

SL.No.	Committee and responsibilities	Members
1.	<ul style="list-style-type: none"> • Academic council. • Implementation of academic policies of KVS and maintenance of records. • Conduct of PTA meetings. To assist Principal in supervision of academic activities, formulation of policies at Vidyalaya level and proper implementation. 	<p>Mrs. Geetha K G, PGT(Chem) Dr K S Mathews TGT (Skt) Mrs. Parimalam ,PRT Mrs.Ramadevi PGT(Mat) Mrs. Davis Jessy , PRT ,</p>
2.	<ul style="list-style-type: none"> • Admission. • Sale of forms, Registration, scrutiny of forms preparation of lists conduct of admission test. • Timely display of lists as per vacancy position. 	<p>Mrs. Geetha K G PGT(Chem)I/c Sec Mrs. Davis Jessy , PRT Mrs Parimalam PRT Mrs. Jyothi NV PRT (Mus) Computerization: Mr. Bushair</p>
3.	<ul style="list-style-type: none"> • Examination./Internal/CBSE • Conduct of examinations as per KVS guidelines. • Maintain required stationary of examination well in advance. • Keep all the exam related documents under safe custody 	<p>Mrs. Ramadevi PGT(Maths) I/c Mr.Ramdas (TGT Art) Mr.Niju B Nair (TGT SCIENCE) Mrs. Davis K Jessy PRT I/c Ms. Shyla T S PRT</p>
4.	<ul style="list-style-type: none"> • Time table. • Preparation of time table as per guidelines, substitution arrangement for teachers on leave/OD. 	<p>Mrs.Sreekala R PGT(Bio) I/C, SEC Mrs Prabina K K , TGT (Maths) Mrs. Parimalam , PRT I/c (Pri) Ms. Shyla T S PRT Mrs. A S Ramya, TGT (WET)</p>
5.	<ul style="list-style-type: none"> • CCA Activities, internal and external • Planning and organization of CCA competitions, conduct of morning assembly, conduct of festivals and commemoration of important days. 	<p><u>Mr. Manoj Kumar</u> PGT (Hin)I/c Sec Mrs. Jismy A K, TGT (Eng) Ms. Shyla T S, PRT I /c (Pri) Mrs.Jyothi N V PRT(MUS) <u>Celebration:</u> Mr. Bushair PK, Lib, I/c Mrs.Jyothi N V PRT(MUS)</p>
6.	<ul style="list-style-type: none"> • Sports Activities. • Organization of all sports activities, competitions, in all seven age groups, organization of sports day, yoga practice during morning assembly. 	<p>Mrs. Shiny George PET I/c Mrs. Jyothi NV PRT (MUS) Mr. Bushair PK(Lib)</p>
7.	<ul style="list-style-type: none"> • Scouts and guides, cubs Bulbuls. • Organization of weekly parades, training at different levels as per requirement, organization and participation in campus 	<p>Mr. Bushair , Lib.I/c Scout Mrs. N V Jyothi I/c Guide Mrs. Davis K Jessy I/c Cubs Mrs.Shyla T S I/C Bulbul</p>
8.	<p>CMP implementation and record maintenance. All KVS guidelines to be followed. Worksheets TLM->Purchase</p>	<p>Mrs. Parimalam K K, PRT I/c Mrs. Susy P O, PRT Mrs. Davis K Jessy, PRT <u>TLM:</u> Mrs Susy P O, PRT Mrs. Simi PRT</p>

