

KENDRIYA VIDYALAYA KANNUR

DUTY ALLOTMENT FOR THE ACADEMIC SESSION 2023-2024 W.E.F. 1st April 2023

SL.No	COMMITTEES AND RESPONSIBILITIES	CONVENORS Sri/Smt/Dr.	MEMBERS Sri/Smt/Dr.	Signature
1	<p><u>ACADEMIC COUNCIL:</u> Implementation of academic policies of KVS. Conduct of PTA meetings. Make arrangement for the conduct of interview for the contractual appointment. To assist Principal in supervision of academic activities, formulation of policies at Vidyalaya level and its implementation. Keep all the records ready for academic inspection. See the timely preparation and Submission of ATR of inspections and other minutes received from RO. Make Arrangement for the Monthly staff meeting. Ensure online/offline/hybrid classes are executed systematically as per the schedule prepared. Ensure all the students are sincerely attend classes. Address issues if any related to online classes in consultation with the principal. Plan for remedial classes, Extra classes. Plan and Implement PISA (CCT), CBE. Arrange Readiness programme. Purchase and distribute TLM. Promotion of Innovative Practices & Resource Sharing. Ensure the distribution of latest syllabus and teachers diary to all teachers and students diary to all students at the beginning of the academic session including the miscellaneous teachers. Keep report of all the above.</p>	<p>PREEMA PAUL I/C PADMINI T K (I/C)</p>	<p>Vedapathi CK Sumitha K Shanvia Stanly V Sindhu Vineetha NC Anitha CK</p>	
2	<p><u>ADMISSION:</u> Help parents in online submission of admission forms. Issue of admission forms(offline) for higher classes, Registration as per vacancy ,Scrutiny of forms, Conduct of online lottery for class I admission. Short listing of candidates, Conduct of Admission Test, Preparation of admission lists and Timely uploading/display of lists as per the KVS Admission guideline. Help the principal in all admission related matters and keep record of all. Help the parent in TC admissions. Address admission related issues in consultation with the undersigned. Keep record of all the above</p>	<p>REKHA C PATHMINI TK</p>	<p>Shameena RemyaGopi Sooraj Praseeda M Sapna PV Sheeja KV</p>	
3	<p><u>TIME TABLE (Primary):</u> Preparation of Time Table as per the KVS latest guidelines for online/offline/hybrid classes. Make Substitution arrangement for teachers on leave/OD and communicate. Preparation of time table for the extra/remedial classes. See the bell timings of 'O' period on regular days(Offline classes).Prepare Time table for online or offline Inspection of School or Class rooms. Keep record of all the above</p>	<p>ANITHA CK PADMINI TK</p>	<p>Sunenda PK KV Geetha</p>	
4	<p><u>TIME TABLE(Secondary):</u> Preparation of Time Table as per the KVS latest guidelines for online /off line hybrid classes as per</p>	<p>SHANVIA STANLEY V</p>	<p>Preema Paul Shameena</p>	

	instructions. Make Substitution arrangement for teachers on leave/OD and communicate. Preparation of time table for the extra/remedial classes. See the bell timings of 'O' period on regular days(Offline classes).Prepare Time table for online or offline Inspection of School or Class rooms. Keep record of all the above		Vijaya Lakshmi Remya Gopi	
5	<u>INTERNAL EXAMINATION(Primary):</u> Ensure the distribution of latest syllabus to all teachers at the beginning of the academic session including the miscellaneous teachers. Plan and conduct all internal.examinations (Online or Offline).Set all rooms for free and fare examination. Make arrangement for the printing of question papers, Printing of Teachers Diary, Students Diary in consultation with Secondary Exam Department. Preparation of result, declaration of result as per the KVS direction and keep all records related to the above.	LATHIKA DILEEP PATHMINI TK	Sheeja KV Malayalam Instr Computer Instructor-2 Coach -2	
6	<u>INTERNAL EXAMINATION(Secondary):</u> Ensure the distribution of latest syllabus to all teachers at the beginning of the academic session including the miscellaneous teachers Plan and conduct all internal examinations (Online or Offline) Set all rooms for free and fare examination. Conduct all examinations including practical in a planned way. Make arrangement for the printing of question papers, Printing of Teachers Diary, Students Diary in consultation with Secondary Exam Department. Preparation of result, declaration of result as per the KVS direction and keep all records related to the above.	SUMITHA K	SHYLAJA T Satheesan PK Sooraj KT PGT (Eco) TGT (SST-1) TGT (Maths)	
7	<u>MODERATION COMMITTEE:</u> Ensure the quality of the internal examination. See correct allotment of the marks to the students. See the percentage pass in all classes. See the weightage and extra percentage of marks to be given to deserving students as per the KVS norms. Keep record of all the above	PADMINI TK PREEMA PAUL	Sumitha K Lathika Dileep Subject Teacher	
8	<u>EXTERNAL EXAMINATIONS (CBSE)</u> Plan and conduct all external examinations organized by the CBSE. Inform and see the online registration of all classes as per the direction of CBSE. See the conduct of Board examinations/practical examinations. Keep all updated records related to Examinations, results affiliation and all other matters related to CBSE examination. Address all the issues related to Certificates and Mark sheet issued by the CBSE. Verify all the CBSE/EXAM related websites. Keep record of all the above	SINDHU R MENON	Leena K Shanvia Stanly Shameena Vinod Kumar Satheesan TGT (Sci-1)	
9	<u>EXTERNAL EXAMINATION (NIOS)</u> Plan and conduct all external examinations organized by the NIOS. Address the quarries of children on the issue of registration, examinations, submissions of assignments/projects, Practical etc. Conduct all the kind of examinations / practical examinations and submit all the details in time. Keep all records related to Examination, results and all other matters related to NIOS examination.	NANDAKUMAR PV	Dinesan C K Rajesh Shoja Diana K Nikitha	

