

**KENDRIYA VIDYALAYA NTPC KAYAMKULAM**

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

**2022-23**

**I. VIDYALAYA COUNCIL AND GRIEVANCE CELL**

1. Ms. Sreedevi P G, PGT Maths(I/C)
2. Mr. Vinod Kumar Mahawar, TGT Hindi
3. Ms. Jayakala Sreenivas M, PRT(Music)
4. Ms. Reshma, Counsellor
5. Mr. Anil Kumar V, SSA

- 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.
- Periodically verify the grievances submitted/reported as per KVS guidelines for necessary follow up.

**II. ACADEMIC COMMITTEE & SUBJECT COMMITTEE**

1. Ms. Pramila D, PGT English (Convener)
2. Ms. Sreedevi P G, PGT Maths
3. Ms. Jisha, TGT English
4. Mr. Vinod Kumar Mahawar TGT Hindi
5. Ms. Sona Sivadasan, TGT Librarian
6. Ms. Keerthi Karthikeyan, PRT

- Maintain a file containing copy of all circulars from CBSE, KVS (HQ), KVS RO and prepare the minutes of all Academic Committee meetings in proper sequence.
- Ensure and oversee the implementation of RAC meeting suggestions/Inspection reports, all KVS/CBSE directions and prepare ATR to be forwarded to RO with approval from Principal.
- 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, TLM used, implementation of NEP 2020, implementation of NIPUN Bharat guidelines, practice of CCT questions and other activities, number of assignments given and their correction, consolidated report of question paper analysis of all exams.
- Chalk out the in-house training programmes to be undertaken during the year and submit to the Principal.

**ENGLISH AND SOCIAL SCIENCE :**

1. Ms. Pramila D, PGT English, (Convener)
2. Ms. Jisha A, TGT English
3. Ms. Gayathri, TGT SST

- The Committee shall meet atleast once in a month.
- 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 least one per month.
- Encourage each other in the implementation of new pedagogies as suggested by NEP 2020 and innovation in the teaching learning process.

**MATHEMATICS :**

1. Ms. Sreedevi P G, PGT Maths, (Convener)
2. Ms. Geetha S, TGT Maths

**HINDI/ SANSKRIT :**

1. Mr. Vinod Kumar M, TGT Hindi (Convener)
2. PGT Hindi (Contractual)
3. Ms. Rejani A R, TGT Sanskrit

**SCIENCE :**

1. Ms. Geetha S, PGT Physics, (Convener)
2. Ms. Usha Sethunath, PGT Chem
3. Ms. Ajitha kumari B, PGT Bio
4. Mr. Vinod B, PGT Comp
5. Mr. Pran K P, TGT Science (Contr)

<p><b>PRIMARY :</b></p> <ol style="list-style-type: none"> <li>1. Ms. Keerthi Karthikeyan, PRT (Convener)</li> <li>2. Ms. Deeparani A R PRT</li> <li>3. Ms. Prathibha Bhaskar PRT</li> <li>4. Ms. Shreeja, PRT</li> <li>5. Ms. Dhanya Sudhakaran, PRT</li> <li>6. Mr. Gowthaman M, PRT</li> </ol>	<ul style="list-style-type: none"> <li>• Hold academic discussions and guide each other in making teaching interesting and enjoyable.</li> <li>• Moderation of question paper and keeping the records of subject enrichment activities and assessment strategies.</li> </ul>
<p><b>CO-SCHOLASTIC AND LIBRARY :</b></p> <ol style="list-style-type: none"> <li>1. Ms. Gangamole, TGT P&amp;HE (Convener)</li> <li>2. Mr. Jaison Augustine, TGT WE</li> <li>3. Ms. Sona Sivadasan, TGT Librarian</li> <li>4. Ms. Jayakala S. PRT (Music)</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Subject Committee for co scholastic subjects</b> shall discuss the integration of other subjects in their teaching and exchange ideas. <ul style="list-style-type: none"> <li>➤ Maintain a record of the learning outcomes list published by NCERT classwise and subject wise.</li> <li>➤ Maintain the record of activities undertaken in their subject for achieving these learning outcomes/competencies.</li> <li>➤ Undertake innovative practices of teaching their subjects.</li> </ul> </li> </ul>
<b>III. ADMISSIONS</b>	
<ol style="list-style-type: none"> <li>1. Mr. Jaison Augustine, TGT WE (I/C) (To lead the verification of records submitted by parents along with other members of the committee)</li> <li>2. Mr Vinod B, PGT CS (UBI fee verification &amp; related work and submission of data to RO/Project authorities)</li> <li>3. Ms. Pramila D, PGT English</li> <li>4. Ms. Keerthi Karthikeyan, PRT</li> <li>5. Mr. Anil Kumar SSA (Data of fee remittances, preparation of directions to class teachers)</li> <li>6. Ms. Vinitha John, DEO (Entry in admission register and submission of data to RO/Project authorities)</li> <li>7. All Class teachers - Fee calculation, UBI fee portal entry at the time of admission, fee verification.</li> </ol>	<ul style="list-style-type: none"> <li>• To conduct admission process as per the latest KVS admission guidelines. To verify all the records submitted by parents for authenticity, validity etc.</li> <li>• To guide and properly advise parents and public on admission related queries.</li> <li>• Maintain the records priority category wise, RTE reimbursements and KV TC admissions.</li> <li>• Maintain a register containing the name list of SC/ST/OBC/religious minorities students in each class.</li> <li>• Maintain month wise report of new admissions, TC issued and Class strength along with category as per KVS proforma.</li> <li>• To update the website with admission related documents at appropriate time, enrollment details and TCs.</li> <li>• To provide accurate data of admissions as and when RO/Project demands it.</li> </ul>
<b>IV. EXAM INTERNAL</b>	
<ol style="list-style-type: none"> <li>1. Ms. Usha Sethunath PGT Chem (I/C)</li> <li>2. Ms. Jisha, TGT English</li> <li>3. Ms. Keerthi Karthikeyan, PRT</li> <li>4. Mr. Ajeesh, Computer Instructor</li> <li>5. Mr. Krishnan, Substaff</li> </ol>	<ol style="list-style-type: none"> <li>1. To conduct all internal examination for classes I to XII as per KVS/CBSE directions.</li> <li>2. As per KVS guidelines prepare and execute annual calendar of examinations, result declarations and distribution of progress reports.</li> <li>3. To collect and consolidate exam related materials such as result register, mark slips, answer sheets etc from teachers.</li> <li>4. To intimate students and parents regarding information of tests/exams well in advance. To maintain a circular register for students and staff, to inform timetable, seating arrangement and any other instructions related to examinations.</li> <li>5. Set and print question papers well in time after moderation by the committee. Procure and arrange necessary materials for the smooth conduct of the</li> </ol>

