

KENDRIYA VIDYALAYA NO.2 CALICUT

STAFF DUTY LIST 2023-24

SL NO:	NAME OF THE COMMITTEE	COMMITTEE I/C AND MEMBERS	SIGN	NATURE OF DUTY
1	VIDYALAYA PLAN	SECONDARY		1.CO-ORDINATION & PREPARATION OF THE VIDYALAYA PLAN BY 31.03.2023
		1) Mrs. SHAHINSHABI SHEIK(I/C)		
		2) Mrs. KUNJAMMA PIUS		
		3) Mrs. SHEEJA M P		
		4) Mrs. JAISHA K J		
		5) Mrs. ANJANA K K		
		PRIMARY		
		1)Mrs.SREELATHA K(I/C)		
2)Mrs. V PREMA				
2	ACADEMIC COUNCIL & SCMS	SECONDARY		1.TO PLAN AND IMPLEMENT THE ACADEMIC PROGRAMME OF THE SCHOOL 2.INCORPORATING THE LATEST CHANGES IN THE FIELD OF EDUCATION 3.GIVE TRAINING TO THE FACULTY MEMBERS FOR CLASS ROOM INTERACTION 4.MONITOR THE PROGRESS OF ACADEMIC ACTIVITIES, 5.CONDUCT SUBJECT COMMITTEE MEETINGS AND GUIDE TEACHERS IN MAKING TEACHING INTERESTING AND ENJOYABLE 6. DEVISE METHODOLOGIES TO IMPROVE THE RESULT.
		1) Mrs. SHAHINSHABI SHEIK(I/C)		
		2) Mrs. KUNJAMMA PIUS		
		3) Mrs. SHEEJA M P		
		4) Mrs. JAISHA K J		
		5) Mrs. ANJANA K K		
		6) Mrs. SWAPNA VP		
		7) Mrs. O VIMA		
		8.)Mr.SREEKANTH S		
		9.) Mrs. MANJUSHA P		
		PRIMARY		
		1)Mrs.SREELATHA K(I/C)		
		2)Mrs.V PREMA		
3)Mrs. BEENA SURESH				
3	STUDENT COUNCIL	SECONDARY		1.COMPLETE THE CONSTITUTION OF STUDENT COUNCIL BY 31.07.2023. 2.ORGANISE INVESTITURE CEREMONY . 3.MONITOR AND GUIDE THE ACTIVITIES OF STUDENT COUNCIL MEMBERS
		1) Mrs. MANJUSHA P (I/C)		
		2)Mr. SADANANDAN T		
		3) Mrs.NISHA C B		
		4) Mrs. PRIJEE T K		
		PRIMARY		
		1)HM		
2)Mrs.V PREMA				

4	ADMISSION	SECONDARY		1.REGISTRATION FOR ADMISSION, SCRUTINY OF APPLICATIONS, PREPARATION OF SELECTION LISTS AND ADMISSIONS AS PER THE KVS GUIDELINES. 2.UPLOADING OF THE PROVISIONALLY SELECTED STUDENTS LIST ON WEBSITE.
		1) Mrs. KUNJAMMA PIUS(I/C)		
		2)Mrs. ANJANA KK		
		3)Mr.KRISHNAN TK		
		4)COMPUTER INSTRUCTOR		
		PRIMARY		
		1)Mrs. RAJANI P (I/C)		
		2)Mrs. SUDHA BALACHANDRAN (I/C)		
		3)Mrs.UMA P		
		4)Mrs. BEENA SURESH		
5)Mrs.SREELATHA K				
5	SCHOOL EXAMINATION	SECONDARY		1.PREPARE ANNUAL PLAN OF ALL THE EXAMS & 2.TO PLAN ALL THE EXAMINATIONS WELL IN ADVANCE AS PER THE KVS NORMS, CONDUCT THEM EFFICIENTLY. PROCURE ALL THE STATIONARY IN ADVANCE AND THEIR JUDICIOUS USE. COLLECTION, PRINTING AND DISTRIBUTION OF QUESTIONS. 3.SENDING ANSWER SCRIPTS FOR EVALUATION AND COLLECTION AFTER EVALUATION, RESULT PREPARATION. PREPARATION OF RESULT ANALYSIS AS AND WHEN REQUIRED. 4.CONDUCT PTM'S WHEN REQUIRED AND ALSO OFFER EACH PT/HALF YEARLY EXAMS.
