

PM SHRI KENDRIYA VIDYALAYA CRPF PALLIPURAM  
(REVISED Allotment of additional responsibilities for the session 2023-24)

The existing committees for the academic session 2023-24s are hereby revised after the joining of new staff, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the remaining months of the session with immediate effect and are directed to frame action plan accordingly.

All the committees will look after the assignments as per provisions of KVS/CBSE circulars issued from time to time so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stakeholders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner. For the formation of such subcommittee, the approval of the Principal would be obtained. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal /Senior Most Teacher. Help of other staff members can be taken for bestoutputs. All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. **All the committee in-charges are requested to make plan or calendar of the activities which will be conducted from 01.01.24 to the end of the session and will submit to undersigned before 06.01.2024.**

S.No	Committees	Name of the Teachers	Sign	Duties/Responsibilities
1.	General Supervision	C Raji Anitha PS		General Supervision of daily activities of Vidyalaya.
2.	Supervision of Nipun/FLN/B ack to Basics /EQUIP	Mrs Beena Joseph Mr Madhu PL Mrs Jolly Zacharias Mrs Ganga		Supervision and proper implementation of all the mentioned schemes with concerned classes. Keeping records of supervision.
3.	Academic Coordinator & Implementation of NEP	Mrs Anitha P S. PGT Chem Mr Madhu PGT [Phy] Mrs. Beena Joseph, PGT [Maths] Mrs Sudheera PGT [Com] Mr. Geetha Kumari, PGT [Hindi.] Mrs Meera PGT [Eng]		Record the lapses and weak academic points of the Vidyalaya. Suggestions for improvement and discussion with Principal regularly. Regular meeting regarding academic improvement and steps to be undertaken for desired outcomes. 100% result with high PI. Maintain record of performance of the students in various class tests, attendance etc and contact with parents of needy students.
4.	CBSE Exam	Mrs. Bijumole, PGT [Bio.]		Timely completion of CBSE related all the activities as per schedule.



		Mr. Baiju PGT[CS] Mrs Shammmy Mahesh TGT [Engl]		To coordinate and conduct CBSE exam on time. To maintain secrecy in all respects, correspondence in relation to CBSE
5.	HomeExam	Mrs. Anita PS PGT [Chem]I/C Mr Madhu P L PGT [Phy] Mrs Sajitha, TGT [Maths] Mrs Vidya TGT Science Mrs. Satyabhama, PGT [Chem.] Mr Surendran Lab Asst		Conduct exams fairly and smoothly. To keep the records of exams & results Timely conduction of Exams as per KVS instructions. Distribution of correct result to the students. Calling of PTM just after the exam. Making proper seating arrangements during exam. Uploading of results in school website in consultation with computer department
6.	Home Exam Pri	Mrs. Jayanthi, PRT I/C Mrs Tripti PRT Mrs Sonam PRT		
7.	Olympiads & NTSE, Inspire awards, NCSC, JNSE, Others	Mr Madhu P L, PGT [Phy] I/C Mrs. Preetha, PGT [Phy.] A I/C Mr Baiju, PGTCS Mrs. Bijumole, PGT [Bio] Mrs Vidya TGT [SC] Mrs Shammmy Mahesh TGT [Eng] Ms Neetu PRT Ms Niharika PRT		To prepare students for Olympiads. Plan and prepare students for participation in national Science Olympiad . Registration for Inspire award. Prepare students for Science Exhibition.
8.	CCT/PISA	Mr. Subhash Vasu, TGT Eng I/C Mrs Sheena B R, PGT CS Mrs Sarjoon Begum, Librarian Mrs Chithra Mrs Tripti		To conduct CCT Practice tests as per instructions & schedule issued by the KVS and as per circulars. Timely updating CCT site. Close monitoring of the CCT based activities. Time to time reporting about the progress & Performance to the Principal
9.	Admission	Mr. Madhu P L, PGT [Phy.] Mrs. Sheena B R, PGT CS. Mrs Chithra Mrs Bismi V J		Registration and preparing the list of selected candidates, Complete admission process as per admission guidelines. To maintain proper records of fresh admissions and admission on KV TC
10.	RTI Handling	Mr. Sailesh, ASO Mrs. Anita Krishnan, SSA Mrs. Sudheera, PGT [Com.] Mr. Joiy, TGT WET		Reply to RTI queries well in time.
11.	Local Purchase			Plan and purchase as per KVS guidelines. Ensure 100% purchasing through GeM portal



