

KENDRIYA VIDYALAYA SAP Thiruvananthapuram

COMMITTEES FOR THE YEAR 2022-23 (wef 01-04-2022)

Sl. No	Name of the Committee	Committee Members	Duties
1	Academic Co-ordination & Supervision	<ol style="list-style-type: none"> 1. Mr. Alex Jose, V P (I/C) 2. Mrs. Sini S HM (Primary) 3. Smt. Deepa CK PGT Che (Science) 4. Mrs. Kavita PGT Eng (Languages) 5. Smt. Maya R (Maths) 6. Sh. Jayakrishnan (Social Sciences) 7. Smt. Sreena P, Lib (Misc) 	<p>To monitor the coverage of syllabus, maintenance of Teacher's diaries, correction work of teaches, implementation of Back to Basics programme etc</p> <p>To conduct the meeting of subject committee conveners and to decide the agenda for various subject committees.</p> <p>To conduct the academic activities as per KVS calendar.</p>
2	Admission	<ol style="list-style-type: none"> 1. Smt. Lakshmi Devi P, PGT (P) (I/C) 2. Smt. Deepa P R PGT CS 3. Mrs. Sini S HM 4. Smt. Sreena P (Librarian) 5. Smt. Dhanya M G, TGT(Maths) 6. Smt. Veena C S, PRT 	<p>Real time basis verification of online registration, communication to applicants, distribution of offline registration forms, online/offline preparation/ randomization of selection lists.</p> <p>Admitting students after scrutiny of documents, and maintenance of Admission records</p>
3	Time Table *(Time Table (2022-23) should be handed over to teachers before 31-03-2021)	<p>Mrs. Deepa C K (Over all monitoring)</p> <p><u>Secondary</u></p> <ol style="list-style-type: none"> 1. Smt. Maya R, PGT(Maths) (I/C) 2. Smt. Sandhya S TGT Sci 3. Smt. Nунnu Michael, TGT(Maths) 4. Smt. Reema Singh, TGT(Maths) <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. HM 2. Smt. Jayasree V, PRT (I/c) 3. Smt. Rema devi, PRT 	<p>Preparation of time table (ONLINE/OFFLINE) & make amendments as per transfers, Preparation of every day substitution /work arrangement before 1st period, Preparation of special time table for breaks, extra classes, remedial classes etc.</p> <p>Ensuring that no classes are left un attended by supervising the implementation of work arrangements.</p>
4	Examination	<p>Mr. Alex Jose V P (Over all monitoring)</p> <p><u>Secondary</u></p> <ol style="list-style-type: none"> 1. Mr. Pratheesh N PGT (Chem) (I/c) 2. Dr. Manoj B, TGT(SKT) 3. Smt. Sreeja V J TGT(Eng) 4. Smt. Parvathy S Pillai, TGT(SSt) <p><u>Primary</u></p> <ol style="list-style-type: none"> 1. Smt. Farida Salih, PRT(I/C) 2. Smt. Priya Jain, PRT 3. Sh. Alka, PRT <p>Sh. Suseelan, MTS for necessary support</p>	<p>Conduct of various exams as per academic calendar. Preparation of result analysis, maintenance of records and documents as per Uniform system of assessment class/teacher/subject wise.</p> <p>Monitoring of preparation and issue of report cards monthly/periodically.</p> <p>Necessary arrangements for centralised Valuation programmes</p>

