

## KENDRIYA VIDYALAYA CRPF PALLIPURAM

**ACADEMIC AND SCHOOL RESPONSE****COMMITTEES OF THE ACADEMIC YEAR 2019-20****I. ACADEMIC COUNCIL**

Sl No	Name of Members	Position held	DUTIES & RESPONSIBILITIES
1	Lekshmi Devi.S	(I/C)	To plan and implement the whole academic programme for the year. Maintain a consolidated register showing the name and performance of slow learners and bright students, monthly coverage of syllabus and remedial teaching in each class. Also include report of CAL/TAL, Teaching Aids and other activities, number of assignments given and their correction, consolidated report of question paper analysis of all exams. Maintain a separate file containing copy of all circulars from CBSE, KVS (HQ), and KVSRO and prepare the ATR of all RAC meeting in proper sequence.
2	Anitha.P.S	Associate(Exam I/C)	
3	K.Maria Parvathy	Member(CBSE)	
4	V.Madhusudhanan Nair	Member (Time table)	
5	Shammy Sukesh	Member (Senior TGT)	
6	Jollymol Zachariah	HM I/C Primary	
7	Binu Ashokan	Member (Co Scholastic subjects)	

## II. **SUBJECT COMMITTEE**

### **DUTIES AND RESPONSIBILITIES**

- ☐ To plan and implement the academic programme for the whole year.
- ☐ Prepare and implement special programme for academically backward and gifted children.
- ☐ Ensure that the split of syllabus is strictly followed by all the subject teachers.
- ☐ Ensure that homework is assigned and correction work is done regularly and properly.
- ☐ Hold subject committee meetings at regular intervals. Encourage implementation of new methodologies and innovative ideas in the teaching learning process.
- ☐ Hold academic discussions and guide teachers in making teaching interesting and enjoyable.
- ☐ Moderation of question paper and keeping the records of back to basic and subject enrichment activities.

Sl. No	English	Hindi/Skt	Mathematics
1	Sheeba Krishna (I/C) PGT English	PGT Hindi (Siba)	V.M.MadhuSudhanan Nair PGT Maths
2	Shammy Sukesh, TGT English	Manju C, TGT Hindi	Kavitha.G.S TGT Maths
3	Aswathi P.K, TGT English	Salini S.S TGT Hindi	Sajitha.T.M TGT Maths
4	Abin, TGT English	Ashalatha TGT Hindi	Soumya G.S TGT Maths
5	Manya R Gopal ,Librarian	Sreekumari TGT Sanskrit	Prajith Prasad Comp Instructor

Sl.No	Science	Social Science	Primary Academic Committee
1	Lekshmi devi.S PGT PHY	Sudheera K PGT Commerce	Jollymol Zachariah HM I/C
2	Anitha.P.S PGT CHEM	Nishi.M PGT Economics	Disa S PRT
3	K.MariaParvathy PGT BIO	Swapna Rajan TGT SST	Jayanthi B PRT
4	Ambili Krishnan/AthiraPGT COMP SC	Chinchu S Nair TGT SST	Ganga J PRT
5	N.K.Lal PGT CHEM	TGT SST	Tripti Kumar PRT
6	Preetha.R/Lakshmi Chandran PGT PHY	Rajeshwar Paikra TGT ART	Divya.S.J PRT
7	Sheena.B.R PGT COMP SCIENCE		Bismi V J PRT
8	Merline Thomas TGT SCI		Jagriti Pradhan PRT Music
9	Padmarekha A K TGT SCI		
10	Jayasree C TGT WET		

### III. ADMISSION COMMITTEE

Sl. No	Name of Members	Position held	DUTIES AND RESPONSIBILITIES
1	N.K. Lal	I/C Teacher	To conduct admission process as per KVS guidelines. Maintain the records category wise, RTE reimbursements class wise RTE admissions and KV TC admissions. Maintain a register containing the name list of SC/ST/OBC students in each class, month wise report of new admissions, TC issued and class strength along with category as per KVS proforma. To update the website with latest details regarding enrollment and TCs. Monthly enrollment to be collected from class teachers and consolidate the same on every last working day so that correct data is sent to RO . Notice Board in Principal's chamber to be updated with the assistance of SUB STAFF in the committee.
2	Sheena B.R	Associate I/C	
3	Bismi.V.J	Member	
4	Chithra Sekhar	Member	
5	Disa S	Member	
6	Tripathi Kumar	Member	
7	Manya.R.Gopal	Member	
8	Surendran Nair	To assist	
9	Sasi	To assist	

