

# KENDRIYA VIDYALAYA KPA RAMAVARMAPURAM, THRISSUR

## DUTIES ALLOTMENT FOR THE YEAR - 2023-24

SL. No.	Committee and responsibilities	Members
1.	<ul style="list-style-type: none"> <li>• <b>Academic council.</b></li> <li>• Implementation of academic policies of KVS and maintenance of records.</li> <li>• Conduct of PTA meetings. To assist Principal in supervision of academic activities, formulation of policies at Vidyalaya level and proper implementation.</li> </ul>	Mrs. Geetha K G, PGT(Chem) Mr. Syam T S, PGT (Phy) Dr. K S Mathews, TGT (Skt) Mrs. Sreekala Ravindran, PGT(Bio) Mrs. K Davis Jessy, PRT Ms. T S Shyla, PRT Mrs. Ramadevi M PGT(Maths),CBSE I/C
2.	<ul style="list-style-type: none"> <li>• <b>Admission.</b></li> <li>• Sale of forms, Registration, scrutiny of forms preparation of lists conduct of admission test.</li> <li>• Timely display of lists as per vacancy position.</li> </ul>	Mrs. Geetha K G PGT(Chem), I/C Sec Mrs. K Davis Jessy, PRT Ms. T S Shyla, PRT Ms. Shubha Subramanian, PRT Computerization: Mr. Bushair P K, Lib Computer instructor
3.	<ul style="list-style-type: none"> <li>• <b>Examination./Internal</b></li> <li>• Conduct of examinations as per KVS guidelines.</li> <li>• Maintain required stationary of examination well in advance.</li> <li>• Keep all the exam related documents under safe custody</li> <li>• CBSE</li> </ul>	Mr. Syam T S, PGT (Phy) I/c Mr. Hemender Singh Yadav, TGT (Sci) Computer instructor Ms. T S Shyla, PRT I/C Mrs. Krishnendu, PRT Mrs. Ramadevi M, PGT(Maths) I/C TGT Maths
4.	<ul style="list-style-type: none"> <li>• <b>Time table.</b></li> <li>• Preparation of time table as per guidelines, substitution arrangement for teachers on leave/OD.</li> </ul>	Mrs. Sreekala R, PGT (Bio) I/C, Sec Mrs. A S Ramya, TGT (WET) Mrs. Subha Subramanian, PRT, I/C, Pri Mrs. K Davis Jessy, PRT
5.	<p><b>CCA Activities, internal</b> Planning and organization of CCA Housewise competitions,</p> <ul style="list-style-type: none"> <li>• <b>External Activities</b></li> </ul>	Mr. Bushair P K, Librarian, I/C Mrs. Geetha KG, PGT (Chem) PGT Hindi Mrs. Rejitha P R, PRT, I/C (Pri) PRT music  Ms. Sindhu K M, PGT (Eng) , I/C (External CCA ,Correspondence to RO
6.	<p><b>Calculation of income tax tabulation for form 16</b></p>	Mrs. Geetha .K.G PGT (Chem) Mr. Syam T S, PGT (Phy) Mr. Bushair P K, Librarian Mr. Baby John, SSA
7.	<ul style="list-style-type: none"> <li>• <b>Sports Activities.</b></li> <li>• Organization of all sports activities, competitions, in all seven age groups, organization of sports day, yoga practice during morning assembly.</li> </ul>	Mrs. Shiny George, P&HE I/c Mrs. A S Ramya, TGT (WET)  Mrs. Rejitha PR, PRT
8.	<ul style="list-style-type: none"> <li>• <b>Scouts and guides, cubs Bulbuls.</b></li> <li>• Organization of weekly parades, training at different levels as per requirement, organization and participation in campus</li> </ul>	Mr. Bushair P K, Librarian, I/C (Scout) Mrs. Shiny George, TGT P&HE , I/C Guide Mrs. K Davis Jessy , PRT , I/C Cubs Mrs. Rejitha P R, PRT I/C Bulbuls