		<u>External, CBSE, NIOS</u> CBSE 1. Smt. Gayathri S V PGT Phy (I/C) 2. Mr. Jayakrishnan M, PGT (Comm) NIOS 1. Dr. Manoj B (I/c) 2. Smt. Reema Singh TGT Maths External 1. Mr. Jayakrishnan M (I/c) 2. Dr. Manoj B Sh. Suseelan, MTS for necessary support	Every day/regular checking of CBSE shiksha mail box and portals (OASIS/ Exams/ Academics), Pre-registration/Registration of students with CBSE, prompt and correct submission of LOC data/marks/grades, timely correspondence with CBSE, downloading materials from CBSE and compliance of CBSE instructions on Board exam related matters. Conducting CBSE exams in the exam centre.
5	ICT Infrastructure, Cyber Safety, Online Education	1. Mrs. Deepa P R PGT Comp (I/c) 2. Computer Instructor 1&2 Teachers 1. Mr. Sreejith P TGT Eng (I/c) 2. Mrs. Sreena P Librarian	To maintain and update the ICT Infrastructure of KV as per KVS norms , to ensure cyber safety of students and teachers and to facilitate Online/Hybrid classes, as and when necessary
6	Morning Assembly	<u>Secondary</u> 1. Smt. Gayathri Krishna PGT Bio (I/C) 2. Smt. Arathy S, TGT(Eng) 3. Smt. Indumol TGT (Hin) 4. Sports Coach 5. All Class Teachers <u>Primary</u> 1. Smt. Veena C S, PRT (I/C) 2. Smt. Priya Jain, PRT 3. All class Teachers Music Teacher will help/ train/ coordinate both the sections	Allotment of morning assembly duties, conduct of morning assembly(Online/Offline) in qualitative manner ensuring mass participation, evaluation of morning assembly, maintenance of discipline. Imparting Value education, modules of AEP,ACP, EBSB etc through Morning Assembly activities
7	CCA (Inter House activities)	<u>Secondary</u> 1. Smt. Kavita, PGT Eng (I/C) 2. Smt. Indumol TGT (Hindi) <u>House Masters</u> 1. Smt. Leeja A TGT Sci 2. Dr. Manoj B TGT Skt 3. Smt. Sreeja V J TGT Eng 4. Sh. Sreejith P TGT Eng <u>Primary</u> 1. Smt. Hema K, PRT(I/C) 2. Smt. Veena, PRT <u>House masters</u> 1. Smt. Jayasree, PRT 2. Smt. RamaDevi PRT 3. Smt. Alka PRT 4. Smt. Priya Jain PRT	Formation of Houses, organisation of all inter House activities including CCA competitions as per the prepared schedule and to maintain all records. Organize CCA/Cultural programmes inside/outside KV on special occasions, Inspection/ visit etc.
8	Celebrations/ Events/Inter	1. Smt. Deepa P R, PGT (C S)(I/C) 2. Smt. Parvathy S Pillai TGT SST	Organize programmes on special occasions in coordination with CCA

	School activities	<ol style="list-style-type: none"> 3. Art&Craft Teacher 4. Smt. Alka, PRT 5. Music Teacher 	Dept. & Assembly I/c. Taking proper measures for selection/ participation of students for all external CCA competitions and maintenance of records
9	Excursion & Transport	<ol style="list-style-type: none"> 1. Sh. Sreejith P, TGT(Eng) (I/c) 2. Sh. Jayakrishnan M PGT Comm 3. Smt. Sreena P Librarian 4. Smt. Rema Devi Primary I/c 5. Smt. Veena C S, PRT 	To identify the transportation contractors, organize excursions for all classes and maintenance of report.
10	Discipline	<ol style="list-style-type: none"> 1. Sh. Sh. Manoj B, TGT(Skt) (I/c) 2. Smt. Gayathri S V PGT(Phy) 3. Smt. Sandhya S, TGT(Sci) 4. Smt. Nunu Michael, TGT(Maths) 5. Smt. Sini S HM 6. All class Teachers 	To look after overall discipline of Vidyalaya, look after discipline of students during special occasions. Pursue action on cases referred to Discipline Committee. Ensure discipline during lunch break through special duties.
11	Publications (Students' Diary, Teachers Diary, Vidyalaya patrika, News letter, Invitation Cards etc.)	<ol style="list-style-type: none"> 1. Smt. Deepa C K, PGT(Chem) (I/c) 2. Smt. Kavita, PGT(Eng) 3. Sh. Sreejith P, TGT(Eng) 4. Dr. Manoj B, TGT(SKT) 5. Smt. Deepti R TGT Hindi 6. Smt. Jayasree V, PRT 	Collection of articles, editing, printing and distribution of diary, magazines and all publications by KV Publication of Class magazines, Hindi Patrika etc . Design and printing of various Invitation Cards
12	Library	<ol style="list-style-type: none"> 1. Smt. Sreena P (Lib) (Lib)(I/C) 2. Smt. Indumol, TGT(Hin) 3. Smt. Parvathi S Pillai, TGT(SST) 4. Smt. Rema Devi, PRT 5. Smt. Hema K, PRT 	Purchase of books as per suggestions from students and teachers. Organizing Book fair, and Library extension activities for students and staff through Library Automation and digitalization. To successfully implement Pustakopahar programme.
13	Guidance & Counselling	<ol style="list-style-type: none"> 1. Smt. Sreena P, Librarian (I/C) 2. Smt. Sandhya S, TGT(Bio) 3. Smt. Arathy S TGT Eng 4. All Class Teachers & Student Counselor 	Arrangement of awareness programmes for staff and students, career guidance classes for 10 th and 12 th and monitoring of Counselling imparted by school counsellor
14	Grievance cell and suggestion box (Students, parents)	<ol style="list-style-type: none"> 1. Mrs. Arathy S TGT Eng (I/C) 2. Smt. Parvathy S Pillai TGT SST 3. Smt. Jayasree V, PRT 	To periodically verify the grievances reported/ submitted as per KVS guidelines for necessary follow up
15	Checking Uniform and dealing of late comers etc	<ol style="list-style-type: none"> 1. Smt. Lakshmi Devi P PGT Phy 2. Manoj B, TGT(Skt) 3. Sports Coach 4. All Class teachers 	To plan and implement measures to ensure proper uniform and punctuality among all students
16	First aid & Medical checkup	<ol style="list-style-type: none"> 1. Smt. Jayashree V, PRT (I/C) 2. Nurse 3. Sports Coach 4. Smt. Alka, PRT (Primary I/c) 	To monitor and facilitate the Medical Room activities and conduct two rounds of Health Check up to all students as per KVS