10	<p><u>TRAINING/WORKSHOPS/INSPIRE/EXHIBITIONS/OLYMPIADS/NISHTHA/DIKSHA etc. and ALL OUSIDE COMPETITIVE EXAMINATIONS OTHER THAN CBSE AND NIOS)</u></p> <p>Plan organize Inhouse Training, workshop and meetings, of Vidyalaya level, cluster level and regional level. Plan and conduct all external examinations conducted by authorized authorities. Help the children in online registration for various competitions and examinations. Motivate them to take part in various external competitions and examinations through class teachers. Organize Exhibitions. Keep all records related to Examinations, results and all other matters related the above. Ensure all staff attend all online and offline courses conducted by KVS. Update details of the courses/workshop attended by the staff as per the CBSE/KVS/NCERT schedule. Keep records of all the above.</p>	VEDAPATHI ANITHA CK	Manjula P Shameena Sooraj AK TGT (Sci-1) TGT (SST-2) KV Geetha Satidevi	
11	<p><u>PISA,(CCT), CBE</u></p> <p>Plan and conduct all examinations scheduled by KVS .Address the quarries of children/Teachers/Parents on the issue of registration, examinations, submissions/uploading of results. Keep records of all the matters related to the above.</p>	REMYA GOPI (CCT)	Rekha C Leena K Dinesan Sarika	
12	<p><u>NIPUN/FLN</u></p> <p>Implement NIPUN and FLN activities in targeted groups. Plan and Execute various activities as per the direction of KVS. Organize Vidyalay level, Cluster level meetings as per KVS direction. Keep record of all the above.</p>	PADMINI TK SAPNA PV	Class teachers of Class I, II &III	
13	<p><u>CCA ACTIVITIES (Primary):</u></p> <p>Division and distribution of students in to different Houses. Select House masters and associates. Plan and organize CCA Competitions. Selection of School council and Conduct of investiture ceremony in consultation with House masters. Prepare List CCA activities for the session 2023-24. Plan House wise/group wise/class wise competitions online /offline. Involve school council members in organizing various programmes and maintenance of school discipline. Distribute prizes for the winners. Prepare Children for Annual day programme in consultation with secondary and Keep record of all the above.</p>	NANDAKUMAR KK	Sapna PV Prshparajan K Praseeda M Anitha P All Class Teachers All House Masters	
14	<p><u>CCA ACTIVITIES(Secondary):</u></p> <p>Division and distribution of students in to different Houses. Select House masters and associates. Plan and organize CCA Competitions. Selection of School council and Conduct of investiture ceremony in consultation with House masters. Prepare List CCA activities for the session 2023-24. Plan House wise/group wise/class wise competitions online /offline. Involve school council members in organizing various programmes and maintenance of school discipline. Distribute prizes for the winners. Prepare Children for Annual day programme in consultation with CCA Primary and Keep record of all the above.</p>	AJITHA M	PRIYA PK Vinod Kumar K K Pushparajan TGT (Sci-2) All House Masters All Class Teachers	