		1) Mrs.O VIMA		
		2) Mr. SADANANDAN T		
		3) Mrs. RESHMA K		
		4) Mr. SIVANANDAN P		
		PRIMARY		
		1)Mrs. JASMINE D (I/C)		
2)Mr. SAJI B				
3)PRT 1				
6	CBSE EXAMINATION	1) Mrs. JAISHA K J		1.REGISTRATION OF CBSE STUDENTS IN TIME 2.UPLOADING OF LOC, MARKS AND GRADES AS PER CBSE NORMS 3. SAFE CUSTODY AND DISTRIBUTION OF CBSE DOCUMENTS & OTHER CORRESPONDENCE WITH CBSE.
		2) Mrs.ANISHA N		
		3) Mr.SREEKANTH S		
		4) Mr.SIVANANDAN P		
7	TIME TABLE	SEC AND SR.SECONDARY		1.PREPARATION OF TIME TABLE AS PER KVS NORMS 2. MAKE ARRANGEMENTS ON LEAVE, OFFICIAL DUTY AND OTHER EMERGENCIES. 3.ALLOCATION OF CLASS TEACHERS
		1) Mrs. SHEEJA M P		
		2) Mrs.SHYJA O		
		3) Mr. AKHIL K		
		PRIMARY		
		1)Mrs. BEENA SURESH (I/C)		
2) Mrs.UMA P				

8	CCA & MORNING ASSEMBLY	SEC AND SR.SECONDARY		1.TO PLAN AND IMPLEMENT THE ENTIRE CCA PROGRAMME, PREPARATION OF RESULT, PRIZE DISTRIBUTION, SCHOOL COUNCIL SELECTION AND FUNCTIONING, ORGANISATION OF ANNUAL DAY, OTHER CELEBRATIONS OF NATIONAL, INTERNATIONAL AND REGIONAL IMPORTANCE AND MAINTENANCE OF RECORDS OF EXECUTION AND RESULTS 2. TO GIVE WIDE PUBLICITY ABOUT VARIOUS EXTERNAL COMPETITIONS ORGANIZED BY VARIOUS AGENCIES, COLLECT NAMES AND SENDING THEM IN TIME, ORGANIZING COMPETITIONS INTERNALLY TO SEND BEST TEAMS/NAMES OUTSIDE. 3.TO PLAN AND CONDUCT MORNING ASSEMBLY IN A BEFITTING MANNER AS PER THE KVS NORMS, PRESENT QUALITY PROGRAMME IN ASSEMBLY, MAINTENANCE OF DISCIPLINE.
		1) Mrs. MANJUSHA P (I/C)		
		2)Mrs. SHYJA O		
		3) Mrs. AKANKSHA DAYAMA		
		PRIMARY		
1)Mrs.LAKSHMIPRIYA R (I/C)				
2)Mr.SAJI B				
3)Mrs.RAJINI P				
4)PRT 2				
9	EXTERNAL CCA	1) Mrs. SWAPNA V P(I/C)		1.CONDUCT CCA COMPETITIONS ORGANISED BY EXTERNAL AGENCIES HAVING PERMISSION FROM KVS. 2.MAINTAIN ACCOUNTS AS PER THE KVS DIRECTIONS.
		2) Mrs. NISHA C B		
10	EXTERNAL EXAMINATION :NIOS , NEET ETC	1) Mr. KRISHNAN T K (I/C)		1.CONDUCT EXAMINATIONS ORGANISED BY EXTERNAL AGENCIES HAVING PERMISSION FROM KVS. 2.MAINTAIN CONFIDENTIALITY OF THE EXAMINATION 3.MAINTAIN ACCOUNTS AS PER THE KVS DIRECTIONS.
		2)Mrs. SHAHINSHABI SHEIK		
		3) Mr. SAJI B		
		4) Mr. SIVANANDAN P		
11	GUIDANCE AND COUNSELLING	SEC AND SR.SECONDARY		1.TO PROVIDE CAREER GUIDANCE, CAREER COUNSELING BY EXPERTS. 2. IDENTIFY THE STUDENTS HAVING DIFFICULTIES AND EXTEND SUPPORT TO THEM.
		1) Mrs. SHEEJA MP		
		2) Mrs. KRISHNAN TK		
		3)COUNSELLOR		
		4)NURSE		
		5) SPECIAL EDUCATOR		
12	ACP AEP NISHTHA CCT	SECONDARY		1.TO ENSURE ADQUATE TEACHERS ARE TRAINED IN ACP/AEP/NISHTHA & WHEN REQUIRED TO CONDUCT ACP/AEP PROGRAMMES IN CLASSES AND COMPLETE MODULES IN TIME.