		5. Smt. Nitika,PRT	guidelines
17	Sports, Primary Park, Open Gym	<ol style="list-style-type: none"> Mrs. Deepti R TGT (Hindi) (I/C) Dr. Manoj B Mrs. Priya Jain, PRT Ms. Hema K, PRT Sports Coach Yoga Instructor Computer Instructor 	To coordinate Health education and Sports& Games activities of the Vidyalaya, organize coaching camps, successfully and promptly implementing KVS programmes like FIT INDIA, SBSB, Annual Sports Day, Cluster/Regional/National/SGFI events. To develop Sports&Games infrastructure in KV by liasoning with other agencies concerned. To maintain and ensure optimal use of Primary Childrens' park and Open Gym as per KVS norms
18	AV room/ Resource Room	<ol style="list-style-type: none"> Smt. Parvathi S, TGT(SST) (I/C) Smt. Deepa P R,PGT(CS) Smt. Sandhya S TGT Bio 	Ensuring maximum utilization of ICT resources and facilitating CAL/TAL classes. Proper and safe upkeep of AV equipments
19	CMP Room & Primary Resource Room	<ol style="list-style-type: none"> Smt. Priya Jain, PRT (I/C) Smt. Nitika, PRT Smt. Alka, PRT Computer Instructor (Primary) 	Setting up of CMP room with required facilities /resources and ensuring optimum utilization of CMP room
20	Safety & Security, Disaster Management	<ol style="list-style-type: none"> Smt. Deepa CK PGT Chem (I/C) Sh. Sreejith P, TGT(Eng) Dr. Manoj B,TGT(SKT) Smt. A Leeja,TGT(Sci) Smt. Farida salih PRT Smt. Alka PRT 	To take measures as per SOP and organize Mock drills with the help of Fire force authorities, Refilling of Firefighting equipments etc. To ensure that all Committees as per NDMA guidelines are formed and notified for effective implementation. To update Structural safety, Fire Safety, certificates without expiry
21	Scouts and Guides	<u>Scouts</u> <ol style="list-style-type: none"> Dr. Manoj B TGT SKT) (I/C) Sh. Sreejith P TGT Eng Sh. Pratheesh N PGT Chem & all trained teachers <u>Cubs</u> <u>Guides</u> <ol style="list-style-type: none"> Smt. Sreeja V J, TGT (Eng)(I/C) Smt. Gayathri S V, PGT Phy Smt. Deepa P R, PGT Comp Sci <u>Bulbuls</u> <ol style="list-style-type: none"> Smt. Veena C S,PRT & all trained teachers 	To coordinate and implement all activities of Scouts&Guides movement from time to time.
22	Purchase Committee GeM purchases	<ol style="list-style-type: none"> Smt. Deepa C K, PGT (Chem) (I/c) Smt. Sreena P, Librarian Sh. Sreejith P TGT (Eng) Smt. Rema Devi PRT Mrs. Deepa P R PGT (C S)(I/c)	To purchase various items as per requirement by strictly following the purchase procedures of KVS and preferably through GeM portal as much as possible.