15	<p><u>MORNING ASSEMBLY (Primary):</u> Ensure the allotment of duties in advance for smooth conduct of daily morning assembly by the Class teachers/ House masters. Conduct morning assembly daily. Monitoring of standard/quality of all the assembly programmes. Ensure timely arrival of students daily at the assembly ground and proper disbursal after the assembly or timely entry and exit in online assembly. Maintain record of the assembly programmes. Give vidyalaya information, if any to the staff and students in the assembly in consultation with the undersigned. Keep record of all the above</p>	SUNENDA PK	Pushparajan Anitha P Sheeja KV Coach All Class Teachers All House Masters	
16	<p><u>MORNING ASSEMBLY(Secondary):</u> Ensure the allotment of duties in advance for smooth conduct of daily morning assembly by the Class teachers/ House masters. Conduct morning assembly daily. Monitoring of standard/quality of all the assembly programmes. Ensure timely arrival of students daily at the assembly ground and proper disbursal after the assembly or timely entry and exit in online assembly. Maintain record of the assembly programmes. Give vidyalaya information if any to the staff and students in the assembly in consultation with the undersigned. Keep record of all the above.</p>	SHAMEENA	SOORAJ Pushparajan Vinod Kumar Rajesh Coach-1 All Class Teachers All House Masters	
17	<p><u>MAINTENANCE OF GARDEN/CHILDREN’ PARK & BEAUTIFICATION OF CAMPUS: (SWACH VIDYALAYA ABHIYAN/ GREEN SCHOOL</u> In charge to Allot area wise duty to cleaning staff and monitor the status of work. In-charge to allot duty to monitor the daily work of Gardener. Submit a copy of the duty allotted and a weekly monitoring report to the undersigned. Involve interested students in the beautification and maintenance of garden. Procure materials for the neat healthy maintenance of Vidyalaya and Vidyalaya campus and distribute. Purchase manure and fertilizers as per the requirement and settle the account in time and keep record of all the above. Take measures to convert all the plastic display boards/name boards to wooden boards. Organize cleanliness drive activities by involving staff and students. Sensitize students and staff by organizing awareness programmes. Ensure proper implementation of swachata abhiyan activities in Vidyalaya. Make an action plan for the proper disposal of waste material generated in the Vidylaya. DEVELOP THE CAMPUS IN TO A GREEN CAMPUS. Keep record of all the above.</p>	LEENA (Sec) LETHA VK (P)	Vedapathi IK Sudharma Vinod Kumar KK TGT (Sci 1 &2) KV Geetha Praseeda M Anita C K Anitha P TGT (Maths) Art Instructor	
18	<p><u>TOILET/BATH ROOM /DRINKING WATER (PRIMARY):</u> Allot duties for the conservancy staff. Monitor and ensure neat and regular and repeated timely cleaning of toilet/bathroom and areas of drinking water points, varanda etc. Report the deficiencies and shot comings, if any. Keep record of all the above</p>	<u>OVER ALL INCHARGE</u> <u>Ground Floor Boys:</u> 1 ST A CLASS TEACHER <u>Ground Floor Girls:</u>	PRASEEDA M YOGA Instr./ Coach-2 1 ST A and B Subject teachers 2 nd C and 3 rd A	

	In-charge to Submit a copy of the duty allotted to the conservancy to the undersigned.	2 ND C CLASS TEACHER <u>1st Floor Boys:</u> 5C Class Teacher <u>1st Floor Girls:</u> 4 th A Class Teacher	Subject teachers 5 th C and VI C Subj: Teachers 4 th A and 4 th C Subject Teachers	
19	<u>TOILET/BATH ROOM /DRINKING WATER :(SECONDARY):</u> Allot specified duties for the conservancy staff for the neat and regular cleaning of toilet/bathroom areas and drinking water points. Monitor the cleaning work and maintenance of the toilet/Bathroom areas. Report the defects and shot comings, if any. Keep record of all the above. Submit a copy of the duty allotment to the undersigned.	OVER ALL INCHARGE <u>Ground Floor Boys:</u> VI A Class Teacher Ground Floor Girls: XI B Class Teacher <u>1st Floor Boys</u> IX C Class Teacher <u>1st Floor Girls:</u> X A Class Teacher	VINOD KUMAR KK/ Coach-2 VI A Subj: Teachers XI B Subj: Teachers IX C Subj:Teachers X A Sub: Teachers	
20	<u>HOUSE MASTERS & ASSOCIATES(Primary):</u> Selection of students for house-wise/class wise competitions in CCA & Sports and other competitions. Ensure all the selection done without any bias. Ensure maximum participation from the students. Encourage and motivate the students to participate in online or offline competitions. Ensure maximum opportunities are given to students. See the discipline and turn out of the students during the conduct of various offline CCA/Sports and other programmes. Ensure the safety of children during the conduct of offline CCA/Sports and other programmes. Select/Elect school Council members in consultation with CCA/Sports In charges . Help CCA department, sports dept. to conduct various online and offline programmes. Keep record of all the above .	ASHOKA HOUSE DRESHYA R (HM) <u>RAMAN HOUSE</u> SATIDEVI (HM) <u>SHIVAJI HOUSE</u> SUNENDA PK (HM) <u>TAGORE HOUSE</u> KV GEETHA (HM)	Lathika Dileep (AHM) PRT-5 Anitha CK Art Teacher Praseeda M (AHM) Sapna PV PRT-2 Coach-2 Sheeja KV(AHM) PRT -3 PRT-6 Com: Instructor Anitha P (AHM) Latha VK PRT-4 Malayalam Instr:	
21	<u>HOUSE MASTERS & ASSOCIATES(Secondary):</u>	ASHOKA HOUSE	Manjula (AHM)	