#### IV. EXAMINATION (INTERNAL)

Sl No	Examination (Internal)		
	Secondary	Primary	
1	Anitha.P.S (I/C)	Ganga.J (I/C)	To conduct all internal examination for classes I to XII as per KVS guidelines prepare and execute annual calendar of examinations result declarations and distribution of progress reports. To prepare the result analysis classwise and stream wise and obtain signature of Principal to forward to RO To provide split up syllabus to all classes and inform the changes if any to trs concerned To procure exam related materials To intimate students about the date of tests well in advance. Set and print question papers well in time after moderation. Arrange and supply necessary materials for the smooth conduct of the exam. Distribution of progress reports to students through parents during PTA Meetings as per the time schedule. To maintain a circular register for students and staff, to inform timetable, seating arrangement and any other instructions related to examinations. Maintain a register showing the distribution of stationery items to students and staff. Maintain stock registers (Consumable, Non consumable) and a register recording the daily use of Xerox machine. Maintain a separate file containing copies of all circulars from CBSE & KVS regarding examinations.
2	N.K.Lal (Associate)	Tripti Kumar (Member)	
3	Kavitha .G.S. (Member)	Krati Gupta (Member)	
4	Rajeswar Paikra (Member)	Pasham Pratyusha (Member)	
5	Binu Ashokan (Member)		
6	<b>Aswathi P K (Member)</b>		
7	Surendran Nair (To assist)		
8	Mohanan K (To assist)		
9	Madhu Mohanan Nair (To assist)		

## V. EXAMINATION (EXTERNAL)

**CBSE (Regn/Exam/Name Correction/Correspondence/Accreditation)All work with CBSE.**

Sl.No	CBSE	DUTIES&RESPONSIBILITIES
1	K.Maria Parvathy (I/C)	To assist the Centre Supdt. in conducting CBSE examinations. To register students of classes IX to XII to CBSE and to collect and remit examination fees in time. To assist in correspondence with CBSE. To maintain a circular register for informing students and staff about timetable, seating arrangement and any other instructions related to examinations. Maintain a register showing the distribution of stationery items to students and staff. Maintain stock registers (Consumable, Non consumable) and a separate file containing copies of all circulars from CBSE, KVS (HQ), KVSRO related to examinations. To process the applications received from parents for any sort of corrections in CBSE certificates and necessary procedures to be completed without delay.
2	Sheena B.R (Associate.I/C)	
3	Shammy Sukesh ( Member)	
4	Padmarekha A K	
5	Disa (Member)	
6	Vimla Saini (Member)	
7	Mohanam.K (To assist)	
8	Madhu Mohanan Nair (To assist)	
9	Surendran Nair (To assist)	

### a) EXTERNAL COMPETITIVE EXAMINATION INCLUDING NIOS/TALENT SEARCH/OLYMPIADS

Sl.No	Members	DUTIES&RESPONSIBILITIES
1	Sheena B R (Member)	<input type="checkbox"/> To make necessary arrangements for the conduct of External Competitive examinations <input type="checkbox"/> To coordinate NIOS related work such as TMA Mark uploading, Conduct Practical Examination through concerned subject teachers and all related work, Certificate distribution and bill settlement <input type="checkbox"/> To conduct all Olympiads and talent search examination
2	V.M.Madhusudhanan Nair (Associate. I/C)	
3	S Sudheera.K (Associate I/C )	
4	K Maria Parvathy (Member)	
5	Merlene Thomas (Member)	
6	Sajitha T M (Member)	
7	Jayanthi B (Member)	
8	Kavita PRT (Member)	
9	Jagriti Pradhan (Member)	
10	Mohanam.K (To assist)	
11	Surendran Nair (To assist)	
12	Madhumohanam Nair (To assist)	

**VI. Time Table/Arrangement/School Timing**

- ☐ Prepare the timetable for the Vidyalaya as per KVS norms.
  - ☐ Preparation of Class Observation, class work/homework submission schedule. Prepare the timetable for assembly, students dispersal etc. Also prepare CAL/TAL, remedial time table, special class time table during vacation and break. Monitoring remedial classes.
  - ☐ To prepare class observation schedule for Principal
  - ☐ To ensure allotment of AEP & ACP periods in the timetable as per directions.
  - ☐ Ensure proper implementation and smooth running of classes Arrange substitution work for leave or on duties and see the effective implementation of the same. Verification of class attendance register and maintenance of daily enrolment register. Guidance, supervision and verification of attendance and duties of contractual teachers and coaches.
- Ensure the school bell rings as per the time schedule.