23	Swachh Vidyalay activities, House Keeping & Sanitation	<ol style="list-style-type: none"> 1. Smt. Sreeja V J, TGT(Eng) (I/C) 2. Smt. Dhanya M G, TGT(Maths) 3. Smt. Reema Singh TGT (Maths) 4. Smt. Rema Devi PRT 5. Smt. Priya Jain, PRT 	To check and verify the Cleaning of Building and campus. monitor the House Keeping & Sanitation activities on every day basis (3 times a day) and take appropriate interventional action as and when required.
24	Maintenance & Repair	<ol style="list-style-type: none"> 1. Smt. Lakshmi Devi P, PGT(P)(I/C) 2. Sh. Pratheesh N, PGT(Che) 3. Dr. Manoj, TGT(SKT) 4. Smt. Priya Jain, PRT 	Maintenance of Vidyalaya plant as per KVS norms
25	Furniture	<ol style="list-style-type: none"> 1. Sh. Jayakrishnan M, PGT(Comm) (I/c) 2. Smt. Maya R PGT(Maths) 3. Smt. Dhanya M G, TGT(Maths) 4. Smt. Veena C S, PRT 5. Smt Alka PRT 	Ensuring sufficient, suitable furniture to all concerned as per KVS norms and maintain the stock and records accordingly. Condemnation of all old stock.
26	Beautification & Gardening, Harit Vidyalaya , GSP Audit and Medicinal/Herbal /Star plants Garden etc	<ol style="list-style-type: none"> 1. Smt. A Leeja, TGT(Bio) (I/C) 2. Smt. Sandhya S, TGT(Sci) 3. Smt. Gayathri Krishna, PGT(Bio) 4. Smt. Farida Salih, PRT 	To take innovative measures to give 'green' look to the building and campus and to plant a minimum of 1000 trees/plants in a planned manner in Vidyalaya garden/ campus and upkeeping the plants with the help of students. All activities as per KVS norms regarding Harit Vidyalaya , GSP Audit and to set up Medicinal/ Herbal /Birth Star plants Garden at the earliest
27	Monitoring of UBI Fee collection & CS 54 Maintenance	<ol style="list-style-type: none"> 1. Smt. Sreena P, TGT(Lib)(I/C) 2. Smt. Priya Jain, PRT (Primary) 	To ensure timely verification of UBI data at both levels and inform Class teachers and parents about various schedules. To help Office in calculation and maintaining records
28	Photography & Videography	<ol style="list-style-type: none"> 1. Smt. Gayathri Krishna, PGT Bio (I/C) 2. Dr. Manoj B, TGT (Skt) 3. Smt. Veena C S, PRT 	To start Photography club, organize photo exhibitions, arrange photo/Videographer for functions
29	Science & Mathematics Exhibition	<ol style="list-style-type: none"> 1. Smt. Sandhya S, TGT(Sci) (I/c) 2. Smt. Deepa C K, PGT(Che) 3. Smt. Gayathri S V, PGT(Phy) 4. Smt. Maya R, PGT(Maths) 	To identify, select students, assign projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
30	Social Science Exhibition	<ol style="list-style-type: none"> 1. Smt. Parvathi S Pillai TGT SST (I/C) 2. PGT Economics 3. TGT(SST) 4. TGT(SST) 	To identify, select students, assign projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
31	Science	<ol style="list-style-type: none"> 1. Smt. Sandhya S, TGT(Sci)(I/C) 	To identify, select students, assign