9.	<b>CMP implementation and record maintenance.</b> All KVS guidelines to be followed. Worksheets TLM->Purchase	Mrs. K Davis Jessy, PRT I/c Mrs. T S Shyla, PRT <u>TLM:</u> Mrs. Krishnendu C R, PRT
10.	<b>Furniture</b> 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 P K, Librarian, I/C Mr. Ramadas T K, TGT(Art) Mrs. K Davis Jessy , PRT Mr. Raju K, Sub-Staff
11.	<b>Purchase committee/GeM Purchase</b> To identify needs and procure materials following purchase procedures	Mr. Bushair P K, Librarian Mrs. Geetha K G , PGT(Chem) Mrs. K Davis Jessy , PRT Mrs. Shiny George, TGT P&HE Mr. Baby John, SSA
12.	<b>UBI Fee collection</b> Enrolment to tally CS 11 and CS 54 monthly	Mr. Bushair P K, Librarian I/C Mrs. Geetha K G ,PGT (Chem) PGT (CS) Computer Instructor
13.	<b>Computer lab</b>	Mr. Syam T S, PGT (Phy), I/C PGT (CS) Computer Instructor
14.	<b>Film show(under CMP) &amp; resource room</b> Use of RR facilities and record maintenance, CAL – TAL record	Mrs. Subha Subramanian, PRT (Resource room maintenance) PRT Adhoc
15.	<b>Morning Assembly</b> Arrangement of students  <ul style="list-style-type: none"> <li>• conduct of morning assembly,</li> <li>• Flag hoisting,</li> <li>• Conduct of festivals and commemoration of important days.</li> </ul>	Mrs. Shiny George, (P&HE)  PRT music Mr. Ramadas T K, TGT(ART) Mrs. Krishnendu C R, PRT  Class on duty (class teachers)
16.	<b>PISA, CCT</b>	Mrs. Jismy A K, TGT (Eng) , I/C CCT Mrs. A S Ramya, TGT (WE), I/C PISA Mrs. Shiny George, TGT (P&HE)
17.	<b>Website</b> <ul style="list-style-type: none"> <li>• Website management timely updation of website</li> </ul>	Mr. Bushair P K, Librarian (I/C Website) PGT (CS) Computer Instructor
18.	<b>Adolescence Education Programme,</b> <ul style="list-style-type: none"> <li>• Plan AEP Program as per KVS direction</li> </ul>	Mr. Bushair P K, Librarian Mrs. A S Ramya, TGT (WE) Mr. Ramadas T K, TGT(ART)
19.	<b>Awaken Citizen Programme</b> <ul style="list-style-type: none"> <li>• Plan ACP Program as per KVS direction</li> <li>• Conduct activities as per planning and send report to KVS RO for information</li> </ul>	Mrs. Jismy Abdul Kader K, TGT(ENG)- IX Mr. Bushair P K, Librarian - IX Mrs. A S Ramya, TGT (WE) - VIII Dr. K S Mathews, TGT (SKT)- VII Mr. Ramadas T K, TGT (ART) - VII
20.	<ul style="list-style-type: none"> <li>• <b>Career Guidance and counseling</b></li> <li>• Tarunotsav</li> </ul>	Mr. Bushair P K, Librarian Mrs. Geetha K G, PGT (Chem) Ms. Sindhu K M, PGT(Eng)

