of Building and campus. monitor the House Keeping & Sanitation activities on every day basis (3 times a day) and take appropriate interventional action as and when required.
24	Maintenance & Repair	<ol style="list-style-type: none"> 1. Sh. Pratheesh N, PGT(Che) (I/C) 2. Mrs. Manju N PGT (CS) 3. Dr. Manoj, TGT(SKT) 4. Smt. Hema K, PRT 5. Sh. Ashish Kumar Verma, PRT 	Maintenance of Vidyalaya plant as per KVS norms
25	Furniture	<ol style="list-style-type: none"> 1. Sh. Jayakrishnan M, PGT Com (I/c) 2. Smt. Gayathri Krishna PGT(Bio) 3. Smt. Dhanya M G, TGT(Maths) 	Ensuring sufficient, suitable furniture to all concerned as per KVS norms and maintain the stock and records

		4. Smt. Sonam Rani, PRT 5. Smt. Sandhya Meena, PRT	accordingly. Condemnation of all old stock.
26	Beautification & Gardening, Harit Vidyalaya, GSP Audit and Medicinal/Herbal /Star plants Garden etc	1. Smt. Sandhya S, TGT(Sci) (I/C) 2. Smt. Gayathri Krishna, PGT(Bio) 3. Smt. A Leeja, TGT(Bio) 4. Smt. Farida Sali, PRT	To take innovative measures to give 'green' look to the building and campus and to plant a minimum of 1000 trees/plants in a planned manner in Vidyalaya garden/ campus and upkeeping the plants with the help of students. All activities as per KVS norms regarding Harit Vidyalaya , GSP Audit and to set up Medicinal/ Herbal /Birth Star plants Garden at the earliest
27	Monitoring of UBI Fee collection & CS 54 Maintenance	1. Smt. Sreena P, TGT(Lib)(I/C) 2. Sh. Jayakrishnan M, PGT 3. Smt. Farida salih (Primary)	To ensure timely verification of UBI data at both levels and inform Class teachers and parents about various schedules. To help Office in calculation and maintaining records
28	Photography & Videography	1. Smt. Kasmeeera K S TGT WE (I/C) 2. Dr. Manoj B, TGT (Skt) 3. Smt. Gayathri Krishna PGT Bio 4. Smt. Snigdha Priyadarsini, PRT	To start Photography club, organize photo exhibitions, arrange photo/Videographer for functions
29	Science & Mathematics Exhibition Science Circle	1. Smt. Sandhya S, TGT(Sci) (I/c) 2. Smt. Meera G, PGT(Che) 3. Smt. Gayathri S V, PGT(Phy) 4. Smt. Maya R, PGT(Maths) Mrs. Meera G PGT Chem	To identify, select students, assign projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
30	Social Science Exhibition	1. Smt. Parvathi S Pillai TGT SST (I/C) 2. PGT Economics 3. Sh. Yashpal Singh TGT(SST) 4. TGT(SST)	To identify, select students, assign projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
31	Science Congress, INSPIRE	1. Smt. Lakshmi Devi PGT (Phy) (I/C) 2. Smt. Sandhya S, TGT(Sci) 3. Sh. Pratheesh N, PGT(Chem) 4. Smt. Gayathri S V, PGT(Phy) 5. Smt. A Leeja, TGT Bio Smt. Sandhya S, TGT(Sci)(I/c)	To identify, select students, assign projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
32	Olympiads	JMO Mrs. Maya R, PGT (Maths) Maths Olympiad Smt. Dhanya M G TGT(M)(I/C) Science Olympiad Smt A Leeja, TGT (Sci)(I/C) Cyber Olympiad Smt. Manju N, PGT(CS)(I/C) English Olympiad Smt. Sreeja V J, TGT(Eng)(I/C) Primary Section Smt. Veena C S, PRT	To identify, select students, assign themes/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
33	Minutes of staff meeting	1. Smt. Sreeja V J TGT English (I/c) 2. Smt. Disa S TGT (Eng)	To prepare minutes and to circulate them to staff members within 3 days