9.	Film show(under CMP) & resource room Use of RR facilities and record maintenance, CAL – TAL record	Mrs Parimalam PRT MS. Rani I/C (CAL TAL Film show) Mrs.Simi I/C (Resource room maintance)
10.	Back to basics Planning Implementation and Monitoring	Mrs. Jismy A K, TGT (Eng) , I/c Mrs. Jessy K.Davis PRT Mrs. Ramadevi PGT (Maths)
11.	Website • Website management timely updation of website	Mr. Bushair P K, Lib (I/C Website) Mrs. N.K.Indumathi(Com.Instructor) Mrs. Shyla T S PRT
12.	Adolescence Education Programme, • Plan AEP Program as per KVS direction	Mr. Bushair P K, Lib Mrs. A S Ramya, TGT (WE) Mr. Ramadas T.K, TGT(ART)
13.	Awaken citizen programme • Plan ACP Program as per KVS direction • Conduct activities as per planning and send report to KVS RO for information	Mr. Bushair P K, Lib - VII Mrs. Prabina K K TGT(MATHS)-VII Dr. K S Mathews, TGT (SKT)-VIII Mrs. A S Ramya, TGT (WE) - VIII Mr. Ramadas T.K, TGT(ART) -IX Mrs.Jismy A.K TGT(ENG)- IX
14.	• Carrier Guidance and counseling	Mr.Bushair P.K,Lib Mrs. Geetha K.G PGT (Chem)
15.	Discipline • Policy making and implementation with assistance from all teachers. Regulating movement of students in and outside vidyalaya. Noise control during school hours	Mrs. Shiny George I/c Mrs Geetha K G, PGT(Chem) Dr. K S Mathews, TGT (SKT) Mrs. Parimalam KK, PRT Mr.BushairP .K,Lib
16.	Excursions and field trips • To plan and organize excursion for all classes, vehicle arrangement for field trips • As planned by subject teachers	Dr. K S Mathews, TGT (SKT) I/c Mr .Syam.T.S. PGT (Phy) Mr. Ramdas T.K TGT (Art) Mrs.SreeKala (PGT BIO) Mrs. Parimalam, PRT Mrs.Shyla PRT
17.	Purchase committee • To identify needs and procure materials following purchase procedures	Mr. Bushair PK, LIB Mrs. Shiny George, TGT Mrs. Parimalam KK, PRT Mr. Sankranarayanan O M, UDC
18.	Printing and publishing • Publication of students diary class magazines vidyalaya magazine, newsletters	Ms. SINDHU K M, PGT(Eng) , I/c Mr. Ramadas TK, TGT (art) Mrs. Parimalam, PRT, Primary Ms.Rani Rathi PRT
19.	Suggestion Box	Mrs. Geetha K G Mrs. Prabina K K TGT(MATHS)

20.	Teaching aids <ul style="list-style-type: none"> To arrange and procure the materials for teaching aids to the teachers as per norms. 	Mr. Ramadas TK, TGT (AE) Mrs.Soumya TGT(SST) Ms. Shyla T S, PRT Mrs.Susy P O PRT Mrs.Simi PRT
21.	Furniture <ul style="list-style-type: none"> To plan for repair and purchase of Vidyalaya furniture for students and staff in various classrooms and departments as per requirement and budgets. 	Mr. Bushair PK-I/C Mr.RAMDAS,TGT(Art) Mrs. Davis Jessy , PRT Mr. Raju
22.	Library committee <ul style="list-style-type: none"> To select suitable books and procure the same 	Mr. Bushair PK I/C Ms.Sindhu K M PGT (Eng) Mr. Manoj Kumar Verma PGT (Hin) Mrs. Geetha K G, PGT (Chem) Ms. Shyla T S, PRT
23.	Medical Facilities: <ul style="list-style-type: none"> Providing first aid Organize medical checkup twice a year Medical Room management 	Mrs. Shiny George TGT (PHE)I/c Mrs. Sreekala Ravindran PGT(Bio) Mrs.N.V.Jyothi PRT(Mus) Mrs.Girija K
24.	UBI Fee collection <ul style="list-style-type: none"> Enrolment to tally CS 11 and CS 54 monthly 	Mrs. Geetha K G ,PGT(Chem) Mr. Bushair PK Mrs. Shyla T S PRT Mrs.N.K. Indumathi(Com. Ins)
25.	Rajbhasha Kalyan Samiti <ul style="list-style-type: none"> To follow GOI policy and send periodical report, attending TOLIC meetings, and sending timahi reports to concerned departments 	Mr. Manoj Kumar PGT (Hin) I/C Dr.K.S.Mathews, TGT (Skt) Mrs. Shyla T S PRT Mrs. Davis K Jessy, PRT
26.	Grievance Cell <ul style="list-style-type: none"> To maintain record of grievance Grievance cell(women and girls) and suggestion box maintenance 	Mr Geetha .K.G PGT(Chem) I/c Mr. Bushair P K, Lib Mrs. Davis K Jessy, PRT
27.	ICC	Mr Geetha .K.G PGT(Chem) I/c Mr. Bushair P K, Lib
28.	<ul style="list-style-type: none"> PA system, AV aid, To procure necessary items and manage stock 	Mrs Ramya A S I/c Mr. Raju Mr. Viswambharan
29.	<ul style="list-style-type: none"> Income Tax (Calculation & Record Maintenance) 	Mr Geetha .K.G PGT(Chem) Mr .Syam.T.S. PGT (Phy) Mr. Bushair P K, Lib Mr. Sankranarayanan O M, UDC
30.	PTA (Record Maintenance)	Mrs. Shiny George, (PHE) I/C Mr.Bushair P.K,Lib Mrs.Susy P.O, PRT