12.	M&R (Civil/Electrical, M&R) (School Building)	Mrs. Sheena, PGTCS	To call the quotations as per the requirement of items if not item is not available on Gem. Completion of quotations & making comparative, Statements And taking approval from Chairman. Supervising the whole procedure of condemnation till the auction. To plan & purchase material and supervise the works. To prepare the list of materials and submit to Principal for necessary action. To maintain all fans/ tubelights in working order
		Mr. Biju, TGT PET	
		Mrs. Jolly, [PRT]	
		Mrs. Bismil [PRT]	
13.	Guidance &	Mrs. Biju mole, PGT [Bio.]	Organize workshop for staff and parents. To handle typical problems of children.
		Mrs. Sudheera, PGT [Com]	
14.	Counseling	Mrs. Biju mole, PGT [Bio]	Monitoring of typical problematic kind of students. To keep in touch with such parents.
		Mr. Biju, TGT PHE	
		Mr. Preetha, PGT [Phy]	
15.	Innovations & Experimentation	Mrs. Sheena BR	Motivate teachers for innovation and experimentation during teaching learning process
		Mrs. Ganga [PRT].	
		Mr. J. Joy, TGT WET	
16.	Aqua Guard & Water Cooler	Mr. Biju, TGT PHE/Shyam Sundar	To supervise and maintain all water coolers, aqua guards. Proper installation & running of Aquaguards.
		Mrs. Sheeba Rani	
		Mrs. Preetha PGT [Phy.]	
		Mr. Baiju	
17.	Fee Concession, Scholarship Updation & UDISE/ RTE/BPL	Mrs. Anitha SSA	Recommend fee concession as emergency assistance to the students, Fill data on U-DISE portal & Complete entry for scholarship timely. Properly check the filled forms and submit to office in proper time.
		Mr. Sailesh, ASO	
		Mrs. Chithra	
		Mr. J. Joy, TGT [WET]	
18.	P.A. System	Mr. Shyam Sundar TGT [AE]	To maintain mic system. Arrange the mic system before start of any program.
		Mr. Abhishek Gangwal [PRT]	
		Mr. Preetha, PGT [Phy]	
19.	Furniture	Mr. J. Joy, TGT WET	To maintain the record of furniture and inventory of each class and department. To prepare list of broken/unserviceable furniture & repair of broken furniture.
		Mr. Sajjan Kumar PRT	
		Mr. A.K. Singh, TGT [Sams.]	
		Mr. Gordhan Balai, TGT [Hindi]	
Excursion & Adventure		Mrs. Jolly, H.M	To motivate the children for Excursion and Trekking. To arrange railway reservation well in advance. To motivate the children for adventure and trips/Excursion.
		Mrs. Ganga PRT	



20.	V.V.N.	Mr Sailesh ASO Mrs Anitha Krishnan,SSA Mr.Bajju ,PGT [CSI] Mrs Chitra PRT		Checking of VVN registers and proper maintenance of ledger.
21.	Discipline	Mrs Beena Joseph PGT[Maths] Mrs. Geetha Kumari PGT[Hindi] Mr. Madhu ,PGT[Phy.] Mrs. Manju C, TGT[Hindi] Mrs SoumyaSathian , TGT[Eng.] MrsJolly, H.M Mrs. Ganga, PRT Mr Biju TGT [PHE]		To formulate rules regulations to maintain discipline in the Vidyalaya. To keep track of indisciplined students & monitor them, To identify students who damaging school property and call the meeting with their parents. To investigate the in-discipline cases, prepare report and suggest some ways to improve discipline. To plan duties and responsibilities of student council, house captains and class monitors.
22.	Cleanliness	All the Concerned Class Teachers Se Mr. Joy, TGT WET Mrs. Beegum Sarjoon, Lib. Mr. Shyam Sundar , TGT AE Pri Ms Sonam Pal , PRT Ms Sweta Prasad , PRT		To monitor the work of conservancy. Make floor-wise incharge so that toilets and Classrooms, dept. are spick and span. Corridors are swiped and swabbed twice a day. Toilets are cleaned twice/thrice a day. Select some boys and girls from each class and collect feedback from the students regarding cleaning of class rooms and wash rooms.
23.	Publicity & Press	Mrs. Geetha Kumari, PGT [Hindi] Mrs Meera , PGT [Eng.] Mrs Shammay Mahesh TGT [Eng]		To publish/coverage of achievement of students in Various competitions organized at different levels.
24.	External Examination/ NIOS/NEET/JEE	Mrs. Nishi, PGT [Eco.] Mrs Kavitha TGT [Maths] Ms Chandani PRT Ms Sweta PRT Ms Niharika PRT		Conduct various examinations organized by external agencies in confidential manner. Keeping in mind all the protocol of the examination.
25.	Photography	Mr. Shyam Sundar & Mrs Beegum Sarjoon, Librarian Mrs. Manju C, TGT [Hindi] Mrs. Kavitha G S, TGT [Maths.] Mrs. Sajitha, TGT [Maths]		To collect and maintain record of photographs of various events To conduct Scout activities weekly. To prepare calendar of activities for the session To prepare the students for various testing Camps and select
26.	Scout & Guide/ Cub- Bulbul			