SI No	Members	
	Secondary	Primary
1	V.M.Madhusudhanan Nair I/C	Tripti Kumar I/C
2	Manya.R.Gopal ( Associate )	Chithra Sekhar
3	Kavitha G.S (Member)	Vimla Saini
4	Jayasree.C (Member)	

**VII. DISCIPLINE**

Sl.No	Name of members	Position Held	Duties and responsibilities
1	Binu Ashokan	I/C	<p>Overall discipline of students during their presence in the campus. Prepare detailed plan for morning assembly, lunch break, zero period and dispersal at the end of the day. Form discipline committee among students and allot duties to them. Maintain a class wise register containing the records of late comers, uniform defaulters, damage of school property, any in disciplinary activities inside and outside class room. A month wise rolling trophy may be given to the Best disciplined class (separately for primary and secondary) based on specific judgement criteria formed by the judgment committee.</p> <p><b>Student Council members are to be nominated or elected in Co ordination with CCA committee</b></p> <p>Maintain discipline during all functions and programme. To maintain a file incorporating discipline cases and action taken.</p>
2	Lekshmi Devi S	Associate I/C	
3	N K Lal	Member	
4	K Maria Parvathy	Member	
5	V M Madhu Sudhanan Nair	Member	
6	Jayasree C	Member	
6	Swapna Rajan	Member	
7	Jollymol Zachariah	Member	
8	Ganga J	Member	

**VIII. UBI PORTAL/ FEE COLLECTION AND STUDENT  
DETAILS/COMPUTER-INFRASTRUCTURE/WEBSITE/CCTV/  
TEACHING & AUDIO VISUAL AIDS**

Sl.no	Name of the member	Position held	Duties and responsibilities
<u>1</u>	SHEENA B R	I/C	<p>To check fee collection every month and ensure that the fees have been levied for each student through UBI Portal.</p> <p>Tally fee collection with office records</p> <p>Committee to be convened weekly. Web site may be updated daily and necessary information may be displayed.</p> <p>Ensure proper and safe maintenance equipments.</p> <p>Guidance may be given to teachers in preparing in CAL/TAL classes and also in the preparation of e-content. Encourage the staff and students to utilize e-learning records,</p> <p><b>MAINTAIN A RECORD OF ALL E GADGETS IN THE SCHOOL AND ALSO E CLASS ROOMS TO RECORD THE UTILIZATION AND FUNCTIONING OF E GADGETS, ITS MAINTANENCE AND REPAIR</b></p>
<u>2</u>	SUDHEERA K	ASSOCIATE I.C	
<u>3</u>	MADHUSUDHANAN NAIR K	MEMBER	
<u>4</u>	JAYASREE C	MEMBER	
<u>5</u>	RAJESHWAR PAIKRA	MEMBER	
<u>6</u>	DIVYA S J	MEMBER	
<u>7</u>	DISA S	MEMBER	
<u>8</u>	PRAJITH PRASAD COMP INSTRUCTOR	MEMBER	
<u>9</u>	ANITHA KRISHNAN SSA	MEMBER	



**IX. CMP, FILM SHOWS AND PRIMARY ACTIVITIES :**

Sl.no	Name	Designation	Duties and responsibilities
1.	Jollymol Zachariah	H M	<p>To plan, obtain CDs and arrange film shows and CD display of educational importance and for moulding character.</p> <p>Maintain a Record of Activities conducted</p> <p>To implement all the necessary instructions given by KVS in Common Minimum Programme</p> <p>To monitor effective utilization of all available resources for the benefit of students and effective teaching learning process in primary classes</p> <p>To maintain a register for CMP and all programmes and activities under the head CMP</p>
2.	Tripti S Kumar	PRT	
3.	Divya S J	PRT	
4.	Pasham Pratyusha	PRT	
5.	Kavita	PRT	
6.	Vimla Saini	PRT	
7	Deepika Verma	PRT	

**X. Purchase Committee and Condemnation Board**

Sl.No	Members	Duties and responsibilities
1	Lekshmi devi.S I/C	<p>Collect the requisitions from the stock holders &amp; staff members and purchase the necessary items as per the purchase procedure of KVS.</p> <p>To follow the guidelines given by KVS in all purchases through GEM Portal</p> <p>Collect Condemnation list of articles from various stock holders and prepare the procedure as per kvs guidelines</p>
2	Sudheera.K (Associate)	
3	K.Maria Parvathy (Member)	
4	Sheeba Krishna (Member)	
5	Sheena.B.R (Member)	
6	Binu Ashokan Member	
7	Jayasree.C Member	
8	Jollymol Zachariah Member	
9	Ganga.J Member	
10	Anitha Krishnan (SSA) Member	

