

**KENDRIYA VIDYALAYA NTPC KAYAMKULAM**

**DUTIES AND RESPONSIBILITIES OF VARIOUS COMMITTEES FOR THE ACADEMIC YEAR**

**2019-20**

**1.VIDYALAYA COUNCIL AND GRIEVANCE CELL**

1. Mrs.P G Sreedevi PGT Maths (I/C)
2. Mrs. Ajitha Kumari
3. Mr. Ajayan R, TGT Sanskrit
4. Mrs. Raji B Nair PRT
5. Mr. Madasamy Librarian
6. Mr. Anil Kumar UDC
7. Dr. Swathi, Counsellor

To plan and implement the whole academic programme for the year.  
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.

**2. ACADEMIC COMMITTEE & SUBJECT COMMITTEE**

1. Mrs. Ajitha Kumari PGT Bio (convener)
2. Mrs.P G Sreedevi PGT Maths
3. Mrs. Usha Sethunath PGT Chem
4. Mrs. Prameela PGT English
5. Mr.. Ajayan R, TGT Sanskrit
6. Mr.Madasamy Librarian
7. Mrs.Raji B Nair PRT

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), KVSRO and prepare the minutes of all RAC meeting in proper sequence.

**ENGLISH AND SOCIAL SCIENCE :**

- 1.Mrs. Pramila PGT English)
- 2.Mrs. Rachel Numby TGT Eng
3. Mrs. Sonika Kumari TGT Social

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.

**MATHEMATICS :**

1. Mrs.P G Sreedevi (PGTMaths)( convener )
2. Mr. K. G. Harikumar TGT Maths

**HINDI/ SANSKRIT :**

1. Mr. Ajayan R , TGT Sanskrit ( convener )
2. Mrs. Rejitha , PGT Hindi (Contractual)
- 3 Mr. Abin , TGT Hindi (Contractual)

**SCIENCE :**

- 1.Mrs. Geetha S. PGT Phy( convener )
- 2.Mrs Ajitha kumari B. PGT Bio
- 3.Mrs Vinod B PGT Comp
- 4.Mrs. Usha Sethunath PGT Chem
- 5.Mrs. Resmi TGT Science(Contractual)

**PRIMARY :**

- 1.Mrs. Raji B. Nair PRT ( convener )
- 2.Mrs. Suja PRT( Contracual)
3. Mr. Rammohan PRT
4. Mrs.Bijimol PRT.
5. Mrs. Anjana PRT( Contracual)
6. Mrs. Ragi Gopinath PRT( Contracual)

**CO-SCHOLASTIC AND LIBRARY :**

- 1.Mr. Madasamy K. Librarian( convener )
- 2.Mr.Vinod Kumar TGT PHE
- 3.Mr. Jaison TGT WET
- 4.Mrs. Jayakala S. PRT Music
5. Mr. Dharmendra Kumar Choudhary TGT Art