	<p>tests/exam well in advance.</p> <ol style="list-style-type: none"> <li>6. Decide the date of PTMs and distribution of progress reports to students through parents through class teachers as per the time schedule.</li> <li>7. Maintain a register showing the distribution of stationery items to students and staff and CCE related registers and teacher's diary.</li> <li>8. Maintain stock registers (Consumable, Non consumable) and a register recording the daily use of Xerox machine.</li> <li>9. Maintain a separate file containing copies of all circulars from KVS regarding examinations.</li> </ol>
<b>V. EXAM -EXTERNAL CBSE</b>	
<ol style="list-style-type: none"> <li>1. Mr. Vinod B, PGT CS (I/C)</li> <li>2. Ms. Jisha A, TGT English</li> <li>3. Ms. Vinitha, DEO</li> <li>4. Mr. Ajeesh, Computer Instructor</li> </ol>	<ul style="list-style-type: none"> <li>• To assist the Centre Supdt in conducting CBSE examinations.</li> <li>• To undertake registration/preparation of LOC of students of classes IX to XII for submission to CBSE.</li> <li>• To collect the fee through class teachers and remit examination fees in time.</li> <li>• To assist in correspondence with CBSE.</li> <li>• To maintain a circular register for informing students and staff about timetable, seating arrangement and any other instructions related to examinations.</li> <li>• Maintain a register showing the distribution of stationery items to students and staff.</li> <li>• Maintain stock registers (Consumable, Non consumable) and a separate file containing copies of all circulars from CBSE related to examinations.</li> </ul>
<b>VI. NIOS</b>	
<ol style="list-style-type: none"> <li>1. Mr. Vinod B, PGT CS(I/C)</li> <li>2. Mr. Vinod Mahawar, TGT Hindi</li> <li>3. Mr. Ajeesh, Computer Instructor</li> </ol>	<ul style="list-style-type: none"> <li>• To assist the Centre Supdt in conducting NIOS examinations.</li> <li>• To assist in correspondence with NIOS.</li> <li>• To maintain a circular register for informing duties allotted to various staff members</li> <li>• Maintain a register showing the consumption of stationery items.</li> </ul>
<b>VII. CCA AND CELEBRATIONS</b>	
<p>1.Ms. Rejani A R, TGT Sanskrit (Co-ordinator)</p> <p>2.Ms. Pramila D (Asst.co-ordinator)</p> <p><b>PRIMARY</b></p> <p>1.Ms. Prathibha, PRT ((Co-ordinator)</p> <p>2. Ms. Shreeja PRT(Asst.co-ordinator)</p>	<ul style="list-style-type: none"> <li>• To plan and execute CCA activities for the whole academic session.</li> <li>• To plan and organize other celebrations and observance of important days.</li> <li>• Ensure result announcement and CCA certificates and prize distribution immediately after conduct of each item.</li> <li>• Maintain circular register for students and staff for passing information to students and parents well in time.</li> <li>• Maintain a file to keep all circulars regarding to CCA.</li> <li>• Organise CCA/Cultural programmes on special occasions, inspection/visit etc.</li> <li>• To maintain the notice board of the morning assembly program and CCA.</li> </ul>

