KendriyaVidyalaya No 1. HemambikaNagar , Palakkad

Duty Allotment Staff - 2020 –21

Vidyalaya academic & institutional plan for session 2020-21 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and clubs are here by constituted to carry out various curricular and co-circular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2020-21.

Therefore, all in charges, convenors and members of dept/committee/club are hereby instructed to take the charge of their concerned department and set the action plan for session 2019-20. Please go through the Vidyalaya academic plan for detailed information especially for guidelines, duties, responsibilities and activities.

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| Sl No | Name of the Committee | Nature of Duty | Name of the Committee Members | Signature of the Staff |
| 1 | Vidyalaya Plan | 1 To guide, suggest and chalk out all action plan for academic &nonacademic activities.  2 Committee will meet monthly and take decision during emergency situation and on academic related issues.  3 Any other related work. | Vice Principal  Mrs.Sobhana P.K  Mr. Chandrakanthan  **Primary**  Mrs. Geethanjali M.S  Mrs.P Prasanna |  |
| 2 | Academic Council | -Planning for split of syllabus  -Subject Committee records  -Panel Inspection documents  -Monitoring syllabus completion  -submission of year plan class wise  -Slow learners special coaching  -Academic Enrichment Programme | **Secondary & Sen- Secodary** |  |
| **Vice Principal** |  |
| Mrs. Sobhana PK |  |
| Mrs.Mony K.R |  |
| Mrs. Srikala Nair |  |
| Mr. Johnson Mathew |  |
| Mrs. K.N. Komalam |  |
| Mr. Jestin Jose |  |
| **Primary** |  |
| **Mrs. Geethanjali. M.S** |  |
| Mr.Ravikrishnan |  |
| 3 | School Examinations | -Plan for Assessment Test & Exams  This should be informed to &parents atleast two weeks before the commencement of test/exam.  -Procuring exam related materials  -Making ready of all Exam data  -Result analysis of past 02 years  -Conduct of test ,re- test &exams  -Class-wise Parents meeting  - Issue of Achievement Card etc | **Secondary & Sen- Secodary** |  |
| **Smt. Sini Mol** |  |
| PGT-English |  |
| Smt.Sona rani |  |
| Mr. Anoop Kumar |  |
| Mr.Iyappan |  |
| **Primary** |  |
| **Mrs.Geethanjali M S I/C** |  |
| **Mr.Ravikrishnan** |  |
| Mr.Ankit |  |
| Mr.Shubham Sen |  |
| Ms.Reetu Rani |  |
| Ms.PoojaRani |  |
| Ms.Riya  PRT 3 |  |
| 4 | CBSE Examination | -CBSE registration IX and XI  -Maintenance of related data and Records  -CBSE circulars update  -Plan & organize CBSE Exams | **Mrs. Muthulashmi** |  |
| Mrs.Mony K R |  |
| Mr. Johnson Mathew |  |
| 5 | Examination & CCA  (External) Competitions organized by **other than** the School agencies | -All Olympiads  - All other competitions organized  by Govt. agencies / NGO / KVS(RO)  ( only approved by the Principal ) | **Secondary & Sen- Secodary** |  |
| **Mrs.Rajalakshmi** |  |
| **Mrs.Parul chaudhary** |  |
| **Dr.K G Sreedharan** |  |
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| 6 | Co- Curricular Activity | -Plan for all the School functions  -Conduct CCA competitions  -Morning Assembly monitoring  -Arranging Photography  -Annual Day Programme Plan  -House-wise division making  -Monitor various club activities | **Secondary & Senior- Secodary** |  |
| **Mrs. Sheeja M.K I/C** |  |
| Mrs. Rajalakshmi |  |
| Mrs.Mini Sekher |  |
| Mr.Ajeet Sigh Khaira |  |
|  |  |
| **Primary** |  |
| Mrs.Geethanjali M S |  |
| **Mrs.Gita P Nair I/C** |  |
| Mrs.Bindu B |  |
| Mr. Shubhan Sen |  |
| PRT 4  All Class Teachers |  |
| 7 | Admission | -Follow the admission guidelines  -Collect and verify the information.  -RTE norms to be followed  -Display the selected Candidates  -Conduct admission for all classes | **Secondary & Sen- Secodary**  **Mr.Chandrakanthan I/ C** |  |
| Mrs.Sobhana P K |  |
| Mrs. A Jyothi |  |
| Mrs.Vidya R Prabhu |  |
| Mrs.Prabhina K K |  |
| Mrs. Shalini P Nair |  |
| **Primary**  **Mrs. Geethanjali MS** |  |
| **Mrs.Indiradevi** |  |
| 8 | Morning Assembly and all the School Celebrations | To plan the Morning Assembly Programme& allot the duty to concerned HM/CT  -Students performance Class-wise  -Check- before the prayer  - Programme items to be Practiced  -Quality programme only should be allowed.  -Photos during Prize/ Award | **Mrs. Sheeja M.K I/C** |  |
| All House-Masters & Class-Teachers |  |
| Mr Jestin Jose |  |
| Mr.Shubham Sen |  |
| Mrs.Komalam K N |  |
| **Primary** |  |
| **Mrs. Geethanjali MS** |  |
| **Mrs.Gita P Nair** |  |
| Mrs.Bindu B  Mr.Shubham Sen |  |
| 9 | CMP | -Material Procurement  -Preparing Schedule of activities  - Organizing cluster level CMP  -Recording the minutes of  Meeting & record | **Mrs. Geethanjali MS** |  |