	<p>Selection of students for house-wise/class wise competitions in CCA & Sports and other competitions. Ensure all the selection done without any bias. Ensure maximum participation from the students. Encourage and motivate the students to participate in online or offline competitions. Ensure maximum opportunities are given to students. See the discipline and turn out of the students during the conduct of various offline CCA/Sports and other programmes. Ensure the safety of children during the conduct of offline CCA/Sports and other programmes. Select/Elect school Council members in consultation with CCA/Sports In charges . Help CCA department, Sports and games dept. to conduct various online and offline programmes. Keep record of all the above .</p>	<p>SUDHARMA IK (HM)</p> <p><u>RAMAN HOUSE</u> REMYA GOPI (H.M)</p> <p><u>SHIVAJI HOUSE</u> SATHEESAN (HM)</p> <p><u>TAGORE HOUSE</u> SOORAJ AK (HM)</p>	<p>Rekha C Sumitha Vijayalakshmi TGT –(Maths-1) TGT (Hindi-1) Coach-2</p> <p>Vedapathi(AHM) Shameena Vineetha NC TGT-Sci-1 TGT SST-2 TGT (Hindi-2) Yoga Instr. Preema paul (AHM) Leena KV Sindhu R Menon Remya EP Dinesan TGT (Skt) TGT (Maths -2) Malayalam Instr. Shylaja T(AHM) Shanvia Stanly PGT (Eco) TGT SST-1 TGT Sci-2 Com. Instructor</p>	
22	<p><u>SPORTS AND GAMES ACTIVITIES/SBSB & YOGA/MASS PT(Primary):</u></p> <p>Conduct Class wise/Inter-house and Intra- house sports and games activities. Conduct mass PT as per the schedule. Help the games department to organize SBSB activities Train students and make teams for various sports and games. Identify and report talented students in the field of sports. Organize mini sports meet at school level. Organize yoga sessions as per the schedule. Motivate children to participate in various sports and games activities. Distribute prizes and medals for the achievers. Keep record of all. Ensure discipline of children, see the safety and security of children and keep record.(Offline)</p> <p>Involve and Organize various online fitness activities of KVS for staff and students. Arrange online</p>	<p>PRASEEDA M</p>	<p>Anitha P All House Masters All Class teachers Coach-2</p>	

	yoga or fitness sessions for students and staff with the help of Yoga instructor.			
23	<p><u>SPORTS AND GAMES ACTIVITIES/SBSB & YOGA/MASS PT(Secondary):</u></p> <p>Conduct Inter-house and Intra- house sports and games activities. Conduct mass PT as per the schedule. Give training to students and identify talented students in sports and games. Make teams for various sports and games. Organize sports meet at various levels as per the direction of the KVS. Organize yoga sessions as per the schedule. Conduct annual sports meet. Conduct SBSB activities and upload the datas as per the KVS directions. Maintain and keep the play ground and surroundings always fit, neat and clean for the conduct of sports and games activities. Make arrangement to trim and remove the grass and bushes in and around the play field ground thus ensure the safety of the students. Ensure discipline of children. Motivate children to participate in various sports and games activities. Distribute prizes and medals for the achievers. Ensure the effective use of Open Gym Keep record of all the above.(Offline)</p> <p>Involve and Organize various online fitness activities of KVS for staff and students. Arrange online yoga or fitness sessions for students and staff with the help of Yoga instructor.</p>	RAJESH R	Shanvia Stanly Leena K DINESAN C Satheesan Vinod Kumar KK Remya Gopi Priya PK Coach All House Masters All Class teachers	
24	<p><u>CLUB ACTIVITIES:</u></p> <p>Prepare schedule of club activities. Organize different clubs activities regularly as per the interest and hobbies of the students. Conduct competitions to motivate children on their interested fields. Present the best selected activity in the morning assembly. Motivate children to think out of box and invite innovative ideas.Help them to prepare projects and models on their ideas. Motivate them to participate in inter school competitions.Arrange talks and seminars by the experts on various socially, scientifically important matters. Keep record of all the above.</p>	<p><u>ADVENTURE CLUB</u> RAJEESH</p> <p><u>MATHS CLUB</u> PREEMA PAUL</p> <p><u>INTEGRITY/LITERARY CLUB/BIS</u> VINEETHA C</p> <p><u>SCIENCE CLUB/QUIZ CLUB</u> SINDHU R MENON</p> <p><u>ECO/NATURE CLUB</u> VEDAPATHI</p>	Coaches All Class Teachers SHANVIA STANLY V Remya Gopi Maths- TGT SHYLAJA T Sumitha K Smitha Prasanth IK Sudharma Dineshan Priya Sooraj Satheesan TGT (Skt) TGT (SST 1 &2) Shameena Manjula P Ajitha M LEENA K Shimna BT	