<b>VIII. CONDUCT OF MORNING ASSEMBLY</b>	
<ol style="list-style-type: none"> <li>1. Ms. Jisha A TGT Eng (I/C)</li> <li>2. Mr. VinodKumar M TGT Hindi (I/C)</li> <li>3. Ms. Rejani A R, TGT Sanskrit(I/C)</li> <li>4. Ms. Deeparani A R,( I/C) -PRIMARY</li> <li>5. Ms. Jayakala, PRT Music (Musical Instruments &amp; Choir Group)</li> <li>6. Ms.Gangamole,TGT(P&amp;HE) (Command and students' turn out)</li> <li>7. Mr. Jaison Augustine, TGT WE (PA System)</li> <li>8. Ms. Gayathri,TGT Social Science (Stage &amp; time Management)</li> <li>9. Mr. Gowthaman M &amp; Mr. Pran (Photography/videographyof important events)</li> <li>10. All Class teachers &amp; Co class teachers</li> </ol>	<ul style="list-style-type: none"> <li>• Over all in charges will make official announcements and maintain the register recording daily reports of the programme like certificate distribution, special programmes, talks of invitees and guests.</li> <li>• Morning assembly will be conducted class wise.</li> <li>• Prepare and conduct the month wise assembly programmes ensuring the participation of all students, evaluation of the items presented for the whole academic session with concurrence of the Principal and to be shared with Class teachers/Co class teachers. The distribution of certificates and prizes may be planned well in advance and distribute accordingly with the approval of Principal.</li> <li>• Yoga/breathing exercises shall be a part of Morning assembly on all days. TGT P&amp;HE shall prepare the day wise list of Yoga activities to be performed in the morning assembly and share with students of all classes. Adequate training should be given during PT periods to ensure quality performance in morning assembly.</li> <li>• Combined assembly shall be conducted on all Wednesdays to include Aerobics exercises during Zero period.</li> <li>• TGT P&amp;HE shall train sufficient number of students from each class to lead the aerobics /Yoga sessions and in commanding.</li> </ul>
<b>IX. PUBLICATION</b>	
<ol style="list-style-type: none"> <li>1. Mr. Vinod Kumar Mahawar(I/C)</li> <li>2. Mr. Vinod B, PGT CS</li> <li>3. Mrs. Pramila PGT Eng</li> <li>4. Ms. Rejani A R, TGT Sanskrit</li> <li>5. Mr.Anil kumar SSA</li> </ol> <p><b>PRIMARY</b></p> <ol style="list-style-type: none"> <li>1.Mrs.Jayakala Sreenivas, PRT Music</li> <li>2.Mr. Gowthaman M, PRT</li> <li>3.Mr. Ajeesh, Computer Instructor</li> </ol>	<ul style="list-style-type: none"> <li>• To facilitate creative writing and art work among students and publish class magazines, newsletters, Vidyalaya Patrika, students' diary, teachers' diary, ID Cards etc in time.</li> <li>• Prepare the schedule and execute the same as per KVS guidelines.</li> </ul>
<b>X. CIRCULATION AND REPORT</b>	
<ol style="list-style-type: none"> <li>1. Mr.Anil Kumar V, SSA</li> <li>2. Ms. Vinitha John, DEO</li> <li>3. Mr. C. Ramachandran Nair, Substaff</li> </ol>	<ul style="list-style-type: none"> <li>• To check all the school mails daily for directions from KVS. Send the relevant circulars to the concerned staff members through e mail.</li> <li>• To collect the circulars issued by CBSE and any other institutions on academic/administration matters and distribute it to concerned in charges through email.</li> </ul>
<b>XI. BEAUTIFICATION AND SANITATION</b>	
<ol style="list-style-type: none"> <li>1. Ms. Geetha S, PGT Physics</li> <li>2. PGT Biology</li> <li>3. Mr. Pran K P, TGT Science</li> <li>4. Mr. Jaison Augustine (M&amp;R I/C) TGT WE</li> <li>5. Ms. Deeparani A R,PRT</li> <li>6. Ms. Reshma, Counsellor</li> <li>7. Ms. Jayasree, Nurse</li> </ol>	<ul style="list-style-type: none"> <li>• To look after the cleanliness and beautification of the school campus, classrooms, corridors etc.</li> <li>• To inspect the toilets and washbasins daily and report to the concerned in charges of NTPC through school office if any lacuna is detected.</li> <li>• 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</li> </ul>