	Congress, INSPIRE	<ol style="list-style-type: none"> 2. Smt. Gayathri Krishna, PGT(Bio) 3. Smt. Deepa C K,PGT(Chem) 4. Smt. Gayathri S V,PGT(Phy) 5. Smt. A Leeja, TGT Bio Smt. Sandhya S,TGT(Sci)(I/c) -INSPIRE	projects/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
32	Olympiads	JMO <ol style="list-style-type: none"> 1. Mrs. Maya R, PGT (Maths) Science Olympiad <ol style="list-style-type: none"> 1. Smt A leeja,TGT(Sci)(I/C) Maths Olympiad <ol style="list-style-type: none"> 1. Smt. Dhanya M G TGT(M)(I/C) Cyber Olympiad <ol style="list-style-type: none"> 1. Smt. Deepa P R,PGT(CS)(I/C) English Olympiad <ol style="list-style-type: none"> 1. Sh. Sreejith P, TGT(Eng)(I/C) Primary Section Smt. Alka PRT	To identify, select students, assign themes/ideas to them, monitor and guide students for maximum successful participation in Inter KV activities
33	Minutes of staff meeting	<ol style="list-style-type: none"> 1. Smt. Sreeja V J TGT English (I/c) 2. Smt. Arathy S TGT (Eng) 	To prepare minutes and to circulate them to staff members within 3 days
34	AEP	<ol style="list-style-type: none"> 1. Smt. Sreeja V J, TGT(Eng)(I/C) 2. Dr. Manoj B,TGT(SKT) 	To implement the AEP programme as per KVS norms and to send Online/offline reports promptly
35	ACP	<ol style="list-style-type: none"> 1. Dr. Manoj B, TGT (Skt) (I/c) 2. Mr. Sreejith P TGT Eng 3. Mrs. Sreeja V J TGT Eng 4. Mrs. Dhanya M G TGT (M) 5. Mrs. Nunnu Michael TGT (M) & all Trained Teachers 	To implement the ACP programme as per KVS norms and to send Online/offline reports promptly
36	PTA Meetings & Maintenance of records	<ol style="list-style-type: none"> 1. Smt. Gayathri S V, PGT (Phy) (I/C) 2. Smt. Deepa P R PGT(Comp) 3. Smt. Indumol, TGT(Hindi) 4. All Class Teachers 	To chalk out class wise, term wise PTA meetings, inform parents, conduct meetings and maintain records
37	Basic amenities to students including Drinking water	<ol style="list-style-type: none"> 1. Sh. Pratheesh N PGT(Chem)(I/C) 2. Smt. Sandhya S,TGT(Sci) 3. Smt. Veena C S, PRT 	To take effective action to ensure safe potable drinking water, install water purifiers if required and to procure certificates from the Depts. concerned
38	Rajbhasha implementation & TOLIC	<ol style="list-style-type: none"> 1. Smt. Indumol, TGT(Hin) (I/c) 2. Smt. Deepti R, TGT (Hindi) 3. Smt. Alka PRT 4. Sh. J Prasad, JSA 	To implement all mandatory activities/guidelines regarding Rajbhasha norms, to display more Hindi banners/Notice boards, to organize Hindi fortnight activities
39	School developmental activities (CCTV, D M, PA system, Land use, Boundary	<ol style="list-style-type: none"> 1. Sh. Pratheesh N PGT (Chem) (I/C) 2. Sh. Jayakrishnan M PGT (Comm) 3. Smt. Nisha Nazeer SSA 	To monitor and liaison with the agencies and officials concerned regarding the planning, design, obtaining permission etc for School developmental activities including land use etc