| Ms.Krishnapriya M |  |
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| 10 | VidyalayaPathrika | -Selecting the best articles  -Latest KV S policies to be  Incorporated  -Error free consolidation  -Get the magazine before  August 2017 | **Mr.**M.G.Sriju |  |
| Mr.Johnson Mathew |  |
| Mrs. Sona Rani U |  |
| Mrs.Divya Devanand  **Primary**  **Mrs.M Prasanna**  **Computer Teacher** |  |
| 11 | News Letter-School level, Cluster level, Regional level (Print) | - Selecting the best articles  -Latest KV S policies to be  Incorporated  -Error free consolidation  - School Achievement highlights  -Relevant photograph  Department wise to be included | **Mrs.Geethanjali M S** |  |
| Mrs.Surabhi I/C |  |
| Computer Teacher |  |
| Mr.Ankit |  |
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| 12 | Time-Table  and  Arrangement | --Prepare Time-table as per norms  -Daily Substitute arrangement  -Staff requirement Data making  -Special / Remedial Time –Table  -Display timetable in the Classroom  -A common Timetable to be fixed  in the Notice board | **Secondary &Seni- Secodary** |  |
| **Ms. V R Jayasree** |  |
| Mr. Chandrakanthan |  |
| Mrs. Valsamma Thomas |  |
| Mrs.Ajitha |  |
| **Primary** |  |
| **Mrs.Geethanjali M S** |  |
| **Mrs. Sheela K I/C** |  |
| Mrs. G Ramadevi |  |
| Ms.Riya Aggarwal |  |
| 13 | Class-wise  Magazine  (Hand written )  Only for Primary Section | -Motivating every student  to write at least one article  -Students committee to be formed  -Every Wednesday and Friday , the  magazine to be released | **Mrs.Geethanjali M S** |  |
| All Class Teachers |  |
| 14 | NIOS and Neighbouring School Partnership Programme | -To conduct NIOS theory and  Practical Exams  -Attend the Candidates grievances  -Correspond to NIOS Regional Office | **Mr .**Chandrakanthan KC i/c |  |
| Mr. M.G. Sriju |  |
| Mr. Anoop Kumar |  |
| Mr. Ravi |  |
| 15 | ID card | -To prepare the error free  students diary andTeachersDiary&Printing  -New ID card for students and staff |  |  |
| Mrs. SaliniP.Nair |  |
| Mrs.Komalam |  |
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| 16 | Students Fees  Check-up, form CS-54  Staff Income – tax verifications | -To verify the School fees and fine  -Maintain the relevant register  -Periodic check-up with UDC  -Staff income –Tax calculation  - Verifying Staff Salary for IT | Mrs.Valsamma Thomas I/C |  |
| Mrs.C P Ramani |  |
| Mrs.P Prasanna I/C |  |
| Mrs.Kavita Rani, |  |
| Mrs.KalaRani |  |
| Mrs.Krishna Prabha |  |
| Mr.Rishi Kumar Verma |  |
| Mrs.Sini Mol K P |  |
| 17 | AEP /  Guidance and Counselling | - Plan Adolescents program periodically.Report should be sent to K V S R O  -Arrange special Programmes,To give  Guidance and Counselling to students.  -Experts should also to be invited time to time to provide guidance to students. | Mr. Sanjeev Menon K, I/C |  |
| Mrs.Divya devanand |  |
| Mrs.Indira Devi I/C  Mrs.Devika Nair  Mrs.Jyothy A |  |
| Mr. Jestin Jose |  |
| Mr.Anoop Kumar |  |
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| 18 | Scouts , Guides,  Cubs & Bull bulls | -Involve all the relevant activities  -Organize training programmes  -Conduct regular classes  -Create awareness to the students  -Prepare the Scouts , Guides, Cubs  & Bull bulls for their movement  Testing camps | **Mrs. Devika Nair I/C** |  |
| Mr. Johnson Mathew |  |
| Mrs Sini Mol |  |
| Mr.Ajeet Sigh Khaira |  |
| Mr.Anoop Kumar |  |
| Mrs. Salini p Nair |  |
| Primary  Mrs.Archana I/C |  |
| Ms.Reetu Rani ,I/C |  |
| All trained Teachers |  |
| 19 | School Furniture | - To make the requirement for  The current year  - Stock available, & Condemnation  Data, to be prepared  -Classwise and department wise  Stock data to be kept | **PGT-Chemistry, I/C** |  |
| Mrs.Mini Sekher |  |
| Mrs.Komalam |  |
| Primary  Mrs.Geethanjali  Ms.Reetu rani ,I/C  Ms Riya Agarwal  Ms.Krishnapriya |  |
| 20 | Swatch Bharat  HaridaVidyalaya | -Plan and execute school  beautification Programme  -Prepare the school name for the  Competition to KVS  -Develop for Medicinal Plants  garden in the School  -Develop eco-friendly environment  - Label the name of the Plants .  -Award th | Mrs .Mony K R I/C |  |
| Mrs Muthulakshmi |  |
| Mrs Deepika Rani |  |
| Mr Anoop Kumar |  |
|  |  | Ms Reetu Rani  Ms Pooja Rani |  |
| 21 | Sports Council | -To organize Inter-house Matches  -Prepare the panel of the Escorts  -To involve effectively to develop  Play field Development  -Attend Sports Council meetings | **-Mr. Jestin Jose I/c** |  |
| Mr.Sanjeev Menon |  |
| Mr.Anoop Kumar |  |
| Mrs.Prabhina K K |  |
| Mrs.Srikala Nair  Primary  Mr.Ankit  Mr.Shubham Sen  Ms.Pooja Rani |  |