			TGT Sci-2	
25	<p><u>FURNITURE:</u> Purchase all kind of furniture materials as per the requirement of the Vidyalaya by following KVS purchase procedure. Make arrangement for the repair of all possible furniture items, especially during the vacation and breaks. Prepare the list of condemnation of all wornout and not reusable items. Keep stock register updated.</p>	RAJEESH K PATHMINI TK	VINOD KUMAR K Rekha C Sooraj Nandakumar P V	
26	<p><u>DISCIPLINE COMMITTEE (Primary):</u> Assign specific duty to ensure proper discipline of the students. Regularly check the uniform of all students and ensure all the students turn out in full neat, clean and complete uniform daily as prescribed by the KVS. Check the student's bag (if required). And ensure students did not bring/carry any kind of unwanted items including sweets and chocolate like materials. Check late comers, Maintain record of the same and report the regularly irregular cases, if any to the undersigned. Ensure all the students maintain discipline during the conduct of any programme or activities. Conduct moral classes by inviting experts from outside. Address/attend indiscipline activities, if any happened in the Vidyalaya, in consultation with the undersigned (Offline). Ensure all students leave the Vidyalaya campus safely and board the buses in time to reach home. Have in good contact with the parents. Ensure all online classes are conducted following the cyber norms. Keep record of all the above.</p>	PATHMINI TK	SAPNA Nandakumar Latha VK Sunenda PK Lathika Dileep Coach All the class teachers All House Masters	
27	<p><u>DISCIPLINE COMMITTEE (Secondary):</u> Assign specific duty to ensure proper discipline of the students. Regularly check the uniform of all students and ensure all the students turn out in full neat, clean and complete uniform daily as prescribed by the KVS. Check the student's bag (if required). And ensure students did not bring/carry any kind of unwanted items including sweets and chocolate like materials. Check late comers, Maintain record of the same and report the regularly irregular cases if any to the undersigned. Ensure all the students maintain discipline during the conduct of any programme or activities. Conduct moral classes by inviting experts from outside. Address/attend indiscipline activities, if any happened in the Vidyalaya, in consultation with the undersigned. Take necessary steps to prevent spreading of any kind of activities which are anti social in nature, in consultation with the undersigned. (offline). Ensure all students leave the Vidyalaya campus safely and board the buses in time to reach home. Have in good contact with the parents. Ensure all online classes are conducted following the cyber norms. If anything noticed unwanted from parents/students please bring to the notice of the underside. Keep record of all the above..</p>	PREEMA PAUL RAJEESH K	Vedapathi Manjula P Shylaja Vinod Kumar Dinesan C Satheesan Sooraj All class teachers All House masters	

28	<p><u>DRINKING WATER:</u> Ensure safe clean drinking water to all staff and students. Ensure the correct functioning of all water points. Repair the non functioning water coolers if any. Unserviceable water coolers may be recommended for condemnation. Purchase water cooler for staff and students if required. Ensure regular cleaning of water sources and water points. Keep all the water sources of the Vidyalaya clean and hygienic. Keep record of all the above.</p>	VINOD KUMAR Latha VK	Sooraj KV Geetha Praseeda M Sunenda Lathika Dileep Sheeja KV Anitha P	
29	<p><u>CUBS/ BUL-BUL ACTIVITIES :</u> Make specific group/Troops for Cubs and Bul-Bul in the Vidyalaya. Ensure students are registered for higher proficiencies and badges. Train students for the various proficiencies. Give regular instructions and awareness about the motto of the movement. Attract the children by conducting interesting activities suggested by the Cubs, Bull-Bull movement. Give training at different levels as per the Cub Bul-Bul guidelines. Prepare the children for the Golden arrow and keep record.</p>	KV GEETHA	Anitha CK Sapna PV	
30	<p><u>SCOUT AND GUIDE/ RED CROSS ACTIVITIES:</u> Make specific group /troop for Scout and Guide. Timely renew the registration. Train the troops for the various proficiencies. Give regular instructions and awareness about the motto of the movement. Attract the children by conducting interesting activities suggested by the Scout and Guide movement. Train them for various social activities. Inculcate discipline among troop members. Give training at different levels participations like pravesha , Prathamsoopan, Dwithyasopan, rajyaPuraskar and RashtrapathiPuraskar.Prepare and train students for Guard of honor for all major school functions. Organize camps and Keep record of all the above.</p>	<u>SCOUT</u> DINESHAN .C <u>GUIDE</u> PRIYA PK	SATHEESAN Shylaja I K Sudharma	
31	<p><u>VIDYALAYA PATRIKA/ NEWS LETTER/E- MAGAZINE:</u> Take the responsibility of Publication of Class Magazines, Vidyalaya Magazine, News letters. Help the class and subject teachers to prepare class magazines. Involve and motivate interested students in the process of publications. Keep record of all the above.</p>	VINEETHA C SATIDEVI	SHYLAJA T Sindhu R M Satheeshan Sunenda PK AT Sathidevi	
32	<p><u>WEBSITE/UBI /SALARY MANAGEMENT</u> Update of School Web site regularly. Upload various information of Vidyalaya and maintain site attractive with latest school information and provide needed links as per the KVS requirement and its stakeholders. Send Monthly statements of website updating before 5th of every Month and Keep record of all the above. See the collection of quarterly fee and arrears if any. Ensure staff salary/arrears if any are uploaded in time.</p>	REKHA C	VINOD KUMAR Computer Instructors	
33	<p><u>SMART CLASS ROOM/ELECTRICAL GADGETS</u> Ensure all the electronic devices used for the online/ Smart classes like projectors and its</p>	Rekha C	Vinod Kumar Computer Instructors	