**3.ADMISSIONS**

1. Mr Vinod B PGT COMP(I/C)
- 2..Mr.RamMohan PRT
- 3.Mrs.Raji B Nair PRT
- 4.Mr.Anil kumar UDC
- 5.Mrs. Bijimol PRT

To conduct admission process as per KVS guidelines. Maintain the records categorywise, RTE reimbursements 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.
<b>4.EXAM INTERNAL</b>	
1. Mrs Ajitha Kumari PGT Bio (I/C) 2. Mr.Vinod.B PGT 3. Mrs. Sonika Kumari 4. Mr.Rammohan PRT 5. Mr. Bijimol PRT 6. Mrs. Rossamma	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 collect exam related materials such as result register, mark slips, answer sheets etc. 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 and CCE related registers and teacher's diary. 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 KVS regarding examinations.
<b>5.CBSE AND EXAMS</b>	
1.Mr.Vinod.B PGT COMP (I/C CBSE) 2.Mrs. Ajitha Kumari (I/C Exam internal) 3. Mrs. Raji B Nair PRT 4.Mrs. Rammohan PRT 5.Mrs. Bijimol PRT	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.
<b>6. CCA AND CELEBRATIONS</b>	
1. Mrs. Prameela (co-ordinator) 2.Mrs. Rachel Numby, TGT Eng (Asst.Co-ordinator) 3. Mr. Madasamy K. Librarian 4. Mr. Dharmendra Kumar Choudhary TGT Art 5.Mrs. Jayakala S. PRT Music (Co-ordinator primary) 6. Mrs. Ragi PRT( Contractual) 7.Mrs. Preenu Stephan (Dance Contractual)	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.
<b>6. CONDUCT OF MORNING ASSEMBLY</b>	
1.Mrs. Rachel Numby TGT Eng (I/C) 2. Mrs. Rejitha PGT Hindi(Contr)Sec.I/C 3.Mr. Raji B Nair Primary I/C 4.Mr. Madasamy K.(I/C Stage & time Management) Librarian 5.Mrs. Jayakala S(Musical Instruments & Choir Group) PRT Music 6.Mr.Vinod Kumar(Command and student's turn out) TGT PHE 7. Mr. Jaison (PA System) TGT WE	Over all In charge will make official announcements and maintain the register recording daily reports of the programme like certificate distribution, special programmes, talks of invitees and guests. Morning assembly will be conducted class wise. Prepare and conduct the month wise assembly programmes for the whole academic session with concurrence of the principal. The distribution of certificates and prizes may be planned well in advance and distribute accordingly with the approval of Principal.

8. Mr. Hari Krishnan Yoga teacher 9. Mr. Ajayan TGT Sanskrit 10. ALL CLASS TEACHERS	
<b>7. PUBLICATION</b>	
1. Mr. Ajayan R (I/C) 2. Mrs. Pramila PGT Eng 3. Mr Vinod .B PGT Comp 4 Mr. Rejitha 5. Mr. Dharmendra Kumar Choudhary TGT Art 6. Mrs. Jaykala Sreenivas PRT Music(Primary) 7. Mrs. Raji PRT 8. Mr. Anil kumar UDC 9. Mrs. Anjali Nair, Computer Instructor	To facilitate creative writing among students and publish class magazines, newsletters, Vidyalaya Patrika, students' diary, teachers' diary, ID Cards etc in time. Prepare the schedule and execute the same as per KVS guidelines.
<b>8. CIRCULATION AND REPORT</b>	
1. Mr Vinod B PGT Comp(I/C) 2. Mr. Anil Kumar UDC 3. Mrs. Anjali Nair, Computer Instructor	To collect the circulars issued by CBSE, KVS, KVS RO and any other institutions regarding students and staff and distribute it to concern in charges through email. To check the school mail daily. Send the relevant circulars to the concerned staff members through e mail.
<b>9. BEAUTIFICATION AND SANITATION</b>	
1. Mrs. Geetha S (I/C) 2. Mrs. Ajitha Kumari PGT Biology 3. Mrs. Rachel Numby TGT ENG 4. Mrs. Resmi Science 5. Mr. Jaison (M&R I/C) TGT WE 6 Mr. Dharmendra Kumar Choudhary TGT Art 7. Mrs. Jayakala. PRT Music 8. Mrs Rejitha PGT Hindi (Contractual) 9. Mrs. Suja, PRT 10. Mrs Ammini Substaff 11. All class teachers	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 up keep 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>10. TIME TABLE/ CLASS WISE &amp; TEACHER WISE</b>	
1. Mrs. P G Sreedevi PGT Maths (I/C) 2. Mr. Madasamy Lib 3. Mr. Rammohan (PRT)	Prepare the timetable for the Vidyalaya as per KVS norms. Preparation of 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 ensure allotment of AEP & ACP periods in the timetable as per directions.
<b>11. SCHOOL ACHIEVEMENTS AND ALL COMPETITIONS OTHER THAN KVS</b>	
1. Mrs. Pramila D, PGT Eng (I/C) 2. Mr. Dharmendra Kumar Choudhary TGT Art 3. Mr. Vinod Kumar TGT PHE 4. Mrs. Resmi SCI 5. Mrs. Jayakala, PRT Music 6. Mrs. Anjana	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.
<b>12. SUBSTITUTION, DAILY ATTENDANCE AND SCHOOL BELL</b>	
1. Mrs. P G Sreedevi PGT Maths 2. Mr. Madasamy Lib 3. Mr. Rammohan PRT 4. Mrs. Seenath	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.