**XI. SPORTS AND GAMES**

Sl no	Name of the members	Position held	Duties and responsibilities
1	Binu ashokan	I/C	Encourage, plan and execute the sports and games activities inside and outside the Vidyalaya as per KVS calendar To ensure proper implementation of SBSB programme and timely submission of records To provide opportunities for students to participate in games and sports activities and hence enhance participation in regional and national competitions To conduct physical and health education classes as per KVS and CBSE guidelines and record all the activities on a regular basis To maintain a log book of activities and a register for achievements and recognition of students and staff in sports and games To organize health education seminars and classes which will give awareness on the importance of sports in the curriculum
2	Sheena B R	Member	
3	N K Lal	Associate I/C	
4	Rajeshwar Paikra	Member	
5	Jayasree C	Member	
6	Bismi V J	Member	
7	Jayanthi B	Member	
8	Jagriti Pradhan	Member	
9	Krati Gupta	Member	

**XII. LIBRARY COMMITTEE**

Sl no	Name of the members	Duties and responsibilities
1	Manya R Gopal (I/C)	<input type="checkbox"/> To promote reading habit among all groups of students by providing fertile environment. To help in selection and procuring of books for library following the KVS library Procedure <input type="checkbox"/> To conduct book exhibition and other library related activities in a befitting manner.
2	Anitha P S (Associate I/C)	
3	Sheeba Krishna	
4	Nishi M	
5	Salini S S	
6	Aswathy P.K	
7	Manju C	
8	Padmarekha A. K	

**XIII. NCC/SCOUT &GUIDE/CUBS AND BULBUL/SCHOOL BAND**

Sl no	Name of the members	Position held	Duties and responsibilities
1	JayaSree C	Guides I/C (Secondary)	To plan and implement Scouting/Guiding activities in Vidyalaya as per KVS calendar. To train the colour party for guard of honour on special occasions and to get the National flag ready for National festivals. To maintain a file containing circulars from KVS(HQ & RO) and a register containing enrolment list, name of student and details of activities etc. Zero periods to be arranged on every Wednesday for conducting activities. To plan and implement Cubs' and Bulbuls' activities in the Vidyalaya as per KVS calendar. To maintain a file containing circulars from KVS(HQ & RO) and a register containing enrolment list, name of students and details of activities etc.
2	Manju . C	Asso. I/C	
3	Swapna Rajan		
4	Sajitha T.M		
5	Rajeshwar Paikra		
6	Bismi V.J	I/C (Primary)	
7	Disa		
8	Jayanthi . B		
9	Vimla Saini		
10	Pasham Pratyusha		
11	Deepika VErma		
12	Merlene Thomas	I/C Scouts	

**XIV. TOLIC**

- Ensure the execution of official language implementation as per the direction of KVS and Government of India
- To enhance the use of official language as per the directions of Govt of India
- To translate all the relevant circular in official language also and optimize the use of the same in official records
- To monitor the monthly report to be sent to TOLIC/RO and to attend the meeting as when required

(I) Rajeshwar  
Paikra (I/C)

(III) Salini S S

(V) Jayanthi B

(IV) Anitha Krishnan

(VI) Merlene Thomas

(II) Manju C (Asso  
I/C)