27.	NCC	Mr. Subhash, TGT[Eng]		students to participate IN VARIOUS Sopans and awards.
		Mr. Baiju PGT[CS]		
		Mr. Joyi TGT[WET]		
		Mrs. Ganga, PRT		
28.	RajBhasha&Hindi	Mr. Abhishhek Gangwal. PRT		Registration of the students. Proper training, parade, timely completion of syllabus. Prepare for Camp/Exam To prepare calendar for activities
		Mrs. Geetha Kumari, PGT[Hindi]		
		Mrs. Nimmi, TGT[Hindi] Mrs Anitha Krishnan SSA		
29.	English	Mrs. Meerai, PGT[Eng.]		To note the steps for enhancing teaching and learning process
30.	Subject Committee	Hindi & Sanskrit	Mrs. Geetha Kumari, PGT[Hindi]	To note down the steps taken for improvement of the performance of the weak students with name. Steps taken by teachers to motivate students for better performance. To conduct subject committee meeting monthly & keep the records of the meeting. Monitor the coverage of syllabus monthly as per split of syllabus. Discuss about changes in syllabus, pattern of question papers, practice of CCT based questions, Framing of CCT based questions from each topic
		Science & Maths	Mr. Madhu P I, PGT[Chem] Mrs Beena Joseph PGT [Maths]	
		SoSci	Mrs. Sudheera, PGT(Com)	
		WE&Art	Mr. Joyi, TGT[WET] Mr. Shyam Sundar, TGT[A&E]	
		Mrs. Beegum Sarjoon, Lib		To prepare list of required books/newspapers/ magazines

	Library Committee	<p>Mrs. Soumya Sathyan, TGT [Eng]</p> <p>Mrs Nimmi , TGT [Hin.]</p> <p>Mrs. Geeta Kumari, PGT [Hindi]</p> <p>Mrs Shammmy Mahesh TGT [Eng]</p>		<p>periodically and journals.</p> <p>To keep proper record of books and magazines and monitor them properly.</p> <p>To maintain proper issuing and returning of books.</p> <p>To promote and motivate students and teachers to borrow more and more books from the library. To purchase books and display new arrivals books inacorner. Regular meeting of library committee. To make available latest editions of the books for the children. To purchase &amp; make available latest books as per their interest of students. To ensure the ratio and variety of books in Primary Class Libraries.</p>
31.	PTA/PTM	<p>Mrs. Beena Joseph , PGT [Maths]</p> <p>Mrs. Geetha Kumari, PGT [Hin.]</p> <p>Mrs. Sheeba Rani , TGT [Sc]</p> <p>Mrs Jolly, PRT</p> <p>Mrs. Tripiti, PRT]</p>		<p>To keep academic discipline.</p> <p>Keep liaison with parents in the interest of academics. Seating arrangements for Parent teacher meeting and keep the records &amp; circulate them in minutes among the teachers</p> <p>for academic improvement.</p>
32.	Campus Beautification & BALA	<p>Mr. Shyam Sundar , TGT [AE]</p> <p>Mrs. Bijumole, PGT [Bio]</p> <p>Mr. Joiy, TGT [WET]</p> <p>Mrs Sheeba Rani TGT [Sc]</p>		<p>Planning for beautification of campus. Preparation of month wise reports.</p> <p>Implementation of BALA concepts properly.</p>
33.	A/C, CS-54, Fee, Cash Book & Pay bill Checking	<p>Mrs. Nishi, PGT [Eco]</p> <p>Mrs. Sudheera, PGT [Comm.]</p>		<p>To ensure reconciliation of fees.</p> <p>Proper accounting and checking of fee details of all classteachers. To check &amp; ensure correctness of the pay bill,</p> <p>verification of office expenses</p>
34.	Activity Room 1 Smart Classrooms Class 12A, B, C	<p>Mr. Joiy, TGT [WET]</p> <p>Mr. Baiju, PGT [CS]</p> <p>Mrs Sudheera PGT [Com]</p> <p>Mrs Preetha PGT [Phy]</p> <p>Mrs Meera PGT [Eng]</p>		<p>To check out the plans that teachers can use resources properly.</p> <p>Proper use of gadgets, teaching Aids and teaching material.</p>
35.	Computer Labs	<p>Mrs Sheena BR, PGT [CS]</p> <p>Mr Baiju PGT [CS]</p>		<p>To maintain all computers in working order Ensure proper utilization of all computers. Ensure cleaning &amp; dusting of the lab &amp; system.</p>