21.	<b>Discipline/ staff and security</b> <ul style="list-style-type: none"> <li>Policy making and implementation with assistance from all teachers. Regulating movement of students in and outside vidyalaya. Noise control during school hours</li> </ul>	Mrs. Shiny George, TGT (P&HE) I/C Mrs. Ramadevi M, PGT (Maths) Dr. K S Mathews, TGT (SKT) Mrs. K Davis Jessy , PRT Mrs. Subha Subramanian, PRT
22.	<b>Excursions and field trips (Virtual Tour)</b> <ul style="list-style-type: none"> <li>To plan and organize excursion for all classes, vehicle arrangement for field trips</li> <li>As planned by subject teachers</li> </ul>	Dr. K S Mathews, TGT (SKT) I/c Mr. Syam T S, PGT (Phy) Mrs. K Davis Jessy, PRT, I/C Mrs. T S Shyla, PRT
23.	<ul style="list-style-type: none"> <li><b>Printing and publishing</b></li> <li>Publication of students diary class</li> <li>magazines vidyalaya magazine, newsletters</li> </ul>	Ms. Sindhu K M, PGT(Eng) , I/c Mrs. Rejitha P R, PRT, I/C Pr  Mr. Ramadas T K, TGT (AE), Photo Sec. Mrs, Krishnendu C R, PRT Mr Bushair P K, Librarian Dr .K S Mathews, TGT (Skt) PGT (Hindi) Computer in charge
24.	<b>Suggestion Box/Complaint Box</b>	Mrs. Geetha K G, PGT(Chem) Mrs. K Davis Jessy , PRT
25.	<b>Teaching aids</b> <ul style="list-style-type: none"> <li>To arrange and procure the materials for teaching aids as per norms.</li> </ul>	Mr. Ramadas T K, TGT (Art), I/C Sec. Ms. T S Shyla, PRT I/C
26.	<b>Library committee</b> <ul style="list-style-type: none"> <li>To select suitable books and procure the same</li> </ul>	Mr. Bushair P K, Librarian, I/C PGT (Hindi) Mrs. Jismy Abdul Kader, TGT (Eng) , Mrs. Geetha K G, PGT (Chem) Mrs. K Davis Jessy, PRT Mrs. Rejitha P R, PRT
27.	<b>Medical Facilities:</b> <ul style="list-style-type: none"> <li>Providing first aid</li> <li>Organize medical checkup twice a year</li> <li>Medical Room management</li> </ul>	NURSE Mrs. Shiny George TGT (P&HE)I/c Mrs. Sreekala Ravindran, PGT(Bio) Mrs. Girija K, Sub-Staff Subha Subramanian, PRT
28.	<b>Rajbhasha Kalyan Samiti</b> <ul style="list-style-type: none"> <li>To follow GOI policy and send periodical report, attending TOLIC meetings, and sending timahi reports to concerned departments</li> </ul>	Dr. K S Mathews, TGT (Skt), I/C PGT (Hindi) Mr. Baby John, SSA
29.	<b>Grievance Cell</b> <ul style="list-style-type: none"> <li>To maintain record of grievance Grievance cell(women and girls)</li> </ul>	Mr. Geetha K G PGT(Chem) I/c Mr. Bushair P K, Librarian Mrs. K Davis Jessy, PRT
30.	<b>INTERNAL COPLAINTS COMMITTEE RO LEVEL ( ICC)</b>	Mrs. Geetha K G PGT(Chem) I/c Mrs. K Davis Jessy, PRT
31.	<ul style="list-style-type: none"> <li><b>PA system, AV aid,</b></li> <li>To procure necessary items and manage stock</li> </ul>	Mrs. A S Ramya, TGT (WE) I/c Mr. Raju K, Sub-Staff
32.	<ul style="list-style-type: none"> <li><b>Construction Work Monitoring Committee</b></li> </ul>	Mr. Syam T S, PGT (Phy) Mrs. A S Ramya, TGT(WE) Mrs. Shiny George, TGT (PHE) Mr. Baby John, SSA

33.	<b>PTA (Record Maintenance)</b>	Mrs. Shiny George, (P&HE) I/C Mr. Ramadas, TGT(Art) Ms. T S Shyla, PRT, I/c
34.	<b>Sanitation &amp; drinking water, Fire &amp; Safety</b> <ul style="list-style-type: none"> <li>To see the Vidyalaya building and premises are cleaned regularly.</li> <li>Wastes are dumped systematically.</li> <li>Ensure the availability of pure drinking water for children and staff.</li> </ul>	Mrs. Shiny George, TGT (PHE), I/c Mr. Ramadas TK, TGT (AE) Mrs. A S Ramya, TGT(WE) Mr. Raju K, Sub-Staff Mrs. Girija K, Sub-Staff
35.	<b>Maintenance/Repair/safety of the building and electrical</b>	Mrs. A S Ramya, TGT(WE), I/C Mr. Raju K, Sub-Staff
36.	<b>Olympiad (Maths) (Science)</b>	Mrs. Ramadevi M, PGT (Maths), I/c TGT Maths Mrs. A S Ramya, TGT (WE) Mrs. Subha Subramanian , PRT
37.	<b>Photography, Videography</b>	Mr. Ramadas T K, TGT (AE), I/c Computer instructor
38.	<b>Swach Vidyalaya/Green school Green school auditing</b>	Mrs. Sreekala Ravindran, PGT (Bio) Mr. Hemender Sing Yadav, (TGT Sci)
39.	<b>Shaala Darpan</b>	Mrs. A S Ramya, TGT (WE), I/C
40.	<b>Child Helpline Cell</b>	Mrs. Geetha K G, PGT(Chem) Mrs. T S Shyla, PRT
41.	<ul style="list-style-type: none"> <li>Inspire Award</li> <li>Science Exhibition</li> <li>NCSC</li> <li>KAMP,</li> <li>JIGYASA</li> </ul>	Mrs. Geetha K G, PGT (Chem), I/C Mrs. Sreekala Ravindran, PGT (Bio) Mr. Syam T S, PGT (Phy) Mr. Hemender Sing Yadav, (TGT Sci)
42.	<b>School Nursery Yojna (SNY)</b>	Mrs. Sreekala Ravindran, PGT (Bio) Mr. Hemender Sing Yadav, TGT (Sci)
43.	<b>Beautification</b> <ul style="list-style-type: none"> <li>All activities related to cleanliness</li> <li>Gardening and Beautification</li> </ul>	Mrs. Shiny George, TGT (P&HE) Mr. Ramadas TGT(AE) Mrs. A S Ramya, TGT(WE) Mrs. Girija K, Sub-Staff
44.	<b>Vidyarthi Vigyan Manthan</b>	Mr. Hemender S Y , (TGT Sci) [VI-VIII] Mr. Syam T S, PGT (Phy) [IX-XII]
45.	<b>Gardening</b>	Ms. Sreekala Ravindran, PGT (Bio) Mr. Hemender Singh Yadav, TGT (Sci)
46.	<b>Manodarpan</b>	Mr. Bushair P K, Librarian Mrs. A S Ramya, TGT (WE) Mr. Ramadas T K, TGT(AE)
47.	<b>Experiential Learning (Diksha)</b>	Mrs. Ramadevi M, PGT(Maths), I/c Mrs. Rejitha P R, PRT
48.	<b>FLN-CBL</b>	Mrs. K Davis Jessy, PRT (I/c) Mrs. Rejitha P R, PRT
49.	<b>CCA HOUSE SHIP</b>	HOUSE MASTERS 1 Mr. Ramadas T K, TGT (AE), I/c 2. Mrs. Jismy Abdul Kader, TGT (Eng) 3 Mrs. A S Ramya, TGT (WE) 4. Dr. K S Mathews, TGT (Skt)