**XV. IN-CHARGES FOR VARIOUS ONGOING PROGRAMMES OF KVS**

SL.NO	NAME OF THE PROGRAMME	NAME OF IN CHARGE & MEMBERS	DUTIES AND RESPONSIBILITIES
1	<b>ROUTES TO ROOT</b>	S JAGRITI PRADHAN JAYASREE C (ASSO I/C) RAJESHWAR PAIKRA MANYA R GOPAL DIVYA S J (I/C PRIMARY) KAVITA	TO ARRANGE INSTALLATION OF THE ONLINE PROGRAMME AND TO COORDINATE TRAINING WITH THE COORDINATORS OF ROUTES TO ROOT
2	<b>SPIC MACAY</b>	K MARIA PARVATHY (I/C) BISMI V J (ASSO I/C) CHITHRA SEKHA JAGRITI PRADHAN PASHAM PRATHYUSHA	TO ARRANGE/ORGANISE CULTURAL PROGRAMME AND TO MAKE ALL ARRANGEMENTS INCLUDING COMMUN WITH REPRESENTATIVES OF SPIC MACAY TEAM
3	<b>PUSTAKOPAHAR (EXCHANGE OF BOOKS)</b>	MANYA R GOPAL (I/C SECONDARY) MERLENE THOMAS ASWATHY PK JOLLY MOL ZACHARIAH (I/C PRIMARY) GANGA J JAYANTHI B	TO PROMOTE AND EXECUTE EXCHANGE OF BOOKS BETWEEN STUDENTS TO PREPARE LIST, AND ALL REPORTS TO MAINTAIN A REGISTER
4	<b>READINESS PROGRAMME FOR CLASS I &amp; VI</b>	CLASS TRS OF I & VI SEC I/C- PADMA REKHA PRIMARY I/C DISA	TO SUBMIT THE PLAN OF ACTIVITIES EXECUTE THE PLAN PREPARE REPORT AND MAINTAIN A REGISTER
5	<b>KNOW YOUR CHILD (KYC)</b>	SUDHEERA K ( SEC I/C) TRIPATHI KUMAR (PRIMARY I/C) MOHANAN MADHUMOHANAN NAIR	TO COLLECT THE PROFORMA AND TO BIND THEM FOR EACH CLASS CUSTODIAN OF RECORDS FOR ANY EMERGENCY AT ANY TIME FOR THE STUDENTS
6	<b>INSPIRE</b>	LEKSHMI DEVI S I/C MERLENE THOMAS (ASSO I/C) ALL SCIENCE TRS (MEMBERS)	TO SUBMIT PROJECT IDEAS IN THE WEBSITE FOR INSPIRE 2019
7	<b>CMP</b>	JOLLY MOL ZACHARIAH (I/C) GANGA J DISA TRIPATHI KUMAR KRATI GUPTA	TO ARRANGE SCHOOL LEVEL PLANNING AND IMPLEMENTATION COORDINATE CLUSTER AND ALL RELATED WORK OF CMP
8	<b>ANANDVAR</b>	DISA I/C DIVYA SJ CHITHRA SEKHA VIMLA SAINI	TO ORGANISE FUNDAY ACTIVITIES AS PER PLAN AND TO PREPARE WEEKLY REPORT WITH PHOTOGRAPH IN A REGISTER
9	<b>BACK TO BASICS</b>	SHAMMY SUKESH I/C	TO PREPARE PLAN/MONITOR THE ACTIVITIES, MAINTAIN BACK TO

		MANJU C ASSO I/C ALL TRS TEACHING IN CLASSES VI TO VIII	BASICS REGISTER /ORGANISE MONTHLY MEETINGS
10	ACP	JAYASREE C ALL TRAINED TRS FOR CLASSES VII,VIII&IX	TOPREPARE PLAN OF ACTION AS PER KVS GUIDELINES AND MONITOR THE COMPLETION OF MODULES AND SEND REPORT AS PER DEMAND FROM KVS
11	ADOLESCENCE EDUCATION PROGRAMME (AEP)	SHEEBA KRISHNA (I/C) N K LAL (ASSO I/C) MERLENE THOMAS	TO ARRANGE ADVOCACY PROGRAMME FOR PARENTS AND FOLLOW KVS PLAN WITH REPORT ON DEMAND FROM KVS
12	GREEN AUDIT PROGRAMME HARITHA &SWACHTHA ACTIVITIES	K MARIA PARVATHY I/C PADMAREKHA ASSO I/C ANITHA P S PREETHA R MERLENE THOMAS SHEEBNA B R JAYASREE C BINU ASHOKAN RAJESHWAR PAIKRA MANYA R GOPAL	REGN AND EXECUTION OF ACTIVITIES UNDER THE PROGRAMME SEND THE GREEN AUDIT REPORT AS PER KVS PLAN OF ACTIVITIES MONITOR ACTIVITIES IN THE SCHOOL ORGANISE AWARENESS PROGRAMME
13	150 <sup>TH</sup> BIRTH ANNIVERSARY OF MAHATHMA GANDHI- CALENDAR OF ACTIVITIES	JAYASREE C I/C NISHI M ASSO I/C SWAPNA RAJAN RAJESHWAR PAIKRA DEEPIKA VERMA PASHAM PRATHYUSHA	FOLLOW UP OF CALENDAR ISSUED BY KVS FOR THE BIRTH ANNIVERSARY CELEBRATIONS SEND REQD REPORTS WITH PHOTOS M, AINTAIN A REGISTER AND EXECUTE THE WORK AS PER PLAN
14	PISA	NK LAL (I/C) LEKSHMI DEVIS (Associate I/C) SHEENA B R Manya R Gopal ALL TRS TEACHING HINDI ENGLISH SCI & MATHS ALL CL TRS OF VIII, IX & X 2019- 20	TO INFORM THE STUDENTS ABOUT THE PROGRAMME ISSUE MODEL PAPERS TRAINING SESSIONS TO BE ARRANGED AND MONITOR THE PREPARATION
15	ATL	SHEENA B R I/C NK LAL ASSO I/C LEKSHMI DEVIS JAYASREE C RAJESHWAR PAIKRA	TO REGISTER AND DO NECESSARY WORK FOR IMPLEMENTATION OF ATL LAB IN THE SCHOOL AS PER THE DIRECTIONS OF NITI AYOOG