	<p>fortnightly report in the proper format.</p> <ul style="list-style-type: none"> <li>• Report M&amp;R work (civil, electrical and furniture) to NTPC through school office.</li> <li>• Marking attendance and supervision of conservancy service staff and usage of cleaning materials.</li> <li>• 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 class room and school notice board.</li> <li>• To inculcate the habit of donating plants to Vidyalaya and its upkeep.</li> </ul>
<b>XII. TIME TABLE</b>	
<ol style="list-style-type: none"> <li>1. Ms. Sreedevi P G, PGT Maths (I/C)</li> <li>2. Ms. Sona Sivadasan, TGT Librarian (DAILY SUBSTITUTION I/C)</li> <li>3. Ms. Deeparani A R, PRT</li> <li>4. Ms. Prathibha Bhaskar, PRT (to assist timetable I/C)</li> </ol>	<ul style="list-style-type: none"> <li>• Preparation of timetable for the Vidyalaya classwise/teacherwise as per KVS norms.</li> <li>• Daily substitution /Work arrangement and circulation.</li> <li>• Preparation of class work/homework submission schedule.</li> <li>• Preparation of supervision duty of break and during disbursal.</li> <li>• Preparation of remedial time table, special class time table during vacations and breaks.</li> <li>• To ensure no classes are left unattended by ensuring implementation of work arrangement.</li> <li>• To ensure allotment of Scout and guides activities, AEP &amp; ACP periods in the timetable as per directions.</li> <li>• Distribution of duty schedules/timetables to all concerned after obtaining approval from Principal</li> </ul>
<b>XIII. SCHOOL ACHIEVEMENTS AND ALL COMPETITIONS OTHER THAN KVS</b>	
<ol style="list-style-type: none"> <li>1. Ms. Pramila D, PGT English (I/C)</li> <li>2. Ms. Gangamole, TGT P&amp;HE</li> <li>3. Mr. Pran K P, TGT Science</li> <li>4. Ms. Jayakala Sreenivas M, PRT Music</li> <li>5. Ms. Keerthi Karthikeyan, PRT</li> </ol>	<ul style="list-style-type: none"> <li>• Recording Students/ teachers achievements.</li> <li>• To keep and maintain authentic records of all achievements made by the students and teachers in external competitions.</li> </ul>
<b>XIV. DAILY ATTENDANCE AND SCHOOL BELL</b>	
<ol style="list-style-type: none"> <li>1. Ms. Sreedevi P G, PGT Maths</li> <li>2. Mr. Jaison Augustine, TGT WET</li> <li>3. Ms. Sona Sivadasan, TGT Librarian</li> <li>4. Ms. Keerthi Karthikeyan, PRT</li> </ol>	<ul style="list-style-type: none"> <li>• Arrange substitution work against leave or on official duties and ensure smooth running of classes.</li> <li>• Guidance, supervision and verification of attendance and duties of contractual teachers and coaches.</li> <li>• Ensure the school bell rings as per the time schedule.</li> </ul>
<b>XV. DISCIPLINE</b>	
<ol style="list-style-type: none"> <li>1. Ms. Gangamole, TGT P&amp;HE (I/C)</li> <li>2. Ms. Sreedevi P G, PGT Maths</li> <li>3. Mr. Vinod B, PGT CS</li> <li>4. Mr. Dhanya Sudhakaran, PRT</li> <li>5. Ms. Pratibha PRT</li> <li>6. Ms. Reshma, Counsellor</li> <li>7. All class teachers</li> </ol>	<ul style="list-style-type: none"> <li>• Overall discipline of students during their presence in the campus.</li> <li>• Prepare detailed plan for disciplined movement during morning assembly, lunch break, zero period and dispersal at the end of the day.</li> <li>• Maintain a register containing the records of late comers, uniform defaulters, damage of school property, any indisciplinary activities inside and outside class room.</li> <li>• A month wise rolling trophy may be given to the Best disciplined class (separately for primary and secondary) based on specific judgement criteria</li> </ul>

	<ul style="list-style-type: none"> <li>formed by the judgment committee.</li> <li>Select the office bearers of the Students Council as per KVS norms and assign duties for the discipline of the Vidyalaya.</li> <li>Maintain discipline during all functions and programme.</li> <li>To maintain a file incorporating discipline cases and action taken.</li> </ul>
<b>XVI. MAINTENANCE AND REPAIR(CIVIL AND ELECTRICAL)</b>	
<ol style="list-style-type: none"> <li>Mr. Jaison TGT WE(I/C)</li> <li>Mr Vinod Mahawar, TGT Hindi</li> <li>Mr. Anil Kumar, SSA</li> </ol>	<ul style="list-style-type: none"> <li>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.</li> <li>Obtain the certificates of building safety, fire safety and purity of the potable water from concerned departments at regular intervals.</li> </ul>
<b>XVII. MEDICAL CHECK-UP AND FIRST AID:</b>	
<ol style="list-style-type: none"> <li>Ms. Gangamole, TGT P&amp;HE, I/C</li> <li>Ms. Jayasree, Nurse</li> <li>Ms. Reshma, Counsellor</li> <li>All Class teachers</li> </ol>	<ul style="list-style-type: none"> <li>Conduct medical checkup twice in a year as per KVS norms.</li> <li>Ensure the availability of all essential First Aid Materials.</li> <li>To provide first aid assistance and to arrange for medical help in emergency situations.</li> <li>To inform parents without any time delay depending on the need of the situation.</li> <li>To provide training to all staff on emergency first aid in case of various emergency situations.</li> </ul>
<b>XVIII. FURNITURE : (MAINTENANCE AND REPAIR)</b>	
<ol style="list-style-type: none"> <li>Mr. Vinod Mahawar, TGT Hindi, I/C</li> <li>Mr. Jaison(M&amp;R I/C) TGT WE</li> </ol>	<ul style="list-style-type: none"> <li>To maintain the stock of all furniture in the Vidyalaya, Prepare condemnation report for broken furniture.</li> <li>Ensure adequate furniture in the class room by removing broken furniture.</li> <li>Prepare a room wise inventory of furniture and assign responsibility to students for maintaining the same.</li> <li>Take measures to fixtures, prevent breakage of furniture.</li> <li>Arrange for repair of broken furniture if any.</li> </ul>
<b>XIX. SCOUTS AND GUIDES</b>	
<ol style="list-style-type: none"> <li>Ms. Sona Sivadasan., Librarian, I?C</li> <li>Ms. Gangamole, TGT P&amp;HE</li> </ol>	<ul style="list-style-type: none"> <li>To plan and implement Scouting/Guiding activities in Vidyalaya as per KVS calendar.</li> <li>To train the colour party for guard of honour on special occasions and to get the National flag ready for National festivals.</li> <li>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.</li> <li>To conduct activities regularly during Zero periods on Wednesdays.</li> <li>To conduct school level camps regularly.</li> <li>To nominate and train students for competitions at various levels.</li> </ul>