36.	Teaching Aids	Mr.Joijy, TGT [WET] Mrs Jolly PRT	To maintain proper record of teaching aids & display in the room. To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
	Departments Chem.Lab Phy.Lab Bio. Junior Science.Lab Maths.Lab	Mrs.Anitha PS PGT [Chem.] Mr.Madhu PL, PGT [Phy.] Mrs Bijumole, PGT [Bio] Mrs.Sheeba Rani, TGT [Sc] Mrs.Beena Joseph PGT [Maths]	To ensure about all equipment/material available in the lab as per KVS benchmark. To ensure proper activities to be performed by the Science teachers. Cleanliness of the lab assigned by sub staff. To ensure neatness of apparatus and lab. Prepare plan of lab activities monthwise & display in the lab. To ensure that all the required equipment/material available in the lab. To ensure proper activity to be performed by math Teachers.
37.	Clubs	Integrity Club Eco, Nature/ Green Club Health & Medical Check-Up Yuva Tourism	Form Integrity Club in the school as per KVS Guidelines, To Prepare & perform required activities on the stage for improving overall development of the students To instill & inculcate values of patriotism Secularism. Socialism among students through various club activities. Do plantation in the Vidyalaya campus and also along the boundary wall. To supervise the maintenance of existing garden. Get/ arrange decorative plants and pots. Ensure twice medical check up of students & keep Record. To attend to injured students and ensure first aid on time with Nurse. Sensitize students about adolescent stage & organize workshop for parents. Prepare the calendar of activities and ensure timely Completion of the activities as per schedule.
38.	NewsLetter/Magazine	Mrs.Meera, PGT [Eng] Mrs.Shammy Mahesh, TGT [Eng.]	To record whole year (session) activities/organize Workshop for parents also.



39.	SECURITY, SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services	Mr.A.K.Singh,TGT [Skt.] Mr.DeepakPrasad,TGT[Hindi] MissNusratBano,TGT[Eng.] Mr.Biju,TGT[PHE] Mr.Sudheera,PGT[Comm.] Mr.Joiy,TGT[WET]		To collect photograph so fall special achievements. To write note for different function organized in Vidyalaya. To collect articles for magazines. To supervise that the security personals are working Properly. Ensures entry and exit of students from building. Ensure that unwanted elements are not entering in
	(Outsourcing Services Committee))	Mrs Sudheera Mrs Jolly		The campus. Keep a check that nothing is being taken from Vidyalaya without permission. Ensure teachers and student will use gate pass to go to outside during school hours. Ensure installation, refilling & monitoring of Firefighting.
40.	Lock & Key	Mr.Joiy,TGTWET MrsSaileshASO MrsAnita KrishnansSA		To ensure that all classrooms' doors & school gate are properly locked after the school is over & to ensure doors, school gates are properly opened Before the school begins.
41.	Website Updating	Mr.Baiju,PGT[CS]		Timely updating Vidyalaya website with correct data and accuracy.
42.	Science Exhibition	MrsBijumole ,PGT[Bio] Mrs Anitha P S,PGT[Chem] Mrs.Preetha,PGT[Phy.] MrsSheeba Rani,TGT[Sci/ Mrs Vidya TGT Sc MrsKavitha TGTMaths		To ensure mass participation in Science Exhibition & create awareness about the latest development in Science and technology.
43.	Social Science Exhibition EBSB, Youth Parliament, Azadika Amrat Mahotsava, Constitution day	Mrs.SudheeraPGT[Com] I/C Mrs.Nishi,PGT[Ecol] MrArvind Kumar TGTSSST Mrs Veena /Mrs Gayathri TGT S.St]		To ensure mass participation in social science Exhibition. To prepare students for Youth Parliament. To conduct all the activities under EBSB, AKAM, Constitution day etc & send photo/video to KVS as per schedule on time.
44.	Complaint Handling & Grievances	Mr.Madhu,PGT [Eng.] Mrs.Bijumole PGT [Bio] Mrs.Anitha P S ,PGT[Chem] Mrs Nimmi,TGT[Hindi] Mrs.Anitha PS,PGT[Chem.]		Acknowledgement of verbal and non-verbal+ Complaints. Redress disposal of complaints. Records to be maintained.
45.				Acknowledgement of verbal and non-verbal