50.	<b>Covid Cell</b>	Mrs. Shiny George, TGT (P&HE), I/C Mrs. Sreekala Ravindran, PGT (Bio) Mrs. A S Ramya, TGT(WE) Mr. Ramadas T K, TGT(AE)
51.	<b>NISHTHA</b>	TGT (Maths), Sec I/C Ms. T S Shyla, PRT, Pri I/C
52.	<b>EBSB And Azadi Ka Amrut Mahotsav</b>	TGT (SST) Ms. Sindhu K M, PGT (Eng) Mr. Ramadas T K, TGT(AE) PGT (Hindi)
53.	<b>PFMS AND PIMS</b>	Mr. Bushair PK, Librarian Mrs.Geetha KG, PGT (Chem)
54.	<b>AI for Class VIII</b>	Mrs. Ramadevi M, PGT(Mat) Mr. Ramadas T K, TGT(AE)
55.	<b>National Disaster Management</b>	Mrs. Shiny George, TGT (P&HE), I/C Mrs. A S Ramya, TGT (WE) Mr. Ramadas TGT(AE)
56.	<b>Youth Innovation Programme</b>	Mr. Bushair P K, Librarian I/C
57.	<b>Club activities</b> Literary club and Integrity club	Mrs. Sindhu K M, PGT( Eng), I/C TGT (SST) Dr K S Mathews, TGT (Skt) PGT (Hindi)
	<b>BIS club &amp; Social Science</b>	TGT (SST) Mrs. Jismy Abdul Kader, TGT (Eng)
	IT CLUB and Maths club	Mrs. Ramadevi M, PGT(Maths), I/c TGT Maths Mr. Syam T S, PGT (Phy) Computer Instructor
	Natural and Eco Club	Mrs. Sreekala Ravindran, PGT (Bio) Mr. Hemender Singh Yadav , TGT (Sci) Mrs. A S Ramya, TGT(WE) Mrs Geetha K G,PGT(Chem)
	Health Club	Mrs.Shiny George (TGT P &HE) Nurse
	Arts club	Mr. Ramadas T K, TGT(Art) Mrs. Jismy A K, TGT (Eng)
58.	Quarters allotment committee	1. Mr. Bushair P K, Librarian 2. Mrs. K Davis Jessy, PRT 3. Mrs. Rejitha P R,PRT 4. Mr. Raju K, Sub Staff
59.	Vidyanjali	Mrs. Ramya A S, TGT (WE) Mr. Ramadas T K, TGT (AE)
60.	GLIS	Mr. Syam T S, PGT (Phy), I/C Mrs. Geetha K G, PGT (Chem) PGT (CS)

61.	Institutional plan and Assessment tool	Mrs. Geetha K G, PGT (Chem) Mrs. Jismy Abdul Kader, TGT (Eng)
62.	External competition, scholarship and Awards	Mrs. Ramya A S, TGT (WE) Mr. Ramadas T K, TGT (AE)
63.	Alumni Association	Mr. Syam T S, PGT (Phy), I/C Dr. K S Mathews, TGT (Sanskrit) PGT (CS)
64.	Public relation, Press and Media	Mr. Bushair P K, Librarian Mrs. Geetha K G, PGT (Chem) Mr. Ramadas T K, TGT (AE)

PRINCIPAL