| 22. | School Excursion / Educational Field Trip | -To plan and organize the place of visit  -Study about the cost effective  -Safety and security measures  -Arrange vehicle for the trip and  finalize the quotation formalities  as per the KVS norms | Mrs.Mony K R |  |
| Mrs.Komalam |  |
| Mrs.Salini P Nair |  |
| Mr.Justine Jose  Mr.Ravikrishnan  Mrs.C P Ramani  Mrs.Bindu B |  |
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| 23 | Official Language | -More Practical use of Official  Language  -Attending District Level meeting  -All Language week Celebrations | **Mrs. Sobhana PK** |  |
| Dr K G. Sreedharan |  |
| Mr Sanjeev Menon |  |
| Mr.Ajeet Sigh Khaira |  |
| Mrs. Deepika Rani |  |
| Mrs. Kala Rani |  |
| Mrs. Krishna prabha |  |
| Mr.Rishi Kumar Verma |  |
| 24 | Primary Activity Room | -Up keep of materials and Records  -Encourage students for innovations  -Maximum utilization of the Room  -Up keep of materials and Records  -Encourage students for innovations  -Maximum utilization of the Room  -Schedule of Class/ Period to be kept |  |  |
| Mrs.Devika Nair I/C |  |
| Mrs.Kavita Rani |  |
| 25 | Secondary Activity Room | -Class wise allotment duty  -Many activities are to be Promoted  -Up keep of materials and Records  -Encourage students for innovations  -Maximum utilization of the Room  -Schedule of Class/ Period to be kept | **Mrs.Deepika Rani** |  |
| Mr.Sanjeev Menon |  |
| 26 | Subject Committee Conveners  Secondary | -The Conveners to conduct the  frequent meetings and the minutes  to be submitted to the Principal .  -Time –table allotment, Split of  Syllabus, Exam pattern to be Planned | **English- PGT-Johnson Mathew** |  |
| **Maths-Mrs A. Rajalakhsmi** |  |
| **Science-Mrs. Mony K R-** |  |
| **Hindi & SKT -Mrs .Sobhana -** |  |
| **Social Science - Mr.**  **Chandrakanthan KC** |  |
| 27 | Subject Committee  Conveners  Primary | The Conveners to conduct the  frequent meetings and the minutes  to be submitted to the Principal .  -Time –table allotment, Split of  Syllabus, Exam pattern to be Planne | **English- K Sheela** |  |
| Hindi-K. Geethadevi |  |
| Maths-P Prasanna |  |
| EVS- Indira Devi |  |
| 28 | Teaching Aids | -To Procure the needed Teaching Aid  -To extend the facilities to all the Dept  -Maintain the stock of all the materials |  |  |
| |  | | --- | | Mrs.Parul Chaudhary | | Mr.Chandrakanthan KC | |  |
| 29 | Website updation/  E. content materials  Smart Classroom | -Periodic update of the website  -Consistent monitoring  -Upload error-free content  -Up load only Clarity Photos  -Cover all the school activities  -Write caption to all the photos | **Mrs .Vidya R. Prabhu,I/C** |  |
| Mrs.Bindu B |  |
| All Class Teachers |  |
| 3o | UBI online  verification | -Check the Fees collection details- Class-wise periodically and report to the Principal |  |  |
| Mrs .Vidya R. Prabhu, I/C  Computer Instructor  All Class Teachers (I to XII ) |  |
| 31 | School building  Inspection ,Maintenance and Repair | -To plan for the repair and maintence urgently require in the Vidyalaya building and departments  -Estimate the expenditure  -Collect the requirements from  The Department In-charge .   * To complete all assignments in time. | **Mrs. KN. Komalam i/c** |  |
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| 32. | Purchase Committee | -To organize all the school  purchase as per the norms  -Payment for the purchase to be  encouraged E. Payment  -Market survey to be as per the  norms of the KVS  -Advance taking to be limited  - settle the advance timely | |  | | --- | | **Mrs.K N Komalam** | | Mr. Justin Jose | | Mrs .Kala Rani | |  |
| 33 | First Aid /  Medical Room | -To maintain the stock of the  Medicine and related Items  -To co-ordinate Doctor and Nurse  -Medical history records –Nurse  -Procure necessary medicine | **Mrs.Muthulakshi, I/C** |  |
| Mr.Justin Jose |  |
| Mrs.M Prasanna,I/C |  |
| Mr.Ravikrishnan |  |
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| 34 | Discipline  Committee | -To Check the turn –out of the  Students  -Conducting Enquiry on all the  indiscipline cases  -Regulate Students movement in  the school premises  -Organize students discipline  Committee class-wise | **Mr. Jestin Jose** |  |
| Dr.K G .Sreedharan |  |
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| Mrs.Geethanjali I/C  All Class Teachers |  |
| 35 | Library Committee | -To recommend books to be  purchased for school Library  -Schedule to be made for activities  -Purchase required sets of  Newspapers  -Purchase more subject reference  books , and Text books | **Mrs. Shalini. P. Nair I/C** |  |
| **Constitute the committee as per KVS Library Policy – PGT – 1, TGT-2, PRT-2 Students Representative**  **Mrs.Geethanjali M S**  **Mrs.M Prasanna**  **Mrs.Ramadevi** |  |