	Prevention of Sexual Harassment Committee	Mrs Geeta Kumari PGT [Hindi] Mrs. Bijumole, PGT [Bio] Member of NGO Mrs. Jolly, H.M. Mrs Jayanthi, PRT		Complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. To provide the procedures for the resolution, settlement or prosecution of acts, of sexual Harassment by taking all steps required. Prepare a report and submit to higher authority if requires
46.	Awaken Citizen Programme	VII VIII IX	Mrs Soumya Sathiani, TGT [Eng] Mrs Beegum Sarjooon, Librarian] Mrs. Shammy Mahesh TGT [Eng] Mrs. Jolly PRT Mrs Ganga PRT Mrs Jolly	Proper implementation of ACP programme. To conduct various training sessions on suggested activities. To Complete the ACP module as per guidelines.
47.	C.M.P.		Mrs. Jolly PRT Mrs Ganga PRT Mrs Jolly	Conducting various activities & keep records.
48.	TLM			Proper purchase procedure to be followed. Teacher learning material should be used for TLM
49.	CCA	Primary Sec. See Sec.	Ganga Chithra Sonam Pal Manjeet Mr. Geetha Kumari, PGT [Hindi] Mr Joiy, TGT [WET.] Mrs Soumya Sathian Mrs Shammy Mahesh ]	To ensure proper conducting of morning assembly. Proper celebration of different days and various functions. To plan, prepare items for different programmes & Celebration of imp days. Prepare CCA calendar for whole year. To print student' diary, Newsletter etc
50.	Meeting Arrangement & Minutes Writing		Mr. Geetha Kumari, PGT [Hindi] Mr Joiy, TGT [WET.] Mrs Soumya Sathian	To arrange the activity hall for staff meeting in a systematic way.. To note down the minutes of each meeting.



51.	Seating arrangement for meeting	Mr. Joly, TGT[WET] Mr Biju, TGT[PHE] Mr. Shyam Sundar, TGT[AE]			
52.	Maintenance of staff room.	Mrs. Manju C, TGT[Hindi] Mrs Nimmi TGT [Hindi]			To take care of staff room and ensure its dusting & cleaning regarding. To take care of Computer.
53.	Refreshment/Bouquet Committee	Mrs. Bijumole Mrs Nimmi Mrs Jolly, PRT Mrs. Swetha Prasad, PRT			To arrange refreshment during official programme in the Vidyalaya. Prepare bouquet whenever it is needed.
54.	Joyful learning	Mrs. Vidya, TGT[Sci.] Ms. Niharika, PRT All The Concerned Sub Teachers Mrs. Kavitha, TGT[Maths.] Mrs. Sonam Pali, PRT All The Concerned Sub Teachers Mrs Shammu, TGT[Eng.] Ms Chandani, PRT All The Concerned Sub Teachers House Masters/Associates All The Class Teachers			To make the joyful environment for learning in the entire School campus. To suggest all the points to improve the level of Learning.
55.	Display Board Decoration	All The Class Teachers House Masters/Associates			To update All the board's time to time with the help of house masters.
56.	Games & Sports Fil India Movement	Mr. Biju, TGT PET Mr. Arvind Kumar, TGT[SST.] Mrs Soumya Sathian, PGT [Eng.] Mrs. Bismi, PRT Mr Sajjan PRT			To prepare annual sports calendar. To ensure all sports related materials make available and activities to be performed in befitting manner. To prepare students for assembly commands. To prepare students for various games and sports and select students to participate at cluster/regional/ national level. To encourage all the students to participate mandatorily in the games & sports activities. To conduct coaching camps for students.
58	Time Table and arrangement committee	Mrs Beena Joseph Mrs Nishi Mrs Sajitha			Prepare time table, make daily arrangement

Principal

PM SHRI KV CRPF Pallipuram

Principal

KENDRIYA VIDYALAYA

CRPF PALLIPURAM

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