**XVI. SCHOOL RESPONSE TEAMS (CONSTITUTED AS PER VIDYALAYA PLAN)**

Sl.No	Particulars	Name of Team Leader	Members with Designation	Contact Details	Duties and responsibilities
1	Child Rights Protection Cell	Mrs.K MARIA PARVATHI	1 Mr. N KLAL 2 MRS ANITHA P S 3 SUDHEERA K 4 Mrs. Kavita G S 5 MRS Jolly Zachariah 6 Mrs GANGAJ	9447893702	To ensure protection of child rights in the campus in letter and spirit and monitor observe and record any such acts which violate protection of child rights
2	Evacuation Team	Jayasree C	1 Mr. Binu Asokan 2 Mr. N K LAL 3 ASWATHI P K 4 Mrs. BISMIVJ, PRT 5 RAJESHWAR PAIKRA 6 Krati Gupta 7 Vimla Saini 8 Jaipal	8891457565	To ensure school safety as per school safety policy and NDMA guidelines. To convene disaster management committee and take all precautions accordingly. To coordinate activities of all stake holders for school safety. To conduct awareness programmes for students, staff and parents. To conduct mockdrill for evacuation in case of emergency.
3	Search & Rescue Team	BINU ASHOKAN	1 JAYASREE C 2 Rajeshwar Paikra 3 SHEENA B R 4 Preetha R/ Lakshmi Chandran 5 KAVITHA G S 6 Madan Raut 7 Deepika Verma	9447050030	To ensure safety and security of children in the campus To display a map of the school in the main area and give awareness to students about dangerous spots and blind spots in the campus To monitor CCTV cameras for ensuring the safe functioning of the vidyalaya All emergency telephone numbers to be displayed for quick response under emergency
4	First Aid & Medical Team	Merline Thomas	1 BINU ASOKAN 2 Preetha R/Lakshmi Chandrn 3 Sajitha T M 4 Jayanthi B	9562643155	Conduct medical checkup twice in a year as per KVS norms. To provide first aid assistance and to arrange for medical help in

			5 PashamPrathyusha 6 Nurse		emergency situations. To inform parents without any time delay depending on the need of the situation.
5	Transport Safety Team	Mr.V.M MADHUSUDANAN NAIR,	1 Manya R Gopal 2 Ambili Krishnan Athira 3 Manju C 4. PADMA REKHA A K 5 Smitha G G PRT 6 Surendran Nair 7 Mohanan K	9447050030	To prepare a comprehensive report of transport used by students with the help of class teachers To control the unwanted entry of vehicles in the campus which create hindrance to students during school time by employing supporting staff at entry points To ensure safe transport facility to students by co ordinating with PTA and local bodies
6	Team for students with special needs (Divyang)	Sheeba Krishna R	1 JAYASREE C 2 Lekshmi Devi S 3 Swapna Rajan 4 Krati Gupta 5 Kavita	9446900097	To maintain a record of special students and ensure that their needs are served and facilities provided are adequate Prepare a record of existing facilities and room for improvement To submit any grievance faced by such children to Principal for immediate action

			5 Krati Gupta		
7	Internal Complaint  Committee (ICC)	Principal	1 Lekshmi Devi S Jollymol Zachariah Member NGO (Smt Radhamani , Secretary Child & Women Association		To monitor and report any harassment of staff at workplace
8	Grievance Redressal Committee	Sudheera K	1 Mrs. SHAMMY SUKESH 2 K Maria Parvathi 3 Mrs ANITHA P S 4 Aswathi P K 5 Tripti Kumar		Grievance cell will be functioning for students, staff, parents and public. Open suggestion box on every Friday in the presence of the Principal and record suggestions in a specific register

## **XVII. DUTIES ALLOTTED TEAMWISE**

### **Team I**

- Prepare institutional planning and calendar of activities as per KVS guidelines.
- Recording Students/ teachers achievement list, consolidated list of slow learners and bright students for all classes etc. To keep accurate records of all achievements made by the students and teachers in different levels in external competitions.
- To ensure the minor and major repair works including civil, electrical, plumbing and water supply of the school building are carried out, also to supervise the same. Obtain the safety certificate of the building and ensure the purity of the potable water.
- Maintain the register containing the names of office bearers and minutes of the VMC meetings. Invite eminent alumni to interact with the students . Conduct alumni association meeting twice a year with office bearers.