		1) Mrs. NISHA CB (I/C)		
		2) Mrs. SHEEJA T (I/C)		
		3) Mrs. PRIJEE T K (I/C)		
		4) Mrs. ANISHA N (I/C)		
		PRIMARY		
1) Mrs V. PREMA				

13	SCOUTS	SECONDARY		1.PREPARE ANNUAL PLAN OF SCOUTS &GUIDES AS PER KVS PLAN. 2. TO ENROL STUDENTS IN SCOUT &GUIDESMOVEMENT &EXECUTE ACTIVITIES AS PER KVS SCHEDULE 3.CONDUCT APPROPRIATE ACTIVITY FOR SCOUTS & GUIDES CADETS.	
		1) Mr. AKHIL K (I/C)			
2) Mr. KRISHNAN T K					
14	GUIDES	SECONDARY			
		1) Mrs.AKANKSHA DAYAMA(I/C)			
		2) Mrs. MANJUSHA P			
15	CUBS	PRIMARY			
		1) Mrs. V PREMA (I/C)			
	FLOCK LEADERS (BULBUL)	1.)Mrs. JASMINE D (I/C)			
2) Mrs. RAJINI P					
16	SCHOOL FURTINURE	SECONDARY		1.TO PLAN FOR REQUIREMENT OF FURNITURE 2. TO ENSURE EACH CLASS HAS SUFFICIENT FURNITURE,DISPLAY INVENTORY IN EACH CLASS & MAKE THE CLASS TEACHER RESPONSIBLE.	
		1) Mr. SREEKANTH S(I/C)			
		2) Mr. AKHIL K			
		3)Mr. SAJI B			
		PRIMARY			
		1)Mrs LAKSHMIPRIYA R(I/C)			
17	FORM CS - 54	SECONDARY		1.MAINTAIN THE FORM CS-54 .IT IS TO BE TALLIED WITH ACTUAL FEE COLLECTED.	
		1) Mrs. SWAPNA VP(I/C)			
			2) SSA /JSA		
	OFFICE INCOME TAX	1)SSA /JSA(I/C)		1.TO MAINTAIN THE INCOME TAX RELATED DETAILS	
		2) Mr. KRISHNAN T K			
18	STUDENT ID CARD	1) Mr. KRISHNAN T K(I/C)		1.TO PREPARE STUDENT AND TEACHERS DIARY. NEW ID CARD FOR STUDENTS AND STAFF.	
		2) Mrs. AKANKSHA DAYAMA			
19	SWATCH BHARAT HARIDA VIDYALAYA	SECONDARY		1.MAINTAIN GREEN ECOFRIENDLY CAMPUS BY TREE PLANTATION AND GARDENING 2. PARTICIPATION IN GSP, LABELLING OF PLANTS. 3.MAINTENANCE OF VARIOUS GARDEN 4. TAKE UP VARIOUS WORKS RELATED WITH SCHOOL BEAUTIFICATION AND STOCK ENTRY THEREOF 5.REGISTER ONLINE IN GSP PORTAL	
		1) Mrs. SHEEJA T (I/C)			
		2)Mrs. SHYJA O			
		3) Mr. SAJI B			
20	SCHOOL CLEANLINES/ BEAUTIFICATION	SECONDARY		1.TO PROMOTE PLASTIC FREE,DUSTFREE,NEAT & CLEANLINES HABITS AMONG STUDENTS 2.ENSURE TOILETS/WASHROOMS/FLOOR/CLASSES/ OFFICES CLEANED PROPERLY AND ARE HYGENIC. 3.LOOK AFTER THE CLEANLINES OF THE VIDYALAYA BUILDING AND ITS PREMISES. 4. MONITOR THE WORK OF CLEANING STAFF.SUBMIT WEEKLY REPORT OF FLOOR WISE.	