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| Sl No | Name of the Committee | Nature of Duty | Name of the Committee Members Top name to be treated as Convener | Signature of the Staff |
| 36 | School Achievements Record Consolidation | -Record all the school  Achievements with Photos and  Writes-up  -Photos should have captions  -Present this Record to the  School Inspection and whenever  KVS ask for it .  -Some of the Prayer assembly  Programme also to be recorded | **Mrs.Sini Mol Exam I/C**  **Mrs.Rajalashmi** |  |
| Mrs.Sheeja .M.K. CCA I/c |  |
| Mr.Justin Jose-Sports I/C |  |
| Comp. Instructor Secondary |  |
| 37 | Grievances cell | -To attend the grievances of all  the Staff members  -The grievances to be documented  if necessary.  -Need base meeting to be  conducted | **Mr.Justine Jose** |  |
| Mrs. Sobhana.Pk |  |
| **Dr.K G . Sreedharan** |  |
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| 38 | Press and Public Relations & photography | -The important activities are to be documented and the gist if the Programme to be sent to the media with the approval of the  Principal. All the media reference to be documented  To take photographs of al important functions/events.  To upload on the Web Site  To take prints.  To display on the Display Boards. | Mr .Ravikrshnan V |  |
| Dr.K G.Sreedharan  Mrs.K Geetha Devi  Computer Instructor |  |