	surveillance etc)		
40	Club Activities	1. Smt. Deepa C K PGT(Chem)(I/C)	
	Charity Club Readers Club Eco Club Health & Well - ness Club Integrity Club Science Club Standards Club SBSB Primary wing	Smt. Sreeja V J, TGT(E) Smt. Sreena P Librarian Smt. Gayathri Krishna, PGT(Bio) Smt. Sandhya S, TGT(Sci) Smt. Sreejith P TGT (Eng) Smt. Lakshmi Devi P ,PGT(Phy) Smt. Reema Singh TGT Maths Smt. Parvathy S TGT SSt Smt. Farida salih PRT I/c	To organize various effective and innovative club activities with maximum involvement and participation of students and to maintain records accordingly
41	Digital Language Lab	1. Smt. Kavita PGT Eng (I/c) 2. Smt. Deepa P R, PGT(CS) 3. & other Language Teachers	To ensure proper upkeep, maintenance, optimal use of Digital Language lab equipment, installations and fixtures. To train all teachers concerned to effectively and regularly use the facility.
42	CCT/PISA implementation	1. Mrs. Lakshmi Devi P PGT Phy (I/C) 2. Mrs. Reema Singh TGT Maths 3. Mrs. Sreeja V J TGT Eng Smt. Jayasree V (Primary I/c)	Implementation of CCT/PISA/Back to Basics activities involving other teachers concerned, uploading data in portals from time to time, maintenance of records, attending meetings and training programmes
43	Students Council	1. Mrs. Deepa C K, PGT Chem (I/c) 2. Mrs. Kavita PGT Eng 3. Smt. Priya Jain PRT (Primary)	Formation of students council, deciding agenda for meetings as per KVS norms, organizing monthly meetings and maintenance of records
44	Website/digitalization programme	Mr. Alex Jose V P (Overall monitoring) 1. Smt. Deepa P R, PGT(CS)(I/C) 2. Mrs. Deepti R TGT Hindi 3. Ms. Alka, PRT 4. Computer Instructor	Regular updation and maintenance of Vidyalaya website in bilingual manner, to implement various KVS/CBSE/NCERT/Ministry programmes regarding Digital India etc
45	Maths Lab & Maths Clinic	1. Mrs. Nunu Michael TGT (M) (I/c) 2. Mrs. Dhanya M G TGT (Maths)	To set up Maths Lab as per KVS specification and ensuring its optimum utilisation
47	Yoga Education	1. Mrs. Deepti R TGT Hindi (I/c) 2. Yoga Instructor	Implementation of Yoga education
48	Music, Dance	1. Music Teacher (I/c) 2. CCA I/c Secondary 3. CCA I/c (Primary)	To identify and train talented students from all classes in various cultural items including for School Choir, Inter KV competitions, important functions etc. Procure and maintain Musical and dance Instruments. To implement Routes

			to Roots and Spic Macay etc programmes
49	Teaching Aids, Smart class room Social Science Dept	1. Mrs. Dhanya M G TGT Maths (I/c) 2. Mrs. Deepa PR PGT (CS) 3. Comp. Instructor (Sec) 4. Smt. Hema K, PRT Mrs. Parvathi S Pillai TGT SST(I/c)	To procure, install, maintain and ensure proper use of Teaching Aids, equipments for Smart class & Language Lab etc
50	Tarunotsav	1. Mrs. Arathy S TGT (Eng) I/c 2. Mrs. Gayathri S V 3. Sports Coach 4. Coach Art Edn 5. Music Teacher	Implementation of Tarunotsav programme for Class X (2020-21) students as per KVS guidelines
51	KVS Activities EBSB AKAM FIT India, SBSB NISHTHA	Smt. Parvathy S Pillai TGT SSt Smt. Kavita PGT Eng Smt. R Deepti TGT Hindi Sh. Sreejith P TGT Eng & Smt. Veena C S PRT	
52	Liaison with parents, Alumni etc	1. Dr. Manoj B TGT Skt (I/C) 2. Mr. Sreejith P TGT Eng 3. Mrs. Jayasree V, PRT	To liaison with parents, public, Alumni etc to muster support to school activities and mobilise help from various corners
53	ICC	Mrs. Deepti Nair A C, KVS RO Ekm Mrs. Deepa C K PGT Che Mrs. Maya R PGT Maths NGO member	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

V P/Senior most Teacher is requested to monitor the functioning of various committees to ensure strict compliance of KVS/CBSE norms/Guidelines/instructions received from time to time. The Committee In-charges are requested to convene meetings regularly (starting wef 31-03-2022 for planning and preparatory activities) and to ensure prompt and proper implementation of all KVS scholastic/Co-scholastic activities with team spirit and belongingness, as per instructions, and maintain comprehensive records accordingly to submit/send reports to Office and KVS before deadline.

PRINCIPAL