		1) Mrs. AKANKSHA DAYAMA(I/C)			
		2) Mrs. SHEEJA T			
		3)Mrs. SHYJA O			
		PRIMARY			
		1)Mrs. SUDHA BALACHANDRAN (I/C)			
		2)Mrs. BEENA SURESH			
		3)PRT MUSIC			
		4) PRT 3			

21	REPAIR AND MAINTENANCE, FIRE AND SAFETY	SECONDARY		<p>1.EXECUTE THE PETTY CONSTRUCTION AND REPAIR WORK URGENTLY REQUIRED</p> <p>2.ESTIMATE THE EXPENDITURE AND DO THE FOLLOW UP FOR ITS EXECUTION</p> <p>3.COLLECT THE REQUIREMENT FROM VARIOUS DEPARTMENTS AND COMPLETE THE WORKS IN ASSIGNED TIME.</p> <p>4.PLAN FOR ANNUAL MAINTENANCE & REPRESENTATION IF ANY & PURCHASES THROUGH GEM.</p>
		1) Mrs. SHYJA O (I/C)		
		2) Mr. KRISHNAN T K		
		3) Mr. SAJI B		
22	SCHOOL EXCURSION / EDUCATIONAL FIELD TRIP	SECONDARY		<p>1.TO ARRANGE EDUCATIONAL EXCURSIONS TRIPS SCIENTIFIC/INDUSTRIAL/CULTURAL/HISTORICAL PLACES .ALSO ARRANGE FOR ANNUAL MAINTAIN SAFETY AND SECURITY OF STUDENTS DURING THE PROGRAMME.</p>
		1) Mr. KRISHNAN T K (I/C)		
		2) Mr. AKHIL K		
		PRIMARY		
		1) Mr. SAJI B (I/C)		
2) Mrs. SUDHA BALACHANDRAN				
23	MEDICAL ROOM AND MEDICAL CHECK UP	SECONDARY		<p>1.TO MAINTAIN THE STOCK OF THE MEDICINE AND RELATED ITEMS.TO CO-RODINATE WITH DOCTOR AND NURSE.PROCURE NECESSARY MEDINE AND FIRST AID.</p> <p>2.TO ARRANGE MEDICAL CHECK-UP OF ALL STUDENTS IN FEBRUARY & JULY.</p> <p>3.FORMATION OF FIRST AID TEAM.</p>
		1) Mr. KRISHNAN T K (I/C)		
		2) PET/COACH		
		3) COUNSELLOR		
		4) NURSE		
		PRIMARY		
		1) Mrs. SREELATHA K (I/C)		
2) Mrs. BEENA SURESH				
24	PRIMARY ACTIVITY ROOM	1) Mrs. V PREMA (I/C)		
		2) Mrs. LAKSHMIPRIYA R		
25	TEACHING AID	SECONDARY		<p>1.TO PROCURE, STORE AND DISTRIBUTE VARIOUS TEACHING AIDS, LEARNING MATERIALS FOR CLASS ROOM TEACHING.</p>
		1) Mrs. RESHMA T (I/C)		
		2) TGT SST		
		PRIMARY		
		1) Mrs. V PREMA (I/C)		
2) Mr. SAJI B				
26	LIBRARY COMMITTEE	SECONDARY		<p>1.TO RECOMMEND BOOKS TO BE PURCHASED FOR SCHOOL LIBRARY. SCHEDULE LIBRARY ACTIVITIES. PROCUREMENT OF NEWSPAPER AND MAGAZINES. UPLIFT OF LIBRARY FACILITIES.</p> <p>2.FORMATION OF LIBRARY COMMITTEE AND PLAN OF ANNUAL PURCHASES OF LIBRARY.</p>
		1) Mr. KRISHNAN T K (I/C)		
		2) Mrs. SHAHINSHABI SHEIK		
		3) Mrs. MANJUSHA P		
		4) Mr. SADANANDAN T		
		PRIMARY		
		1) Mrs. RAJINI P (I/C)		
2) Mrs. UMA P				

27	DISCIPLINE COMMITTEE	SECONDARY		1.TO CONTROL MOVEMENTS OF STUDENTS WITHIN THE SCHOOL BETWEEN PERIODS, ASSEMBLY, LUNCH BREAK, DISPERSAL AND DURING SPECIAL PROGRAMME. 2.MAINTAIN A NOISE FREE CAMPUS. 3.TO CONTROL THE BEHAVIOUR OF STUDENTS AND TO TAKE DISCIPLINARY ACTIONS ON THOSE WHO BREAK RULES OF THE VIDYALAYA. 4.TO CHECK LATECOMER, UNIFORM, SAFETY & SECURITY AT VULNERABLE PLACES/POINTS DURING ASSEMBLY/ RECESS/OTHER EVENTS. 5.TO PROMOTE PEACE/ HARMONY/ ANGERFREENESS AMONG STUDENTS.