34	AEP	<ol style="list-style-type: none"> 1. Smt. Disa S, TGT(Eng)(I/C) 2. Dr. Manoj B, TGT(SKT) 	To implement the AEP programme as per KVS norms and to send Online/offline reports promptly
35	ACP	<ol style="list-style-type: none"> 1. Dr. Manoj B, TGT (Skt) (I/c) 2. Mr. Devidas CC TGT Eng 3. Mrs. Sreeja V J TGT Eng 4. Mrs. Dhanya M G TGT (M) 5. Mrs. Nunnu Michael TGT (M) & all Trained Teachers 	To implement the ACP programme as per KVS norms and to send Online/offline reports promptly
36	PTA Meetings & Maintenance of records	<ol style="list-style-type: none"> 1. Smt. Kavita, PGT (Eng) (I/C) 2. Smt. Gayathri Krishna PGT(Bio) 3. Smt. Indumol, TGT(Hindi) 4. All Class Teachers 	To chalk out class wise, term wise PTA meetings, inform parents, conduct meetings and maintain records
37	Basic amenities to students including Drinking water	<ol style="list-style-type: none"> 1. Sh. Anupam Prajapati TGT(AE)(I/C) 2. Smt. Sandhya S, TGT(Sci) 3. Smt. Shreya Shukla, PRT 	To take effective action to ensure safe potable drinking water, install water purifiers if required and to procure certificates from the Depts. concerned
38	Rajbhasha implementation & TOLIC	<ol style="list-style-type: none"> 1. Smt. Indumol, TGT(Hin) (I/c) 2. Smt. Deepthi R, TGT (Hindi) 3. Smt. Sandhya Meena, PRT 4. Sh. J Prasad, JSA 5. PGT Hindi 	To implement all mandatory activities/guidelines regarding Rajbhasha norms, to display more Hindi banners/Notice boards, to organize Hindi fortnight activities
39	School developmental activities (CCTV, D M, PA system, Boundary surveillance etc)	<ol style="list-style-type: none"> 1. Smt. Kasmeeera K S WET (I/C) 2. Sh. Pratheesh N PGT (Chem) 3. Sh. Jayakrishnan M PGT (Comm) 4. Sh. Ganapathi P B ASO 	To monitor and liaison with the agencies and officials concerned regarding the planning, design, obtaining permission etc for School developmental activities including land use etc
40	Club Activities	<ol style="list-style-type: none"> 1. Smt. Kavita PGT Eng(I/C) 	
	Charity Club Readers Club Eco Club Health & Well -ness Club Integrity Club Science Club Standards Club SBSB School Innovation Council Primary wing	<p>Smt. Sreeja V J, TGT(E) Smt. Sreena P Librarian Smt. A Leeja, TGT(Bio) Smt. Sandhya S, TGT(Sci)</p> <p>Smt. Gayathri Krishna PGT (Bio) Smt. Lakshmi Devi S, PGT(Phy) Smt. Reema Singh TGT Maths Smt. Parvathy S TGT SSt Smt. Gayathri S V PGT (Phy)</p> <p>Smt. Farida Salih PRT I/c</p>	To organize various effective and innovative club activities with maximum involvement and participation of students and to maintain records accordingly
41	Digital Language Lab	<ol style="list-style-type: none"> 1. Smt. Kavita PGT Eng (I/c) 2. Smt. Manju N, PGT(CS) 3. Smt. Priya Jain PRT(Primary) 4. & other Language Teachers 	To ensure proper upkeep, maintenance, optimal use of Digital Language lab equipment, installations and fixtures. To train all teachers concerned to effectively and regularly use the facility.
42	CCT/PISA implementation	<ol style="list-style-type: none"> 1. Mrs. Lakshmi Devi P PGT Phy (I/C) 2. Mrs. Reema Singh TGT Maths 3. Computer Instructor Secondary Smt. Jayasree V (Primary I/c) 	Implementation of CCT/PISA/Back to Basics activities involving other teachers concerned, uploading data in portals from time to time, maintenance of records, attending meetings and training programmes