<b>Team I</b>	<b>Member</b>	<b>Duties assigned</b>
LEKSHMI DEVI.S I/C Jollymol Zahariah Associate(I/C)	1. Preetha.R 2. Merlene Thomas 3. Jayasree 4. Aswathi.P.K 5. Tripti Kumar 6. Vimla Saini 7. Anitha Krishnan 8. Mohanan.K 9. Valsala	a. PTA & ALUMNI b. Vidyalaya plan & Assessment Tool, c. Student Achievement & Teacher Achievement d. Staff meeting Agenda e. VMC meeting & Follow up f. Medical Check up & First Aid g. PA system/Energy Conservation & water resource management h. M & R civil /Electrical i. safety/security of building



**Team II**

- To monitor the remedial coaching with a fixed timetable and follow up and suggestions to be intimated to the concerned
- To monitor the academic loss compensation programme and its effectiveness
- Do the needful to receive the VIPs for special function and provide proper refreshment to them.
- To give Guidance and Counselling to students, arrange for guest lectures etc. To ensure completion of AEP modules. To ensure timely intervention in case of behavioural changes in children and to refer such cases to the school counsellor. To conduct activities that help in building life skills and self confidence. To maintain record of all the activities conducted.

<b>Team II</b>	<b>Members</b>	<b>Duties assigned</b>
<b>Anitha P S (I/C)</b> <b>N.K.Lal (Associate I /C )</b>	1. PGT Hindi 2. Kavitha G S 3. Salini.S.S 4. Rajeshwar Paikra 5. Disa 6. Pasham Pratyusha 7. Deepika Verma 8. Jaipal 9. Anitha Krishnan(SSA) 10. Surendran Nair 11. Muraleedharan	a. Remedial coaching and follow up b. All Reception & Refreshments of Guests & Staff on special occasions c. Staff welfare ,Staff club d. Guidance and Counselling and Students Welfare

### **Team III**

- To look after the cleanliness of the school campus, classrooms, corridors etc. To inspect the toilets and washbasins daily and report to the concerned in charges of NTPC if any lacuna is detected. Maintain a register showing the daily upkeep of Vidyalaya, allotment of duties to staff to supervise cleaning of areas like ground, secondary block, primary block and administrative block and submit a fortnightly report in the proper format.
- Report M&R work (civil, electrical and furniture) to the concerned in charges. Marking attendance and supervision of conservancy service staff and usage of cleaning materials. A rolling trophy may be given weekly to the best class and department on the basis of specific criteria formed by the committee. The result will be displayed in the students' notice board, staff room and Principal's chamber.

<b>Team III</b>	<b>Members</b>	<b>Work Assigned</b>
<b>K Maria Parvathy I/C</b> <b>Sheena B R Associate I/C</b>	<b>1. Shammy Sukesh</b> <b>2. Aswathy P K</b> <b>3. Bismi.V.J</b> <b>4. Chithra Sekhar</b> <b>5. Rout Madan</b> <b>6. Jagriti Pradhan</b> <b>7. Madhumohanan Nair</b> <b>8. Murali</b>	<b>a. Morning Assembly coordination and allotment of duties</b> <b>b. Celebration of important days/events etc.</b> <b>c. Cleanliness Gardening and Campus Beautification</b> <b>d. Contractual Appointment of Teaching Staff</b> <b>e. Monitoring of Conservancy Staff. Security and Gardner</b> <b>f. Quarter allotment, M &amp; R of Quarters</b>

## **Team IV**

- To maintain the stock of all furniture in the Vidyalaya, Prepare condemnation report for broken furniture. Prepare a room wise inventory of furniture and assign responsibility to students for maintaining the same. Take measures to fixtures, prevent breakage of furniture. Arrange for repair of broken furniture if any.
- Supervise and co-ordinate the welfare measures of the SC/ST and OBC. Maintain the register regarding this. E-Grantz website updation properly. Welfare measures displayed in the website and notice board.
- Prepare a plan for study tours for all classes. Transportation may be arranged and ensure the safety and security of the students.