		1) Mrs.SHAHINSHABI SHEIK(I/C)		
		2) Mrs.KUNJAMMA PIUS		
		3) Mrs. ANISHA N		
		ALL CLASS TEACHERS		
		PRIMARY		
		1)Mrs. SREELATHA K (I/C)		
		2.)Mr. SAJI B		
3) MUSIC TEACHER				
ALL CLASS TEACHERS				
28	PURCHASE COMMITTEE	1) Mrs. SHAHINSHABI SHEIK(I/C)		1.TO FOLLOW PURCHASE PROCEDURES FOR PROCURING ARTICLES REQUIRED FOR THE VIDYALAYA THROUGH GEM PORTAL 2.TAKE ANNUAL REQUIREMENT OF PURCHASES REQUIRED BY DIFFERENT DEPARTMENT
		2) Mrs. SHYJA O		
		3) Mr. KRISHNAN T K		
		4) Mrs.PREMA V		
29	GEM	1) Mrs. ANJANA K K(I/C)		
		2)SSA /JSA 2		
		3) Mrs. KUNJAMMA PIUS		
30	SPORTS COMMITTEE , FIT INDIA	SECONDARY		1.TO ORGANIZE AND CONDUCT SCHOOL LEVEL, CLUSTER LEVEL, REGIONAL LEVEL AND NATIONAL LEVEL GAMES AND SPORTS. 2. TO UPKEEP & MAINTAIN OF FIELDS 3.PLAN FOR ANNUAL SPORTS DAY IN A BEFITTING MANNER.
		1) Mr.SAJI (I/C)		
		2) PET /COACH		
31	PROGRAMME FOR ACADEMIC LOSS	SECONDARY		1.TO PLAN FOR ALCP FOR STUDENTS OWING TO VARIOUS ACTIVITIES.
		1) Mrs. SHEEJA MP (I/C)		
		2) Mrs. O VIMA		
		PRIMARY		
		1)Mrs. SREELATHA K (I/C)		
2)Mrs. V PREMA				
32	NIPUN	PRIMARY		1.MATERIAL PROCUREMENT. 2.SCHEDULE ACTIVITIES. 3.ORGANISE CLUSTER LEVEL MEET AND MAINTAIN RECORDS.
		1)Mrs. SREELATHA K(I/C)		
		2)Mrs. V PREMA		
33	FLN	1) Mrs. UMA P (I/C)		1.PLAN FLN ACTIVITIES AND MAINTAIN RECORDS 2. CONDUCT WORKSHOPS FOR ALL TEACHERS(PRT)
		2)Mrs. SUDHA BALACHANDRAN		
		3)Mrs. RAJINI P		
		4) Mrs. JASMINE D		

34	OFFICIAL LANGUAGE	1) Mrs. SHAHINSHABI SHEIK (I/C)		1. CELEBRATION OF HINDI WEEKS 2.PROMOTION OF USAGE OF OFFICIAL LANGUAGE. 3.ATTENDING DISTRICT LEVEL MEETING 4.CELEBRATIONS OF LANGUAGE WEEK. 5.TO SUBMIT ALL RETURNS AS PER THE KVS RO GUIDELINES
		2) Mr. SADANANDAN T		
		3) TGT HINDI		
		4)SSA/JSA		
35	VIDYALAYA PATRIKA ,TEACHERS DIARY ,STUDENT DIARY	SECONDARY		1.TO PLAN THE THEMES FOR VIDYALAYA PATHRIKA 2.COLLECT, EDIT AND PRINT VARIOUS PUBLICATIONS OF THE VIDYALAYA 3. TIMELY DISTRIBUTION AND PUBLISH VIDYALAYA PATRIKA BY 31st JULY 2023.
		1) Mrs. PRIJEE T K (I/C)		
		2) Mr. SADANANDAN T		
		3) TGT HINDI		
		4)TGT SKT		
		PRIMARY		
1)Mrs. V PREMA				
36	CLASS MAGAZINE	1)Mrs. LAKSHMIPRIYA (I/C)		1.PLAN THEMES FOR CLASS MAGAZINE FOR EACH TERM IN JULY /JAN 2.SELECTING BEST ARTICLES AND CONSOLIDATION,SCHOOL ACHIEVEMENTS AND RELEVANT PHOTOGRAPHS TO BE INCLUDED.