<b>XX. CUBS AND BULBULS</b>	
1.Ms.Jayakala S. (PRT) I/C 2.Ms.Deeparani A R (PRT) 3.Ms. Keerthi Karthikeyan (PRT)	<ul style="list-style-type: none"> <li>To plan and implement Cubs' and Bulbuls' activities in the Vidyalaya as per KVS calendar.</li> <li>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.</li> <li>To conduct school level camps at the right time</li> <li>To nominate and prepare students for competitions at various levels.</li> </ul>
<b>XXI. HOUSE MASTERS (SECONDARY)</b>	
1. Mr. Vinod Kumar M TGT Hindi 2. Mr Pran K P TGT Science 3. Ms. Neethu Babu, PGT Hindi 4. Ms. Rejani A R, TGT Sanskrit	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.
<b>(PRIMARY)</b>	
1. Ms. Deeparani A R 2. Mr.Gowthaman 3. Ms.Keerthi Karthikeyan 4. Ms. Dhanya Sudhakaran	To encourage students to participate in various activities. Select the participants appropriately.
<b>CXII. WEBSITE, Language Lab, resource room facilities, PMJKY :</b>	
1. Mr Vinod B (PGT Comp) I/C 2. Mr.Ajeesh, Computer Instructor 3. Mr. Anil Kumar V, SSA	<ul style="list-style-type: none"> <li>Committee to be convened weekly.</li> <li>Web site should be updated weekly or as and when required and necessary information as per CBSE/KVS directions should be displayed.</li> <li>Ensure proper and safe maintenance of equipments.</li> <li>Ensure maximum utilization of ICT resources to facilitate CAL/TAL classes.</li> </ul>
<b>XIII. ALUMNI ASSOCIATION</b>	
1. Ms.Geetha S, PGT Physics, I/C 2. Mr. Vinod B, PGT CS 3. Ms. Jayakala Sreenivas M, PRT Music 4. Mr. Anil Kumar (SSA)	<ul style="list-style-type: none"> <li>Maintain the register containing the names of office bearers and minutes of the meetings.</li> <li>Invite eminent alumni to interact with the students.</li> <li>Conduct alumni association meeting twice a year with office bearers.</li> <li>To liason with alumni, public etc to support school activities and mobilise help from various corners.</li> </ul>
<b>XIV. SC /ST AND OBC (STUDENTS SCHOLARSHIP, WELFARE AND GRIEVANCES)</b>	
1. Mr.Vinod Kumar Mahawar I/C 2. Ms. Pramila D, PGT English 3. Mr. Anil Kumar SSA 4. Ms. Vinitha John, DEO	<ul style="list-style-type: none"> <li>Supervise and co-ordinate the welfare measures of the SC/ST and OBC. Maintain the register regarding this.</li> <li>E-Grantz portal must be updated regularly.</li> <li>Welfare measures must be displayed in the website and notice board.</li> </ul>