<b>13. DISCIPLINE</b>	
<ol style="list-style-type: none"> <li>1. Mr.Vinod Kumar TGT PHE(I/C)</li> <li>2. Mrs.P G Sreedevi PGT Maths</li> <li>3. Mrs. Usha Sethunath PGT Chem</li> <li>4. Mr. Madasamy Librarian</li> <li>5. Mrs Bijimol, PRT</li> <li>6. Mr. Rammohan PRT</li> <li>7. Mr. Harikrishnan Yoga teacher</li> <li>8. All class teachers</li> </ol>	<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 indisciplinary 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. Select the office bearers of the Students Council as per KVS norms and assign duties for the discipline of the Vidyalaya. Maintain discipline during all functions and programme. To maintain a file incorporating discipline cases and action taken.</p>
<b>14. MAINTENANCE AND REPAIR(CIVIL AND ELECTRICAL)</b>	
<ol style="list-style-type: none"> <li>1. Mr. Jaison TGT WE(I/C)</li> <li>2.Mrs.RachelNumby TGT ENG</li> <li>3. Mr.Anil kumar(UDC)</li> </ol>	<p>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.</p>
<b>15. MEDICAL CHECK-UP AND FIRST AID:</b>	
<ol style="list-style-type: none"> <li>1.Mr. Vinod Kumar (PHE) I/C</li> <li>2.Mr Madasamy K. (LIB.)</li> <li>3.Mr. Jaison (TGT WET)</li> <li>4.Mr.Dharmendra Kumar Choudhary TGT Art</li> <li>5.Mrs. Jayakala S. (PRT)</li> <li>6.Mrs. Rachel Numby</li> <li>7.ALL CLASS TEACHERS</li> </ol>	<p>Conduct medical checkup twice in a year as per KVS norms. To provide first aid assistance and to arrange for medical help in emergency situations. To inform parents without any time delay depending on the need of the situation.</p>
<b>16.FURNITURE : (MAINTENANCE AND REPAIR)</b>	
<ol style="list-style-type: none"> <li>1.Mr.K.G.Harikumar(TGT)I/C</li> <li>2.Mr.Dharmendra Kumar Choudhary TGT Art</li> <li>3.Mr. Jaison(M&amp;R I/C) TGT WE</li> <li>4. Mr. Ajayan R , TGT Skt</li> </ol>	<p>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.</p>
<b>17. SCOUTS AND GUIDES</b>	
<ol style="list-style-type: none"> <li>1. Mr. Madasamy K. (LIB.)</li> <li>2.Mrs.Bijimol PRT GuideI/C</li> <li>3. Mr.K.G.Harikumar (TGT)Scout I/C</li> <li>4. Ajayan</li> </ol>	<p>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 &amp; RO) and a register containing enrolment list, name of student and details of activities etc. Zero periods will be given on every Wednesday for conducting activities.</p>
<b>18.CUBS AND BULBULS</b>	
<ol style="list-style-type: none"> <li>1.Mrs.Jayakala S. (PRT) I/C</li> <li>2.Mrs.Raji B. Nair (PRT)</li> <li>3.Mr. Rammohan (PRT)</li> </ol>	<p>To plan and implement Cubs' and Bulbuls' activities in the Vidyalaya as per KVS calendar. To maintain a file containing circulars from KVS(HQ &amp; RO) and a register containing enrolment list, name of students and details of activities etc.</p>
<b>19.HOUSE MASTERS (SEC.)</b>	
<ol style="list-style-type: none"> <li>1. Mrs. Rachel Numby, TGT Eng</li> <li>2.Mrs Resmi Science</li> <li>3. Mrs. Sonika Kumari TGT SST</li> <li>4. Mrs. Rejitha PGT Hindi(Contr)</li> </ol>	<p>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 .</p>