		2)Mr.SAJI B		
		3) Mrs. RAJINI P		
		4)PRT2		
37	SCHOOL ACHIEVEMENTS (INTERNAL & EXTERNAL) RECORDS CONSOLIDATION	SECONDARY		1. MAINTAIN RECORD OF ALL THE ACHIEVMENTS(SPORTS ,CCA,EXAM.....ETC)
		1) Mrs.PRIJEE TK (I/C)		
		2) Mrs. NISHA C B		
		3) COMPUTER INSTRUCTOR		
		PRIMARY		
		1.)Mrs. LAKSHMIPRIYA R (I/C)		
2)Mrs. RAJINI P				
38	TARUNOTSAV	1) Mrs. SWAPNA V P		1.ORGANIZE TARUNOTSAV AS PER THE KVS SCEDULE. 2.ORGANIZE PROGRAMMES TO COLLOBORATE OTHER SCHOOLS.
		2) Mrs.MANJUSHA P		
		CLASS TEACHERS OF CLASS X (2022-23)		
39	GRIEVANCE CELL AND REDRESSAL FORUM	SECONDARY		1.TO ENSURE COMPLAINT /SUGGESTION BOX IN SCHOOL AND OPEN EVERY MONTH. 2.TO RECEIVE THE COMPLAINTS REGARDING THE GRIEVANCES OF STAFF AND RECORD THEM. 3. DISPOSAL OF GRIEVANCES AT VARIOUS LEVELS .(INTERNAL COMPLAINTS ,WOMEN HARASSMENTS ,STUDENT COMPLAINTS ..ETC)
		1) Mrs. SHAHINSHABI SHEIK (I/C)		
		2) Mrs. KUNJAMMA PIUS		
		3) Mrs. SHEEJA MP		
		4) TK KRISHNAN		
		PRIMARY		
1) Mrs. SREELATHA K (I/C)				
2) Mrs. PREMA V				
40	PRESS AND PUBLIC RELATIONS, PHOTOGRAPHY	SECONDARY		1.THE IMPORTANT ACTIVITIES TO BE DOCUMENTED AND FOR PUBLICATION IN MEDIA
		1) Mr. KRISHNAN T K (I/C)		
		2) Mr. TGT SST		
		3) TGT HINDI		
		PRIMARY		
1.)Mrs. LAKSHMIPRIYA R				

		2)PRT 1	
41	SCIENCE PROGRAMMES	1) Mr. SREEKANTH S (I/C) (OVERALL COORDINATION)	1.COORDINATE ALL ACTIVITIES
	1. EXHIBITION (SCIENCE)	1) Mr. SREEKANTH S (I/C)	1.CONDUCT SCHOOL LEVEL EXHIBITION BY COORDINATING ALL SCIENCE AND MATHS TEACHERS.
	2. EXHIBITION (ART)	1)Mrs. AKANKSHA DAYAMA (I/C)	1.CONDUCT SCHOOL LEVEL AND EXTERNAL COMPETITIONS& MAINTAIN RECORDS.CO-ORDINATE SCHOOL LEVEL ANNUAL EXHIBITIONS.
	2. SCIENCE CONGRESS	1) Mrs. SHEEJA T	1.PREPARE TEAM OF STUDENTS WITH THE HELP OF ALL SCIENCE TEACHERS
	3.JIGYASA /VIGYAN PRATIBHA	1) Mr. SREEKANTH S	1.ORGANISE ALL JIGYASA PROGRAMMES
	4. NTSE	1) Mrs. RESHMA T	
	5.INSPIRE	1)Mrs. O VIMA	1.REGISTRATION AND FOLLOW UP
	6.VIDYANJALI	1)Mrs.ANJANA K K	1.COORDINATE ALUMNI ACTIVITIES AND MAINTAIN RECORDS
7.SKILL HUB & PVEP	1) Mrs.SHYJA O		1.COORDINATE SKILL DEVLOPMENT AND VOCATIONAL TRAINING PROGRAMMES.ASSOCIATE WITH ADJOINING EDUCATION AND SKILING INSTITUTIONS TO PROVIDE SKILL DEVELOPMENT TRAINING
	2)COMP. INTSTRUCTOR		
42	EXHIBITION	PRIMARY	1.CONDUCT EXHIBITIOON OF ALL ACTIVITIES
		1.) Mr. SAJI B (I/C)	
		2) Mrs. JASMINE D	
		3)Mrs .LAKSHMIPRIYA R	
43	ATAL TINKERING LAB	1) Mrs. ANJANA K K (I/C)	1.CONDUCT PROGRAMMES TO NURTURE THE INNOVATIVE MINDS
		2) Mrs. SHEEJA T	
		3) Mrs.SHYJA O	
44	MATHS LAB MATHS EXHIBITION ARYABHATTA GANIT CHALLENGE	1) Mrs. KUNJAMMA PIUS	1.ESTABLISH MATHS LAB.
		2) Mr. AKHIL K	2.KEEP STOCK REGISTER AND IMPLEMENT LAB ACTIVITIES ALONG WITH MEMBERS OF MATHS DEPT.