43	Students Council	<ol style="list-style-type: none"> Mrs. Maya R, PGT Maths (I/c) Mrs. Kavita PGT Eng Smt. Hema K PRT (Primary) 	Formation of students' Council, deciding agenda for meetings as per KVS norms, organizing monthly meetings and maintenance of records
44	Website/ digitalization programme/ GLIS	<ol style="list-style-type: none"> Smt. Manju N, PGT(CS)(I/C) Mrs. Deepti R TGT Hindi Mrs. Kasmeera K S TGT WE (I/C) Mrs. Veena C S, PRT Computer Instructor Mr. Prasad K JSA 	Regular updation and maintenance of Vidyalaya website in bilingual manner, to implement various KVS/CBSE/NCERT/Ministry programmes regarding Digital India etc
45	Maths Lab, Maths Corner, Maths Circle	<ol style="list-style-type: none"> Mrs. Dhanya M G TGT (Maths) (I/c) Mrs. Nunnu Michael TGT (Maths) 	To ensure optimal use of Maths Lab and Maths Corner as per KVS specification and guidelines
47	Yoga Education	<ol style="list-style-type: none"> Mr. Dhanesh R PET (I/c) Yoga Instructor 	Implementation of Yoga education
48	Music, Dance	<ol style="list-style-type: none"> Mrs. Disa S TGT Eng (I/c) Ms. Meena PRT Music CCA I/c Secondary CCA I/c (Primary) 	To identify and train talented students from all classes in various cultural items including for School Choir, Inter KV competitions, important functions etc. Procure and maintain Musical and dance Instruments. To implement <i>Routes to Roots</i> and <i>Spic Macay</i> etc programmes
49	Teaching Aids, Smart class room Social Science Dept	<ol style="list-style-type: none"> Mrs. Manju N PGT CS (I/c) Mrs. Dhanya M G Comp. Instructor (Sec) Sh. Ujwal Kumar Dubey, PRT Mrs. Parvathi S Pillai TGT SST(I/c) 	To procure, install, maintain and ensure proper use of Teaching Aids, equipments for Smart class & Language Lab etc
50	Tarunotsav, Summer Coaching camp	<ol style="list-style-type: none"> Mrs. Disa S S TGT (Eng) I/c Mrs. Gayathri S V Mr. Dhanesh R PET Mr. Anupam Prajapati TGT Art Ms. Meena PRT Music 	Implementation of Tarunotsav programme for Class X (2023-24) students as per KVS guidelines. To organize Summer Coaching Camps.
51	KVS Activities EBSB AKAM FIT India, SBSB NISHTHA	<ol style="list-style-type: none"> Smt. Parvathy S Pillai TGT SST Smt. Kavita PGT Eng Sh. Dhanesh R PET Sh. Devidas CC TGT Eng & Smt. Veena C S PRT 	Implementation of various KVS activities as per calendar involving other teachers and students concerned, uploading data in portals/Google sheets from time to time, maintenance of records
52	Liaison with parents, Alumni etc	<ol style="list-style-type: none"> Dr. Manoj B TGT Skt (I/C) Mrs. Manju N PGT C S Mrs. Jayasree V, PRT 	To liaison with parents, public, Alumni etc to muster support to school activities and mobilise help from various corners
53	ICC	A C, KVS RO Ekm Mrs. Lakshmi Devi S PGT Phy Mrs. Jayashree V PRT NGO member Lady Parent member of VMC	To act as per Govt. norms and KVS guidelines pertaining to Internal Complaints Committee vide Section 4(2) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
54	Cluster, Regional, National, SGFI Sports Meets, Subroto Cup, Annual Sports Day	<ol style="list-style-type: none"> Mr. Dhanesh PET (I/c) Mr. Jayakrishnan M PGT Com Sports coach Mrs. R Deepthi TGT Hindi 	To ensure proper and prompt participation of students in Cluster, Regional, National, SGFI Sports Meets, Subroto Cup etc, maintenance of

		5. Mr. Lalchand Washerman, PRT	online portal pages, escort arrangements, reservation of tickets etc. Conduct of Annual Sports Day
55	PVEP, Skill education	Mr. Devidas CC TGT Eng (I/C) Mrs. Kasmeeera K S WET Ms. Varsha PRT	To implement PVEP, Skill edn etc programmes as per CBSE, KVS and PM Shri norms and guidelines in timebound manner
56	PM SHRI activities	Over all In-charge- Mr. Alex Jose, VP Nodal Teacher- Mrs. Meera G PGT Chem Finance- Mr. Ganapathi PB ASO	To ensure prompt implementation of PM Shri activities in the Vidyalaya using the funds allotted from time to time, strictly as per norms and guidelines from Ministry and KVS strictly within the time line.
57	Beautification	Mr. Anupam Prajapati TGT AE (I/c) Mr. Dhanesh R PET Ms. Snigdha Priyadarshini PRT Ms. Sonam Rani PRT Ms. Sandhya Meena PRT	To decorate and beautify the building and campus in ecofriendly and sustainable manner with the help of student volunteers and to arrange special decoration, illumination etc on special occasions.
58	Vidyalaya Plan & Assessment Tool	Over all In-charge- Mr. Alex Jose, VP Mrs. Sini S HM	To delegate the responsibilities to various committees to ensure timely completion of Vidyalaya Plan & Assessment Tool.
59	Scholarships, Incentives, Grants to students	1. Mrs. Maya R PGT Maths (I/c) 2. Mrs. Nunnu Michael TGT Maths 3. Mr. Prasad K JSA	To ensure that all required information regarding various scholarships, grants etc reaches the students/parents concerned on time and make sure that all eligible students register/apply for the same promptly and correctly.

V P is requested to monitor the functioning of various committees to ensure strict compliance of KVS/CBSE norms/Guidelines/instructions received from time to time. The Committee In-charges are requested to convene meetings regularly (starting wef 31-03-2024 for planning and preparatory activities) and to ensure prompt and proper implementation of all KVS scholastic/Co-scholastic activities with team spirit and belongingness, as per instructions, and maintain comprehensive records accordingly to submit/send reports to Office and KVS before deadline.

PRINCIPAL