	accessories fitted in class rooms function always. Involve experts for repairs if required.			
34	<u>AWAKENED CITIZEN PROGRAMME:</u> Act as facilitators and guide the students to explore the power within by regularly implementing the Programme. Prepare a schedule and present all the module to all the targeted group. Keep record of various activities organized under ACP	DINESHAN	SOORAJ PK Priya PK Satheeshan SmithaPrasanth Sudharma Shyna Sooraj KP	
35	<u>ADOLESCENCE EDUCATION PROGRAMME:</u> Conduct activities as per KVS guidelines or the modules received. Organize awareness programme to the targeted group and address the issues concerned. Maintain a AEP suggestion box and take feed back. Maintain record.	VEDAPATHI	LEENA K Vijayalakshmi Satheeshan Shimna K	
36	<u>GUIDANCE AND COUNSELLING:</u> Engaging counselors for career guidance,& counseling.. Identify of students who needed counseling. Arrange special talks on exam related issues. Keep record of all the above.	VEDAPATHI PATHMINI T K	Vijayalakshmi MANJULA P Vineetha C Counselor	
37	<u>EXCURSIONS AND FIELD TRIPS:</u> Plan and organize study tour/field trips for all classes to historically or educationally important places ,in consultation with the class teachers and subject teachers. Arrange vehicle for the same. Ensure the safety and security of the children throughout the tour programme. Keep record of all the above.	RAJEESH .K PUDMNI PK	Dinesan C Sooraj Padmini Praseeda M Lathika Dileep PV Nandakumar	
38	<u>PURCHASE/CONDEMNATION COMMITTEE:</u> All the purchases to be made through GEM portal as per the KVS purchase procedure and in consultation with the undersigned Collect requirements from Department heads , assess the requirements and purchase the items with in the ceilings prescribed by the KVS. Ensure payment is made in time and keep the record for audit and verification	VINOD KUMAR PATHMINI TK	Rekha C Sooraj Rajesh Nandakumar PV	
39	<u>MAINTENANCE AND REPAIR:</u> Ensure the safety of structure and materials of the Vidyalaya. See the functioning of various items and equipments of departments.Recommend or make arrangement for repair of items. Engage people during the break and vacation to repair all the repairable items including furniture. Make arrangement for the auction of condemned items as per the KVS guide lines.Ensure all unserviceable items are regularly condemned as per the KVS guidelines.All the M7R works to be	VINOD KUMAR	Rajesh K Sooraj Shanvia Nandakumar	

	executed as per KVS norms. Keep record of all the above.			
40	<u>QUARTER ALLOTMENT COMMITTEE:</u> Ensure the allotment of quarters are done as per the KVS norms. Ensure the fund released for the annual maintenance or the repair and maintenance are effectively used. Report any kind of damage or defects, if any to the undersigned. Ensure the staff quarters are always safe and secure. See the area of the quarters are maintained neatly. Help the office to maintain records.	SHANVIA STANLY	Sumitha K Anitha P AT Sathidevi TK Babu	
41	<u>PA SYSTEM (PRIMARY):</u> Arrange PA system daily for the morning assembly in advance. Arrange PA system for various schools functions. Procure required items for the effective conduct of assembly programmes and other activities in consultation with WET department .Help all house masters in practicing CCA activities. Ensure safety and security of the children	PUSHPARAJAN	NANDAKUMAR PV Coach-2	
42	<u>PA SYSTEM (SECONDARY):</u> Arrange PA system daily for the morning assembly in advance. Arrange PA system for various schools functions. Arrange various items required to the participant's house practices and assist them in their practices of CCA activities and other cultural programmes. Procure required number of items for the effective conduct of All programmes in Vidyalaya. Ensure safety and security of the children	VINOD KUMAR KK	PUSHPARAJAN K Dinesan Sooraj	
43	<u>RESOURCE ROOM/ACTIVITY ROOM (PRIMARY):</u> Prepare separate schedule for the effective use of the activity room. Keep the room available for the use of teachers as per the schedule. Keep the room available for short meeting. Show educational CDs and Films to students as per schedule. Arrange prepared TLMs and other exhibits to make the room more attractive and educational. Ensure effective use of Use of smart board, Projector, TV, and other Teaching Aids . Ensure safety of the children. Keep record of utilization.	LATHA VK	Aitha P Sathi Devi BeenaDavasia Geetha KV	
44	<u>ROUTES 2ROOT /SPIC MACAY/ MUSIC ROOM:</u> Make arrangement for watching R 2 R/ Spic macay Programme regularly by the students . Prepare a schedule for the programme. Prepare the students and present cultural programmes . Participate in Rout 2 Rootprogramme.Arrange training programmes to inculcate cultural heritage in children. Keep record of all the above.	PUSHPARAJAN	VINOD KUMAR Ajitha M Sumitha K IK Sudharma Nandakumar	
45	<u>LAB INCHARGES:</u>	ATL SHAMEENA	Sindhu R Menon Instructor	