		3)Mrs. ANISHA N	

45	ROUTES TO ROOT &	1)Mrs.LAKSHMIPRIYA R (I/C) 2.PRT MUSIC		1.ARRANGE THE PROGRAMMES,MAINTAIN RECORDS AND SUBMIT THE RECORDS AS ON REQUIREMENT.	
46	YOUTH PARLIAMENT	1) Mrs.JAISHA K J (I/C) 2) Mrs.SADANANDAN T 3) Mrs. NISHA C B		1.ARRANGE THE PROGRAMMES AS PER KVS GUIDELINES	
47					
48	EBSB	4) Mrs. RESHMA T 5.) ALL CLASS TEACHERS		1.ARRANGE THE PROGRAMMES AS PER EBSB CALENDAR OF ACTIVITIES,MAINTAIN RECORDS ,PHOTOS AND SUBMIT THE RECORDS AS ON REQUIREMENT.	
49	SUGGESTION BOX	1) Mrs. MANJUSHA P 2) Mrs. PREMA V		1.MAINTENANCE OF SUGGESTION BOX 2.PERIODICALLY OPEN THE SUGGESTION BOX IN FRONT OF COMMITTEE, KEEP THE CONFIDENTIALITY & PUT UP TP	
50	STUDENT FEE UBI	1) Mrs. ANJANA K KI/C) ALL CLASS TEACHERS		1.VERIFY THE ERROR FREE UBI DATA	
51	CLUB ACTIVITIES	SECONDARY		1.CONSTITUTE VARIOUS CLUBS AND NOMINATE IN CHARGES TO ORGANISE VARIOUS PROGRAMME TO DEVELOP SKLLS AMONG STUDENTS AND DEVELOP INTEREST AND INQUISITIVENSS AMONG THEM.	
		1) Mrs. SHEEJA MP (I/C)			
		2) Mr.KRISHNAN TK			
		3) Mrs. MANJUSHA P			
		PRIMARY			
		1) Readers Club : Mrs. Uma P, Mrs. Beena Suresh ,PRT1			
		2) Music Club : Music Teacher, Mrs.Jasmine D ,PRT 2			
3) Maths Club : Mrs. LakshmiPriya R , Mrs.Sudha Balachandran ,PRT3					
4) Eco Club : Mr.Saji B, Mrs. Rajini P, Malayalam Teacher					
52	TOY BASED PEDAGOGY	1) Mrs. Sudha Balachandran(I/C) , 2.) Mrs.Jasmine D 3) Mrs.Uma P		1.PREPARE LESSON BASED TOYS AND CONDUCT EXHIBITION 2.TAKE WORKSHOPS FOR ALL TEACHERS IN EVERY MONTH FOR THE MONTHLY PLAN TO IMPLEMENT TOY BASED PEDAGOGY.	
53	SC/ST E-GRANTZ	SECONDARY & SR. SECONDARY		1.ENSURE EVERY CLASS TEACHER INFORMED THROUGH A CIRCULAR TO INFORM STUDENTS TO APPLY FOR EGRANTZ.IF ANY STUDENT NOT WILLING FOR SC/ST/OEC SCHOLARSHIP TAKE AFIDAVIT IN WRITTEN FOR NOT AVAILING EGRANTZ SCHOLARSHIP 2. NOTIFY ,UPDATE AND VERIFY THE SC/ST STUDENTS SCHOLARSHIPS IN EGRANTZ PORTAL MAINTAIN RECORDS OF SC/ST STUDENTS,UPDATE LUMPSUMGRANT AND OTHER SCHOLARSHIP IN EACH YEAR	
		1) Mr. SREEKANTH S 9I/C)			
		2) COMP. INSTRUCTOR			
		ALL CLASS TEACHERS			
		PRIMARY			
		1)HM SREELATHA			
2) Mrs. PREMA					
3) ALL CLASS TEACHERS					
54	PUSTAK UPAKAR COMMITTEE	1)Mr. KRISHNAN T K (I/C)		1.TO COLLECT THE OLD BOOKS FROM THE STUDENTS AND TO MAINTAIN A RECORD OF IT ,BEFORE HANDING OVER IT TO THE STUDENTS OF NEXT ACADEMIC YEAR.	