31.	<p>Club Activities : To conduct meetings and maintain record of club activity.</p> <ul style="list-style-type: none"> • Nature Club • Literary Club • Art & Culture Club • I.T Club 	<p>Mrs. Sreekala R.PGT (Bio) Mrs. Prabina (TGT Maths) Mrs. Geetha K G, PGT (Chem) Niju P Nair(TGT Sci) Mrs.Shyla PRT Mrs.Simi PRT</p> <p>Ms.Sindhu K M PGT(Eng) Mr. Manoj K. Verma Mrs. Jismy A K, TGT (Eng) Dr. K S Mathews, TGT (Skt) Mr.Bushair P.K ,Lib Mrs. Davis Jessy , PRT Ms.Rani Rathi PRT</p> <ul style="list-style-type: none"> • Mr. Ramadas TK, TGT I/c Mrs. Shiny George, (PHE) Mrs. Jyothi NV , PRT Mrs. Soumya (TGT SST) Mrs.Susy P.O PRT <p>Mrs. A.S. Ramya TGT WE I/C</p> <ul style="list-style-type: none"> • Mrs.RAMADEVI PGT (Math) Mr. Syam T S PGT (Phy) Mrs.N.K.Indumathi(Com. Ins)
32.	<p>Sanitation & drinking water, Fire & Safety</p> <ul style="list-style-type: none"> • To see the Vidyalaya building and premises are cleaned regularly. • Wastes are dumped systematically. • Ensure the availability of pure drinking water for children and staff. 	<p>Mrs. Shiny George, TGT (PHE), I/c Mrs Sreekala R PGT (BIO) Mr. Ramadas TK, TGT (AE) Mrs. Jyothi NV , PRT (Music) Mr.Viswambaran Mr.Raju Mrs.Girija</p>
33.	<p>Maintenance/Repair/safety of the building and electrical</p>	<p>Mrs. Ramya A S TGT(WET), I/C Mr. Ramadas TK, TGT (ART) Mrs SHINY GEORGE TGT (PHE) Mr.Viswambaran Mr.Raju</p>
34.	<p>Olympiad (Maths & Science)</p>	<p>Mrs. Prabina KK, TGT(Maths), I/c Mrs. Ramadevi Mrs. Ramya A S TGT(WET) Mrs.Susy P.O PRT</p>
35.	<p>Photography,videography& Publication</p>	<p>Mr. Ramadas TK, TGT (art), I/c Mrs. Ramya A S TGT(WET)</p>

36.	Swach Vidyalaya/Green school <ul style="list-style-type: none"> • All activities related to cleanliness • Gardening and Beautification 	Mrs Sreekala R PGT (BIO) Mr. Ramdas TGT(Art) Mrs. N V Jyothi PRT(Music) Mrs.Girija
37.	Shaala Darpan	Mrs. Ramya A S TGT(WET)I/c Mrs. Shyla T S Mrs.N.K.Indumathi(Com. Ins) Mrs. Rekha I. (DEO)
38.	Child Helpline Cell	Mr. Ramdas I/c Mrs. Geetha K.G Mrs. Shyla T.S
39.	Work Monitoring Committee	Mr. Syam T S, PGT (Phy) Mrs. Ramya A S TGT(WET) Mrs. Shiny George, TGT (PHE) Mr. Ramdas TGT(Art)
40.	Inspire Award Science Exhibition	Mrs. Geetha K G, PGT (Chem) Mrs Sreekala R PGT (BIO) Mr. Syam T S, PGT (Phy) Mr.Niju B. Nair(TGT SCI) Mrs. Indumathi (Comp)
41.	Morning Assembly	Mrs. Jyothi NV , PRT (M) Mrs. Shiny George, (PHE) Mr. Ramdas TGT(Art) Class on duty