<b>PRIMARY</b>	
1.Mrs. Anjana 2.Mrs. Ragi Gopinath 3. Mrs.Bijimol (PRT 4.Mr. Dharmendra Kumar Choudhary TGT Art	To encourage students to participate in various activities. Select the participants aptly.
<b>20.WEBSITE ,e-CONTENT (AV ROOM , TAL, CAL ACTIVITIES AND TEACHING AIDS):</b>	
1. Mr Vinod B (PGT Comp) I/C 2.Mr. Rejitha Hindi 3 Mr. Jaison 4.Mrs. Raji (PRT) Activity Room 5.Mr. Anil kumar (UDC) 6. Mrs. Anjali Nair Computer Instructor	Committee to be convened weekly. Web site may be up dated daily and necessary information may be displayed. Ensure proper and safe maintenance of equipments. 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.
<b>21.ALUMNI ASSOCIATION</b>	
1.Mrs. Rachel Numby 2.Mr. Ajayan TGT Sanskrit 3 Mrs.Geetha 4.Mr. Vinod Kumar 5.Mr. Anil Kumar (UDC) 6. Mr.Madasamy	Maintain the register containing the names of office bearers and minutes of the meetings. Invite eminent alumni to interact with the students . Conduct alumni association meeting twice a year with office bearers.
<b>22. SC /ST AND OBC (STUDENTS SCHOLARSHIP, WELFARE AND GRIEVANCES)</b>	
1.Mrs.Ajitha Kumari PGT Bio I/C 2. Mr. Madasamy K. (LIB.) 3.Mr. Anil Kumar (UDC) 4.Mrs. Ammini Substaff	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.
<b>23. INSTITUTIONAL PLAN (CALENDER OF ACTIVITIES)</b>	
1. Mrs.P G Sreedevi (PGT Maths) I/C 2.Mr.Vinod.B (PGT Comp) 3.Mr Ajayan R TGT Sans 4.Mrs. Rachel Numby (TGT Eng) 5.Mrs. Raji B Nair (PRT)	Prepare institutional planning and calendar of activities as per KVS guidelines.
<b>24. OFFICIAL LANGUAGE / TOLIC</b>	
1. Mrs. Rejitha PGT Hindi 2. Mr Ajayan R TGT Sanskrit 3. Mr. Anil Kumar UDC	Ensure the execution of official language implementation as per the direction of KVS and Government of India.
<b>25. PURCHASE</b>	
1. Mr. Ajyan R TGT Skt I/C 2.Mr.Vinod.B (PGT Comp) 3.Mrs.Raji B Nair (PRT) 4. Mrs. Ajitha Kumri PGT Bio 5. Mr. Rammohan PRT 6. ( Concerned dept. INCHARGES)	Collect the requisitions from the stock holders & staff members and purchase the necessary items as per the purchase procedure of KVS.
<b>26.DISPLAY BOARDS/ NOTICE:</b>	
1.Mrs.Rachel Numby TGT ENG(I/C) 2.JaisonAugustine,TGTWET 3.Mrs.Jayakala(PRT) 4.Mr.Dharmendra Kumar Chaudhary ALL CLASS TEACHERS	Proper maintenance and updating the information. Make all display board including name of the incharges, House name and name of the student leaders.
<b>27. RECEPTION AND REFRESHMENT:</b>	
1.Mrs. Ajitha kumari B.(PGT Bio) I/C 2.Mr.Vinod Kumar (TGT PHE) 3. Mr. Madasamy K. (LIB.) 4. Mrs. Raji .B. Nair (PRT)	Do the needful to receive the VIPs for special function and provide proper refreshment to them.