		2)Mrs.NISHA C B			
		3)TGT HINDI			

55	BALVATIKA	1.) Mrs. PREMA V 2.) Mrs. RAJINI P 3)Mrs.SUDHA BALACHANDRAN		1.COORDINATE ALL THE ACTIVITIES OF THE BALAVATIKA 2.CONDUCT WORKSHOP FOR PLAY BASED ACTIVITIES FOR TEACHERS ONCE A MONTH IN HINDI /ENGLISH
56	MINUTES OF VARIOUS MEETINGS	1) Mrs. NISHA CB 2.)Mr.SADANANDAN T 3)CLASS TEACHERS PRIMARY 1.)Mrs.SREELATHA K 2)Mrs. V PREMA		CONDUCT TIMELY MEETING. SUBMIT THE MINUTES TO PRINCIPAL AND EXECUTE
57	VIDYAPRAVESH	PRIMARY 1)Mrs.RAJINI P (I/C) 2)Mrs. SUDHA BALACHANDRAN		1.TO BE CONDUCTED AS PER KVS GUIDELINES & MAINTAIN RECORDS OF VIDYAPRAVESH
58	FILM SHOW	1)Mrs. SUDHA BALACHANDRAN (I/C) 2.Mrs. JASMINE D		1.CONDUCT FILMSHOW AS PER THE LEVEL OF THE CHILDREN
59	आनंदवार / FUNDAY ACTIVITIES	1.)Mrs. LAKSHMIPRIYA (I/C) 2) PRT MUSIC 3)PRT 2		1.PREPARE THE ACTIVITIES ON SATURDAY AS PER TIMR TABLE
60	TRAFFIC DUTY	SECONDARY & SR. SECONDARY MONDAY TO FRIDAY FIRST TURNING : SPORTS COACH NEAR NEW BUILDING AREA : TGT SKT, Mr. SIVANANDAN DISCIPLINE :(BEFORE ASSEMBLY,LUNCHBREAK) NEW BUILDING :GROUND FLOOR - COMPUTER INSTRUCTOR SECOND FLOOR :TGT SST,TGT HINDI THIRD FLOOR : YOGA INSTRUCCTOR,COUNSELLER PRIMARY 1.Monday : Mrs. PREMA V ,PRT MUSIC 2.TUESDAY :Mrs.BEENA SURESH,Mrs. JASMINE D 3.Wednesday :Mrs.RAJINI P ,PRT1 4.Thursday :MRs.SUDHABALACHANDRAN ,PRT2 5.Friday :Mrs.LAKSHMIPRIYA ,PRT3 6.Saturday :MRs.UMA P,		1.TO REGULATE MOVEMENTS OF SWA BUSES FOR STUDENTS SAFETY AND ALSO ENSURE STUDENTS MOVE IN LINE

61	SUBJECT COMMITTEE	PRIMARY		1.EVARY MONTH CONDUCT SUBJECT COMMITTEE MEETING AS PER KVS GUIDELINES.ALSO DISCUSS SUBJECT/CLASSWISE PROGRESS BASED ON THE WEEKLY/MONTHLY TEST.
		1) Maths : Mrs. Lakshmi Priya R		
		2) Hindi : Mrs. Beena Suresh		
		3) English : Mrs. Uma P		
		4) EVS : Mrs. Rajini P		
62	CLASS LIBRARY	PRIMARY		
		ALL CLASS TEACHERS		
63	ALUMNI	1) Mr. KRISHNAN T K		
		2.) Mrs. RAJINI P		
64	PUSTAK UPAKAR COMMITTEE	SECONDARY & SR. SECONDARY		GUIDE AND MONITOR PART TIME TEACHERS
		1.) Mrs. SHAHINSHABI SHEICK		
		2.) Mrs. Anjana KK		
		3.) Mrs. Swapna V P		
		PRIMARY		
		1.) Mrs. SREELATHA K (I/C)		
		2.) Mrs. V PREMA		
3.) Mrs. BEENA SURESH				