<b>XXV. INSTITUTIONAL PLAN (CALENDER OF ACTIVITIES)</b>	
1.Ms. Sreedevi P G, PGT Maths, I/C 2.Ms. Usha Sethunath, PGT Chemistry 3.Ms. Geetha S, TGT Maths 4.Ms. Jisha A, TGT English 5.Ms. Keerthi Karthikeyan, PRT	<ul style="list-style-type: none"> <li>• Prepare institutional plan and calendar of activities as per KVS guidelines.</li> </ul>
<b>XVI. OFFICIAL LANGUAGE / TOLIC</b>	
1. Mr Vinod Kumar Mahawar, TGT Hindi 2. Ms. Neethu Babu, PGT Hindi 3. Mr. Anil Kumar V SSA 4. Ms. Vinitha John, DEO	Ensure the execution of official language implementation as per the direction of KVS and Government of India.
<b>XVII. PURCHASE COMMITTEE</b>	
1. Ms.Sreedevi P G (PGT Comp) I/C 2. Mr. Jaison Augustine 3. VMC Teacher member 4. Concerned dept. INCHARGES	Collect the requisitions from the stock holders & staff members and purchase the necessary items through GeM only as per the purchase procedure of KVS.
<b>VIII. DISPLAY BOARDS/ NOTICE BOARDS:</b>	
1. Mr. Jaison Augustine, TGT WE(I/C) 2. Mr. Vinod Mahawar, TGT Hindi 3. House Masters and Class teachers 4. Student Council members	<ul style="list-style-type: none"> <li>• To Ensure well planned and decorative Display Board in co-ordination with House Incharges and Class teachers with proper meaningful theme.</li> <li>• Display/notice Boards must be properly maintained.</li> <li>• Make all display board including name of the teacher in charges, house name and name of the student leaders.</li> </ul>
<b>XIX. TEACHING AIDS</b>	
1. Mr. Jaison Augustine, TGT WE(I/C) 2. Mr. Deepa Rani A R, PRT	<ul style="list-style-type: none"> <li>• To purchase necessary teaching aids for the betterment of teaching learning process and to maintain the same in a safe and secured manner.</li> <li>• Maintain the stock register.</li> </ul>
<b>XXX. RECEPTION AND REFRESHMENT:</b>	
1. Ms Geetha S, TGT Maths (I/C) 2. Ms. Keerthi Karthikeyan PRT 3. Ms. Geetha S, PGT Physics	<ul style="list-style-type: none"> <li>• Do the needful to receive the VIPs for special function and provide proper refreshment to them.</li> <li>• Co-ordinate the Reception (arrange green bouquet, welcome board and Refreshment) of Guests invited for various functions in the school.</li> </ul>
<b>XXI. EXCURSION AND FIELD TRIPS:</b>	
1. Mr. Jaison Augustine, TGT WE I/C 2. Mr Vinod Kumar TGT Hindi 3. Ms. Deeparani A R PRT 4. All Class Teachers.	Prepare a plan for study tours for all classes. Transportation may be arranged by ensuring the safety and security of the students & maintenance of report.
<b>XXII. GUIDANCE AND COUNSELLING &amp; AEP</b>	
1. Ms. Ajithakumari, PGT Bio I/C AEP 2. Ms. Jisha A, TGT English 3. Ms. Reshma, Counsellor 4. Ms. Jayasree, Nurse 5. All teachers	<ul style="list-style-type: none"> <li>• To give Guidance and Counseling to students, arrange for guest lectures etc.</li> <li>• To ensure completion of AEP modules.</li> <li>• To ensure timely intervention in case of behavioral changes in children and to refer such cases to the school counsellor.</li> <li>• To conduct activities that helps in building life skills and self-confidence.</li> <li>• To maintain record of all the activities conducted.</li> </ul>



<b>XIII. CMP, FILM SHOWS AND PRIMARY ACTIVITIES :</b>	
<ol style="list-style-type: none"> <li>1. Ms. Keerthi Karthikeyan I/C</li> <li>2. Ms. Jayakala Sreenivas M (PRT)</li> <li>3. Mr. Gowthaman M, PRT</li> <li>4. Mrs. Pratibha Bhaskar, PRT</li> </ol>	<ul style="list-style-type: none"> <li>• To plan and arrange primary activities and involving multimedia for moulding character, values and right attitudes and for effective attainment of LOs/Competencies.</li> </ul>
<b>XIV. FEES VERIFICATION:</b>	
<ol style="list-style-type: none"> <li>1.Mr. Vinod B, PGT CS (I/C)</li> <li>2.Mr. Anil kumar. (SSA)</li> <li>3.Ms. Vinita John, DEO</li> <li>4. All Class teachers/Co-class teachers</li> <li>5. Computer Instructor</li> </ol>	<ul style="list-style-type: none"> <li>• To check fee collection every month and ensure that the fees have been levied for each student through UBI Portal.</li> <li>• Tally fee collection with office records</li> </ul>
<b>XV. CLUB ACTIVITIES Ms. Geetha . S, PGT PHYSICS (OVERALL I/C)</b>	
<b>a) Nature Club and Health club:</b>	
<ol style="list-style-type: none"> <li>1. Ms. Usha Sethunath PGT Chem</li> <li>2. Ms. Ganga mole, TGT (P&amp;HE)</li> <li>3. Mr. Pran K P, TGT Science</li> <li>4. PGT Biology</li> </ol>	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>	
<ol style="list-style-type: none"> <li>1. Ms. Sona Sivadasan (Librarian) I/C</li> <li>2. Ms. Jisha A,TGT English</li> <li>3. Mr. Vinod Mahawar, TGT Hindi</li> <li>4. Mr. Vinod B, PGT CS</li> </ol>	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>	
<ol style="list-style-type: none"> <li>1. Ms. Sreedevi P G (PGT Maths) (I/C)</li> <li>2. Ms. Geetha S, TGT Maths</li> <li>3. Mr.Jaison, TGT WE</li> <li>4. Mr. Ajeesh,Computer instructor</li> </ol>	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>	
<ol style="list-style-type: none"> <li>1. Ms. Pramila D, PGT English(I/C)</li> <li>2. Ms. Neethu Babu,PGT Hindi</li> <li>3. Ms. Rejani A R, TGT Sanskrit</li> <li>4. Ms. Gayathri,TGT SST</li> </ol>	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>	
<ol style="list-style-type: none"> <li>1.Mrs.Jayakala S. (PRT) I/C</li> <li>2.Mr. Gowthaman M</li> </ol>	Develop the inherent talents of Arts and Music and conduct various cultural programmes and competitions.
<b>XVI. SPORTS AND GAMES :</b>	
<ol style="list-style-type: none"> <li>1. Ms.Gangamole TGT P&amp;HE (I/C)</li> <li>2. Mr. Jaison Augustine</li> <li>3. All Class teachers</li> </ol>	<ul style="list-style-type: none"> <li>• Encourage, plan and execute the sports and games activities inside and outside the Vidyalaya as per KVS calendar.</li> <li>• To ensure proper implementation of SBSB programme and timely submission of records.</li> </ul>
<b>XVII. LIBRARY COMMITTEE</b>	
<ol style="list-style-type: none"> <li>1. Ms Sona Sivadasan, Librarian</li> <li>2. Ms Pramila D, PGT Eng</li> <li>3. Mr. Vinod Kumar M,TGT Hindi</li> <li>4. Ms. Geetha S, TGT Maths</li> <li>5. Ms. Geetha S, PGT Physics</li> <li>6. Ms. Deeparani A R, PRT</li> </ol>	<ul style="list-style-type: none"> <li>• To conduct book exhibition and other library related activities in a befitting manner.</li> <li>• To promote reading habit among all groups of students by providing fertile environment.</li> <li>• To help in selection and procuring of books for library following the KVS library procedure.</li> </ul>