5. Mrs. Anjana PRT (Contractual) 6. Mrs. Rossamma	
<b>28. EXCURSION AND FIELD TRIPS:</b>	
1.Mr Ajayan R TGT Sanskrit I/C 2.Mr. Vinod Kumar (TGT PHE) 3.Mrs. Raji .B. Nair (PRT) All Class Teachers.	Prepare a plan for study tours for all classes. Transportation may be arranged and ensure the safety and security of the students.
<b>29. GUIDANCE AND COUNSELLING &amp; AEP</b>	
1. Mrs. Ajithakumari, PGT Bio I/C AEP 2.Mr Madasamy Librarian 3.Dr. Swathy (Councillor) All teachers	To give Guidance and Counseling 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 helps in building life skills and self confidence.To maintain record of all the activities conducted.
<b>30. CMP, FILM SHOWS AND PRIMARY ACTIVITIES :</b>	
1.Mrs. Raji B Nair (PRT) I/C 2.Mrs. Jayakala (PRT) 3.Mrs.Bijimol PRT 4.Mrs. Anjana	To plan, obtain CDs and arrange film shows and CD display of educational importance and for moulding character.
<b>31. FEES VERIFICATION:</b>	
1.Mr. Vinod B (PGT CS)/I/C 2.Mr. Rammohan (PRT) 3.Mr. Anil kumar. (UDC) 4.Mrs. Vinita 5. All Class teachers/Co-class teachers 6. Mrs. Anjali Nair	To check fee collection every month and ensure that the fees have been levied for each student through UBI Portal. Tally fee collection with office records
<b>32. CLUB ACTIVITIES</b>	
<b>a) Nature Club and Health club:</b>	
1. Mrs. Ajitha Kumari PGT Bio I/C 2.Mrs. Resmi Science 3.Mr. Vinod Kumar (PHE) 4.Mr. Harikrishnan	To organize activities to develop love and admiration for nature, conducting various programmes for environment protection, visit to various places.
<b>b)Readers and Literary Club</b>	
1.Mrs. Rachel Numby (TGT Eng) I/C 2.Mr. Madasamy K. (LIB.) 3. Mrs. Rejitha, TGT Hindi, Contractual	To organize various programmes to develop love for languages,improving communication skills, to develop reading skill, to promote 3 R etc.
<b>c) Maths and Science club</b>	
1. Mrs.P G Sreedevi (PGT Maths) 3. Mrs Suja 4.Mr. Rammohan (PRT)	To create an interest in the subject, to encourage, to explore new and advanced developments in Maths by conducting various programmes
<b>d) Integrity and Charity club:</b>	
1.Mrs. Rachel ( TGT) I/C 2.Mr Ajayan R, TGT Sanskrit 3.Mr Hari Kumar TGT Maths	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
<b>e) Art and Music Club:</b>	
1. Mrs.Jayakala S. (PRT) I/C 2. Mr. Jaison Augustine TGT WET 3. Mr.DharmendraKumar Choudhary TGT Art 4.Mrs. Bijimol (PRT)	Develop the inherent talents of Arts and Music and conduct various cultural programmes and competitions.
<b>33.SPORTS AND GAMES :</b>	
1. Mr.Vinod Kumar (PHE) I/C 2. Mrs.P G Sreedevi (PGT Maths) 3.Mrs.Usha Sethunath (PGT Chem) 4.Mrs.Geetha S.(PGT Phy) 5.Mrs.Bindu(TGT Science) 6.Mr. Madasamy (LIB) 7.Mr.Jaison(TGT WET)	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.

8.Mrs. Anjana (PRT Contractual) 9.Mrs.Suja (PRT) Contractual 10.Mr. Rammohan (PRT) 11. Mrs . Bijimol (PRT) 12. Mr. Harikrishnan 13. Mrs.Vinitha All Class teachers	
<b>34. LIBRARY COMMITTEE</b>	
1. Mr Madasamy Librarian 2. Mrs Prameela PGT Eng 3. Mrs Geetha PGT Phy 4. Mrs. Rejitha PGT HINDI (Contractual) 5.Mr Harikumar TGT Maths 6. Mr Ajayan TGT Sanskrit 6.Mrs. Anjana	To conduct book exhibition and other library related activities in a befitting manner. 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.
<b>35.PTA Executive members</b>  <b>Mr. Vinod Kumar</b>	
<b>36. Safety and Security</b> 1. Mrs.P G Sreedevi (PGT Maths) 2. Mr.Vinod Kumar (PHE) I/C 3.Mrs.Sonika 4. Mr. Madasamy K. (LIB.) 5. Mr Jaison Augustin WE 6. Mrs. Pramila	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.

PRINCIPAL