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| 39 | Film Show | The Quality and Value based  Films, Educational oriented only to  be screened for theStudents | **Mrs.Geethanjali M S** |  |
| **Mrs.Krishnapriya** |  |
| 40 | Science  Congress | -As per the KVS instructions the  Exhibition to be organized in the  school level , Cluster & Regional Level  -Every student to get opportunity  to exhibit their model &ideas  -The High achievers to be trained  for the Science Congress | Mrs. K.R Mony |  |
| Ms.V.R.Jayasree |  |
| Mr. Jyothi A |  |
| Mrs. Muthulashmi |  |
| Mrs.Akhileshwari |  |
| Mr. Iyyappan |  |
| Mrs.Srikala Nair |  |
| Miss. Jayasree V R |  |
| Mr..Chandrakanthan KC |  |
| Mrs.Sheeja |  |
| Mrs Parul Chudhary |  |
| Mrs. Sheeja MK |  |
| 41 | Atal Tinkering  Labs | -Conduct of routine Programme  -Identify the Students for the  Further achievement | **Mrs. Mony KR** |  |
| Mrs. A. Jyothi |  |
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| 42 | Tarun Utsav | -Convene the Meeting with the  Students pf IX and XI  -Conduct inspiration classes  -Speak to the parents on need base | **PGT English I/C** |  |
| Mrs.Sheeja |  |
| Chandrakanthan KC |  |
| Mrs.Sobhana |  |
| Mrs.Jyothy |  |
| Mrs. KN Komalam |  |
| Mr Shubham Sen  MrAnoop Kumar |  |
| 43 | Back to Basic | -Implement the system  -update the latest process  -convene Teachers meeting | **Mrs. Sona Rani I/C**  Mr. Johnson Mathew  MrsDivyaDevanand  Mrs.Geethanjalai M S  Mrs.P Prasanna |  |
| 44 | Search and Rescue Team | -Disaster management Training  -To train the students that how to  act during Disaster  -Explain to the staff and students  About Mitigation process | Mr.Justine Jose  Mr .Anoop Kumar  Mr. Ajeet Sigh Khaira |  |
| 45 | SB SB | -To give an awareness of physical health and fitness to the children and the staff. | Mr. Justin Jose I/c  All Class Teachers |  |
| 46 | ALCP | -Academic loss compensation program.  -To maintain records. | Ms.V R Jayasree |  |
| 47 | Routs to Root | -Arrange the programs.  -Maintain records.  -Send the reports. | Mr. Shubham Sen I/C  Mrs. Komalam KN  Computer Instructor CCA ,I/C Secondary & Primary CCA in charge PRY and SEC |  |
| 48 | A C P | Empower students in a real and tangible way by enabling them to stand on their on feet and help them develop as enlightened citizens.  Modules to be completed on time.  Send monthly Report | Mr. Sanjeev Menon K,I/C  All Other Trained Teachers of ACP |  |
| 49 | Cleanliness |  | Mr.Sriju  Mr.Johnson Mathew  Mr. Ajeet Sigh Khaira  Mr.Anoop Kumar  Ms. V R Jayasree  Mrs.Ajitha  Mrs.Valsamma Thomas  Mrs.Geethanjali M S  Mrs.C P Ramani,I/C  Mrs.Gita P Nair  Ms.Pooja Rani  Mr.Ravikrishnan  Mr.Ankit |  |
| 50 | Beutification of Vidyalaya |  | Mr.Iyappan I/C  Mrs.Mamta  Mrs.Akhileswari  Mrs.Deepika Rani |  |
| 51 | Suggeition Box |  | P G T English  Mrs Mini Shekhar |  |