<b>VIII. PTA Executive members</b>	
1. Ms. Jisha A	
<b>XIX. Safety and Security, Evacuation plan, mock drill, Empowerment of teachers</b>	
1. Ms. Sreedevi P G PGT Maths 2. Ms. Gangamole, TGT P&HE 3. Ms. Geetha S, TGT Maths 4. Ms. Geetha S, PGT Physics 5. Mr. Jaison Augustine, TGT WE 6. Ms. Keerthi Karthikeyan, PRT 7. Ms. Jayakala Sreenivas M, PRT (Music)	<ul style="list-style-type: none"> <li>To ensure school safety as per school safety policy and NDMA guidelines.</li> <li>To convene disaster management committee and take all precautions accordingly.</li> <li>To coordinate activities of all stake holders for school safety.</li> <li>To conduct awareness programmes for students, staff and parents.</li> <li>To conduct mockdrill for evacuation in case of emergency.</li> <li>To organize training programmes for staff members by contacting appropriate agencies.</li> </ul>
<b>XL. PTA Meetings &amp; Maintenance of Records</b>	
1. Mr. Vinod Kumar. M, TGT Hindi (I/C) 2. Ms. Usha Sethunath, PGT Chemistry	<ul style="list-style-type: none"> <li>To chalk out classwise, termwise PTA meetings, inform parents, conduct meetings &amp; maintain records.</li> </ul>
<b>XLI. ACP</b>	
1. Mr. Jaison Augustine, TGT WE (I/C) 2. Ms. Pramila D, PGT Eng 3. Ms. Jisha A, TGT Eng 4. Ms. Gangamole, TGT (P&HE)	<ul style="list-style-type: none"> <li>To implement the ACP programmes as per KVS norms and to send online/offline reports promptly.</li> </ul>
<b>XLII. DRINKING WATER</b>	
1. Mr. Jaison Augustine, TGT WE 2. Ms. Geetha, TGT Maths	<ul style="list-style-type: none"> <li>To take effective action to ensure safe potable drinking water, install water purifiers if required and to procure certificates from the Depts. concerned</li> </ul>
<b>LIII. PHOTOGRAPHY &amp; VIDEOGRAPHY</b>	
1. Mr. Vinod .B , PGT (CS) 2. Mr. Pran, TGT Science 3. Mr. Gouthaman, PRT 4. Ms. Jisha A, TGT Eng	<ul style="list-style-type: none"> <li>To take photos of all activities/celebration in the vidyalaya and its digital storage in guard file for onward submission to RO/HQ or any other agency for future compliance.</li> <li>To prepare a monthly report of round up of activities in the Vidyalaya for onward submission to RO before 27th of each month.</li> </ul>
<b>LIV. POCSO &amp; Prevention of Sexual Harassment &amp; Child Rights Protection Cell</b>	
1. Ms. Jayakala Sreenivas I/C 2. Mr. Vinod Mahawar, TGT Hindi 3. Ms. Geetha S, TGT Maths	<ul style="list-style-type: none"> <li>To address any complaints related to sexual harassment and report immediately to the Principal for further action</li> </ul>
<b>XLV. OLYMPIADS</b>	