<b>Team IV</b>	<b>Members</b>	<b>Duties Assigned</b>
<b>V.M.MADHU SUDHANAN NAIR (I/C)</b> <b>Sudheera K/Sheena BR</b> <b>(Associate in charge)</b>	1. Sajitha.T.M 2. Swapna Rajan 3. Binu Ashokan 4. Manya R Gopal 5. Ganga.J 6. Jayanthi.B 7. Smitha.G.G 8. A.Sasi 9. Muraleedharan	a. Furniture b. CS-54 & Office RELATED WORK c. Excursion, fieldtrip e. Escort duty allotment/Inhouse – workshop/ Inservice courses d. Transportation for various programmes e. SC/ST/OBC /RTE Scholarships & E Grantz

## **Team V**

- To plan and execute CCA activities for the whole academic session. To plan and organize other celebrations and observance of important days. Ensure that CCA certificates and prize distribution well in time. Maintain circular register for students and staff, judgement register for morning assembly programme and other CCA activities. A file to keep all circulars regarding to CCA. To maintain the notice board of the morning assembly program and CCA
- To facilitate creative writing among students and publish class magazines, newsletters, Vidyalaya Patrika, students' diary, teachers' diary, ID Card etc in time. Prepare the schedule and execute the same as per KVS guidelines.
- elect the office bearers of the Students Council as per KVS norms and assign duties for the discipline of the Vidyalaya.
- To encourage students to participate in various activities. Select the participants aptly. Maintain the house notice boards periodically, update with relevant topics, House flag erected during morning assembly time.
- Proper maintenance and updating the information. Make all display board including name of the incharges, House name and name of the student leaders.
- To organize activities to develop love and admiration for nature, conducting various programmes for environment protection, visit to various places.

<b>Team - V</b>	<b>Members</b>	<b>Duties Assigned</b>
<b>Sheeba Krishna (I/C) Nishi M (Associate I/C)</b>	<b>1. Manju.C</b> <b>2. Manya R.Gopal</b> <b>3. Priya</b> <b>4. Disa</b> <b>5. Divya S.J</b> <b>6. Kavita</b> <b>7. Krati Gupta</b> <b>8. Muraleedharan</b> <b>9. Valsala.K</b>	<b>a. CCA (Internal)</b> <b>b. CCA(External)Competitions . Other than KVS</b> <b>c. Student Council Nomination Selection &amp; Investiture</b> <b>d. Students diary, Teacher's diary, ID Card, Class Pass, Monitor badges</b> <b>e. Publication of News letter, magazine emagazine, wall magazine display board</b> <b>f. Club activities</b>

### **XVIII. Club-Wise Staff Allocation**

1. **Eco Club:** To organize activities to develop love and admiration for nature, conducting various programmes for environment protection, visit to various places.
2. **Literary Club:** To organize various programmes to develop love for languages, improving communication skills, to develop reading skill, to promote 3 R etc.
3. **Maths Club:** To create an interest in the subject, to encourage, to explore new and advanced developments in Maths by conducting various programmes
4. **Integrity Club:** To enable students realize human values and learn to manage resources to lead a healthy and peaceful life. Sensitize young minds against corruption and unethical practices
5. **Charity Club:** To encourage students to find peace in helping others and maintaining a good brotherhood relationships with others.
6. **Adventure Club:** Develop the inherent talents of adventurous sports and remove the inner fear.
7. **Readers Club :** Encourages students to develop the habit of reading, makes students understand the importance of

Sl.No	Eco	Literary	Maths
1	Anitha PS (I/C)	Sheeba Krishna (I/C)	V. Madhusudhanan (I/C)
2	Lekshmi Devi S	Shammy Sukesh	Sajitha T M
3	Maria Parvathy	Aswathi P K	Kavitha
4	Merlin Thomas	Salini S S	Soumya G S
5	Padmarekha A K	Siba	

Sl.No	Integrity	Charity	Adventure	Readers
1	Jayasree C (I/C)	Sudheera K (I/C)	Binu Ashokan (I/C)	Manya R Gopal(I/C)
2	Ambili Krishnan /Athira	Lakshmi Chandran	Jagriti Pradhan	N.K Lal
3	Swapna Rajan	Ashalatha	Manju C	Sheena
4	Chinchu S Nair	SREEKUMARI	Rajeshwar	ABIN
5				

**PRINCIPAL**