**KENDRIYA VIDYALAYA NO1 PALAKKAD**

**DUTIES AND RESPONSIBILITIES OF THE SUBJECT TEACHERS/CLASS/CO-CLASS TEACHERS**

**SESSION 2020-2021**

1. To take attendance twice daily in forenoon and afternoon, before morning assembly starts.
2. To mark attendance by marking “P” for present and “A” for absent both times.
3. To complete Attendance Register at the end of the month and to get the Principal’s signature on the last working day.
4. To enter all the particulars of students vise parents name, address, contact no’s etc.
5. To keep and file leave letters, study certificates etc issued to students.
6. To enter the details of fee and fine paid.
7. To record good achievements and the traits of students in the Teacher’s Diary.
8. To choose/select a very effective class leader and to train the child for leadership qualities with added responsibility, if needs on rotation basis.
9. To encourage / motivate children to participate in CCA/Sports/Internal/external competitions and to keep track records of their participation throughout the year.
10. To coordinate/cooperate with students to try to solve their problems like indiscipline/low scores in any subjects.
11. To keep record of Parents-Teachers Meeting as and when such meetings take place.
12. Please check the cleanliness of the classroom. Not a single paper piece should be seen inside the classroom thrown carelessly. If cleanliness is not up to the mark, please inform the concerned In-charge teacher undersigned/ and get it cleaned immediately by conservancy staff.
13. Each class room should have a Dustbin and proper use of it must be done. The teachers should compel students to use it properly.
14. All students should sit in proper way. Desk and bench should be arranged in two or three rows as per the strength of students. Students seating may be arranged as per their height.
15. Students must be trained to turn off lights/fans as and when they leave the classroom.
16. Lights must be used only on need base and no misuse of electricity should be allowed.
17. All subject teachers have to prepare (monthly wise) annual teaching plan to complete the syllabus on time. The syllabus of class X and class XII will be completed by second week of Nov 2019 and for all others by Jan 2020.
18. Revision plan will be prepared in the month of Nov 2019 for classes X and XII and for others in the month of Feb 2020. First round revision for classes X and XII will be completed by

Dec 2019 and for the others by Feb 2020. Second round revision will commence from

Jan 2020 onwards for classes X and XII and it will be completed by 15th Feb 2020, for this purpose action plan will be chalked out in the month of Dec 2019.

1. Subject teachers have to inform their time table to students so that they could bring their books, notebooks and other teaching material regularly. Teachers should check the regular attendance of students and if any student is found irregular his/her parents must be called to sort out the problem.
2. Name of the topic/chapter must be written on black board before you start teaching work.
3. Class room discipline must be maintained during the period.
4. Class work/Home work must be given in a balanced way.
5. Students note book/work book etc must be checked regularly. Positive remark may be given wherever necessary.
6. Teachers to carry chalk to the classes & not to ask students to fetch one. Teachers not to allow students to leave the classes under one pretext or the other.
7. Teachers not to call students from classes during the Class time, unless it is very important.
8. Class teachers are requested to collect the old Text Books of their respective classes and the same may be handed over to Mrs. Shalini P Nair after the Session Ending Examinations. These are to be distributed among needy children.

PRINCIPAL

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| 39 | Club Activities | -Club meeting to be conducted  every week  -The club must involve the  Student in the maximum activities.  -The Achievement of the students  to be highlighted  Club Conveners | **Integrity Club** |  |
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| **Maths Club** |  |
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Note :**Top name**in the committee to be treated as Convener . But in the absence of the

first named person as per the list , the next person will take Charge automatically till

further order./ Instructions .

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