<p><b><u>SCIENCE OLYMPIAD</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Usha Sethunath, PGT Chem</li> <li>2. PGT Biology</li> <li>3. Mr. Pran, TGT Science</li> <li>4. Ms. Deepa Rani A R, PRT</li> </ol> <p><b><u>MATHS OLYMPIAD/RMO</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Sreedevi P G, PGT Maths</li> <li>2. Ms. Geetha, TGT Maths</li> <li>3. Ms. Keerthi Karthikeyan, PRT</li> </ol> <p><b><u>ENGLISH OLYMPIAD</u></b></p> <ol style="list-style-type: none"> <li>1. Ms. Pramila D, PGT Eng</li> <li>2. Ms. Jisha A, TGT Eng</li> <li>3. Ms. Prathibha, PRT</li> </ol> <p><b><u>CYBER OLYMPIAD</u></b></p> <ol style="list-style-type: none"> <li>1. Mr. Vinod B, PGT CS</li> <li>2. Mr. Ajeesh, Computer Instructor</li> </ol>	<ul style="list-style-type: none"> <li>• To identify, select students, assign themes/ideas to them, monitor and guide students for maximum successful participation in various Olympiads organized by KVS &amp; other agencies.</li> </ul>
<p><b>LVI. NCSC, INSPIRE AWARD, JIGYASA</b></p>	
<ol style="list-style-type: none"> <li>1. Ms. Geetha , PGT Physics</li> <li>2. Mr. Pran , TGT Science</li> <li>3. Ms. Usha Sethunath, PGT Chemistry</li> </ol>	<ul style="list-style-type: none"> <li>• To identify, select students, assign projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities</li> </ul>
<p><b>VII. MINUTES OF STAFF MEETING</b></p>	
<ol style="list-style-type: none"> <li>1. Ms. Pramila D, PGT English</li> <li>2. Ms. Jisha A , TGT English</li> <li>3. Mr. Vinod mahawar, TGT Hindi</li> <li>4. Ms. Neethu Babu, PGT Hindi</li> </ol>	<ul style="list-style-type: none"> <li>• To prepare minutes and to circulate them to staff members within 5 days</li> </ul>
<p><b>VIII. INTERNAL COMPLAINTS COMMITTEE (ICC)</b></p>	
<ol style="list-style-type: none"> <li>1. Ms. Sreedevi.P G, PGT MATHS(I/C)</li> <li>2. Ms. Pramila.D, PGTEng</li> <li>3. Mr. Anil Kumar, SSA</li> </ol>	<ul style="list-style-type: none"> <li>• To address the complaints received from staff in an impartial manner</li> <li>• To act as per Govt. norms and KVS guidelines pertaining to Internal Complaints Committee vide Section 4(2) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013</li> </ul>
<p><b>LIX. CONDEMNATION &amp; AUCTIONING OF CONDEMNED ARTICLES</b></p>	
<ol style="list-style-type: none"> <li>1. Mr. Vinod B, PGT CS</li> <li>2. Ms. Sona Sivadasan, Librarian</li> <li>3. Ms. Jayakala Srinivas M</li> </ol>	<ul style="list-style-type: none"> <li>• To initiate and complete the procedure of condemnation for different departments</li> </ul>

4. Mr. Jaison Augustine 5. Mr. C Ramachandran Nair		
<b>L. Other I/Cs</b>		
(i) PISA I/C Uploading I/C	Ms. Geetha, S, PGT Physics	
(ii) Rajyabhasha I/C	Mr. Vinod Mahawar, TGT Hindi	
(iv) Routes To Roots	Ms. Jayakala Sreenivas M	
(v) SWACHCH VIDYALAYA / HARIT VIDYALAYA	PGT Biology	
(v) EBSB/ SOCIAL SCIENCE EXHIBITION/AKAM	1. Ms. Gayathri, TGT SST 2. Ms. Jayakala Sreenivas 3. Ms. Rejani A R, TGT Sanskrit	
(vi) <b>Important Day Celebration</b> 1. Ms. Jayakala Sreenivas M, PRT Music (I/C) 2. Ms. Pramila D, PGT Eng 3. Ms. Jisha A, TGT Eng 4. Ms. Rejani A R, TGT Sanskrit 5. Ms. Neethu Babu, PGT Hindi 6. Ms. Gayathri, TGT SST		<ul style="list-style-type: none"> <li>Organise programmes on special occasions I co-ordination with CCA &amp; Morning Assembly.</li> <li>To check mails regularly and strictly adhere to the directions from KVS regarding celebration / observance of each day.</li> <li>Prepare the day celebration reports and hand over to the office for despatch on time</li> </ul>
(vii) <b>100 days Reading Challenge/ Reading campaign/ Improving reading skills in students</b> 1. Ms. Sona Sivadasan (I/C) 2. All language teachers		<ol style="list-style-type: none"> <li>To conduct reading activities in connection with ongoing programmes of KVS/CBSE to improve reading skill in students</li> <li>To inculcate reading habit in students and to promote it by conducting innovative in house programmes</li> <li>To provide data in time for submission to RO</li> </ol>

Above mentioned committees have been constituted for the smooth and effective functioning of various activities in the Vidyalaya during the academic year 2022-23. All the members of the staff are directed to comply with the duties mentioned.

The member placed at No.1 of each committee shall be the convener of the committee. The conveners are requested to hold meeting regularly to ensure prompt and proper implementation of all KVS scholastic /Co scholastic activities with team spirit and belongingness as per instructions received from time to time and maintain comprehensive records accordingly to submit to the undersigned /send reports to RO before dead line.

**All committees as above must submit a monthwise report of activities to the undersigned before 10<sup>th</sup> of every month.**

Your contribution and support in the Vidyalaya is solicited.

*Amaly*  
31.3.2022

PRINCIPAL

केंद्रीय विद्यालय KENDRIYA VIDYALAYA  
न. टी. पी. सी. कायमकुलम N.T.P.C KAYAMKULAM  
चेप्पाड पो.ओ., अलप्पुझा CHEPPAD P.O. ALAPPUZHA  
पिन कोड - 690408 PIN - 690587