	Prepare schedule of practical for the different batches. Prepare and display the list of practical and update it regularly. Give enough practice to students. Conduct Model practical Exams. Complete the CBSE practical examinations timely. Arrange the lab equipments and aids and keep the lab neat and attractive. Ensure regular effective cleaning. Keep the store room clean. Keep the stock registers updated. Keep separate registers for consumable and Non Consumable. Keep all the stock registers secured. Take responsibility of articles of missing/stolen. Old and worn out items, if any may be recommended for condemnation as per the KVS guidelines. Ensure effective use of smart room other hard and software received. Use educational CDs and effective video lessons. Prepare separate schedule to ensure optimum use of the room. Procure material essential for the labs at the beginning of the session in consultation with the Purchase committee. Ensure the safety and security of the students. Ensure discipline of the students inside the lab. Keep record of all the above.		ATL Instructor	
		PHYSICS SINDHU R MENON	Shameena	
		CHEMISTRY MANJULA P	Ajitha M	
		BIOLOGY VEDAPATHI	Leena	
		COMPUTER REKHA C	Computer Instructors	
		MATHS REMYA GOPI	TGT- Maths	
		JR. SCIENCE LAB AJITHA M	TGT Sci 1 & 2	
46	<u>CLASS ROOM LIBRARY(PRIMARY):</u> Maintain Class room Library effectively. Encourage the Children to bring old books and magazines to enrich the class room library. Issue of books and magazines to students. Motivate the students to read. Conduct activities to inculcate reading habits in students. Maintain records.	VIJAYALAKSHMI PRASEEDA	All Class Teachers	
47	<u>TEACHING AID:</u> Procure all kind of essential teaching aids Audio CDs, Video CDs, Short film CDs, Educational, Software, Charts, etc. in consultation with the subject teachers & distribute as per demand. Ensure effective utilization. Maintain record of teaching aids and its utilization.	SATHEESAN	TGT SST (1 & 2) Manjula Vedapathi Sindhu R Menon	
48	<u>PHOTOGRAPHY</u> Take or record photos/videos of all the online and off line events of the Vidyalaya. Make it available for the web site updation, News letter Magazine preparation at different levels, Annual day Display etc. Display photographs of various latest activities in different display boards and update the same regularly. Keep the old photographs safely for future record. Check the CC TV recordings regularly and report the undisciplined and undesirable activities if any to the undersigned. Keep record of all the above.	VINOD KUMAR AT SATIDEVI	REKHA C Computer Instructors	
49	<u>LIBRARY COMMITTEE CUM READERS CLUB:</u> Conduct meeting regularly. Invite recommendations and suggestions and make purchases accordingly. Implement KVS Library policy in letter and spirit. Ensure percentage of various books as per the KVS guidelines. Purchase books as per requirements. Conduct activities to increase the reading habit of students. Inculcate discipline and take effort to digitalize all the library activities. Update the library blog regularly. Keep Library as a face lift of the Vidyalaya. Keep all	VIJAYALAKSHMI PATHMINI TK	VINEETHA NC Shylaja T Dinesan IK Sudharma Anita CK Two Senior students	

	registers updated. Keep record of all the above.			
50	<p><u>CONDEMNATION:</u></p> <p>Help the stock holders to prepare the list of condemnation of all worn out and not reusable items. Condemnation procedure may be initiated during the 1st week of April (i.e. after completion of annual stock verification and recommendation by the stock holders). Physically verify and check all the items to be condemned and need to be satisfied that the items have become un-serviceable. Recommend the damaged and un-serviceable articles for condemnation. Make arrangement for the auction of condemned items as per the KVS guide lines. Keep record of all the above.</p>	VINOD KUMAR K PADMINI TK	REKHA C Sindhu R Menon Vedapathi Manjula Rajeesh Latha VK All stock holders	
51	<p><u>SCHOLARSHIPS /LUMSUM GRANTS/E- GRANTS/STIPENDS OF SC/ST OBC OEC /I.TAX</u></p> <p>Prepare the list of deserving students .upload/ forward the details timely to the link provided by the concerned department. Keep hard copy of the same for office reference. Update the details of students every year. Ensure all the deserving students of different categories receive the emoluments timely. Help the office to calculate I. Tax and ensure it is submitted in time . Keep record of all the above.</p>	VINOD KUMAR PATHMINI TK	Sapna PV Diana All Class teachers	
52	<p><u>MEDICAL CHECK UP AND FIRST AID:</u></p> <p>To organize Medical checkup twice in an year. To make First Aid material available for students. To record medical emergencies occurring during school hours. Keep record of medical/ Health related activities conducted in Vidyalaya. Report on activities organized and keep record.</p>	RAJEESH K LATHA VK	Praseeda Coaches Nurse. All class Teachers	
53	<p><u>HINDI IMPLEMENTATION:</u></p> <p>To organize meetings regularly as per the KVS directions. Ensure effective implementation of Hindi in all respects as per the guidelines. To send reports to KVS regularly. Attend meetings of TOLIC and OLIC. Organize Hindi PakwadaandSanskrit week etc. Keep record.</p>	SHYLAJA LATHIKA DILEEP	Sudharma Anitha P Lathika Dileep Diana All Hindi and Sanskrit Teachers	
54	<p><u>GRIEVANCE CELL /WOMEN&GIRLS CELL/SC&ST Cell:</u></p> <p>Attend issues related. Keep law of natural justice when dealing with complaints. Keep relevance of acts/provisions. Maintain register of grievance. Maintain Suggestion box and take actions against the various kinds of suggestions/issues in consultation with the undersigned. Maintain record.</p>	PREEMA PAUL PATHMINI TK	Vedapathi Latha VK Pushparajan K	
55	<p><u>SUBJECT COMMITTEE CONVENORS (PRIMARY)</u></p> <p>Conduct meeting regularly as per the KVS direction. Take decisions for the effective implementation of KVS academic policies. Discuss issue,if any related to online and offline class</p>	<p><u>ENGLISH</u> ANITHA CK</p> <p><u>HINDI</u> LADIKA DILEEP</p>	<p>All English Teachers</p> <p>All Hindi Teachers</p>	

	room teaching. Help to organize inhouse training and other training programmes if required . Keep record.	<u>MATHS</u> LATHA VK	All Maths Teachers		
		<u>EVS</u> PRASEEDA M	All EVS Teachers		
56	<u>SUBJECT COMMITTEE CONVENERS (SECONDARY):</u> Conduct meeting regularly as per the KVS direction. Take decisions for the effective implementation of KVS academic policies. Discuss issue, if any related to online and offline class room teaching and other academic issues. Help to organize in house training and other training programmes. Keep record	<u>ENGLISH</u> VINEETHA NC	DINESAN C Priya Sooraj		
		<u>HINDI and SANSKRIT</u> SHYLAJA T	SUDHARMA All Hindi and SKT teachers		
		<u>MATHEMATICS</u> PREEMA PAUL	SHANVIA STANLY V RemyaGopi All maths Teachers		
		<u>SCIENCE</u> <u>VEDAPATHI</u>	Manjula Ajitha M SindhuMenon Shameena Leena Shimna All Science Teachers		
			<u>SOCIAL SCIENCE</u> SUMITHA	PGT (Eco) Neena Wilson Satheesan PK All other social Science teachers	
			<u>MISCELLANEOUS</u> RAJESH	VINOD KUMAR Pushparajan Art Instructor	
57	<u>WORK SHOPS, TRAINING,MEETINGS,INSPECTION:</u> Make all arrangements for the programme, Prepare files/documents/Report/Feed backetc. Arrange refreshment, involved. Arrange Transportation Accommodation etc as per demand and requirements.	VEDAPATHI PADMINI TK REMYA GOPI	SATHEESAN VinodKumar Rajesh Nandakuar Latha VK Anitha P		

58	<u>EXTERNAL ONLINE AND OFF LINE COMPETITIONS (EBSB/UNITY DAY/CONSTITUTION DAY/MATHRUBHASHA DAY/JIGJASA/ATHULYA GANGA /Vidyanjali Etc.....)</u> Conduct various outside competitions which are not enlisted in the CCA schedule. Encourage students and ensure maximum participation. See enrolment/ registration of students as per the circulars/notification. Help the children in registration process. Keep record of the same.	VIJAYALAKSHMI KG	SOORAJ Satheesan PK Sumitha K Dinesan All TGT Social Science and Science Teachers	
59	<u>SMART ROOM/ONLINE TECHNICAL COMMITTEE :</u> Identify the Best and Convenient plat form, Give Training to all needy Teachers, if situations arise. Keep all the smart class room supportive and ready for live classes /Recording Classes/ Monitor the attendance. Give all sorts of technical support.	REKHA C	VINOD KUMAR Computer Instructors	
60	<u>HEALTH AND HYGIEINE RESPONSE COMMITTEE;</u> Collect Health details of Staff, Students,as required. Ensure health protocol are strictly followed in Vidyalaya. Monitor the entry and exit of students on all working days including internal and external examination days. See the hygienic conditions of class rooms.Procure and supply materials required for the disinfection/sanitization of class rooms/Office/Departments etc.	LEENA	VEDAPATHI Rajesh Sumitha VinodKumar TGT S.ST 1 &2 Coach (1&2)	

All conveners/In-Charges are requested to plan their work for the session referring to the Vidyalaya plan.

Involve all members in the work by allotting duty , in consultation with the Individual.

Conveners /In-Charges should submit the report of progress of work regularly, preferably at the end of the every Month (before the Staff meeting)

Financial limits on all activities to be maintained and necessary sanction to be obtained before undertaking the work.

In cases of purchases KVS Purchase procedure/ directions are to be followed very strictly.

All Committee to function as per KVS guidelines and instructions given time to time.

All members are requested to co-operate with the conveners and implement innovative activities within the time frame during the session .

HM

PRINCIPAL