

Kendriya Vidyalaya No 1. Palakkad

STAFF DUTY LIST 2021-22

For the smooth functioning and execution of various activities, duties and responsibilities other than class room teaching are allocated among the staff members and the same is placed before all staff members for further course of action. The name Listed in the top of each committee is the in-charge of that committee, but all the members in the committee have equal role and responsibilities to organize and execute the action plan. Hence all committee members are requested to set action plan for the session 2021-22 and submit to the undersigned.

Wish you a successful academic year ahead and solicit all your cooperation for the administrative and academic activities of the Vidyalaya.

Sobha
27/03/21
PRINCIPAL I/c

Principal / प्रमुख
Kendriya Vidyalaya No: I / केन्द्रीय विद्यालय
Hannanika Nagar / हनुमन्टिका नगर
Palakkad-378 006 / पलक्काट-378 006

KENDRIYA VIDYALAYA NO.1 PALAKKAD

STAFF DUTY LIST 2021-22

SL NO	NAME OF COMMITTEE	COMMITTEE MEMBERS	NATURE OF DUTY	SIGN
1	Vidyalaya Plan	Vice principal	1. To guide, suggest and chalk out all action plan for academic & non-academic activities. 2. Committee will meet monthly and take decision during emergency situation and on academic related issues. 3. Any other related work.	
		Mrs. Sobhana P K		
		Mrs. Mony K R		
		Mr. Chandrakanthan K C		
		Mrs. Geethanjali M S		
2	Academic Council	Vice principal	Prepare academic split of syllabus and monitoring its execution.-Subject Committee records-Panel Inspection documents -Monitoring syllabus completion -submission of year plan class wise -Slow learners special coaching -Academic Enrichment Programme	
		Mrs. Sobhana P K		
		Mrs. A.Rajalakshmi		
		Mrs. Sheeja M K		
		PGT Chemistry		
		Mr. Liyyappan		
		TGT SKT		
		Mrs. Geethanjali M S		
Mr. V. Ravikrishnan				
3	Student council	Mrs. Sheeja M K	Complete the constitution of Student council. Organise investiture ceremony. Monitor and Guide the activities of student council members	
		Mrs. Sona Rani		
		Dr. K.G. Sreedharan		
		Mr. Jestin Jose		
		Mrs. Parul Chaudhary		
		Mrs. CP Ramani		
		Mrs. G. Rama Devi		
		Mr. Ankit		
4	Admission	Mrs. Rajalakshmi	Complete the admission process following the admission guideline. Keep record of all data pertain to the admission. Prepare answer to various parliament queries. Guide the parents for various formalities	
		Mrs. A Jyothi		
		Mrs. Vidya R Prabhu		
		Mrs. Salini P Nair		
		Mrs. Geethanjali M S		
		Mrs. Rama Devi		
		Mrs. M Prasanna		
		class teachers I A,B,C,D		

5	School Examination	SEC&SEN.SECONDARY	Plan for Assessment Test & Exams. Conduct of PT meetings to pass the information well in advance. Procuring exam related material. Smooth conduct of school examinations. Record of Result analysis. Issue of achievement card etc.
		Mrs. Mony K R	
		Mrs. Sheeja M K	
		Mr.Sriju	
		Mr.Anoop Kumar	
		Mrs. DeepikaRani	
		PRIMARY	
		Mrs. Indira Devi V	
		Mrs. Archana M	
		Mr. Ankit	
		Mr.Subham Sen	
Mrs. Geethanjali M S			
6	CBSE Examination	Mrs. Muthulakshmi	CBSE REGISTRATION FOR IX-XII.Update CBSE circulars. Disseminate it to various stake holders. Conduct of CBSE examinations. Prepare result analysis
		Mr.liyyappan	
		Mrs.Valsamma Thomas	
		Mrs.K N Komalam	
		Smt.Mamta	
7	Time Table	SEC&SEN.SECONDARY	Prepare time table as per norms. Daily substitution arrangement. Staff requirement data. Special/remedial time table. Issue of time table copy to all stake holders. Display of time table in class rooms. A common time table to be fixed in notice board
		Ms. V R Jayasree	
		Mrs A Jyothi	
		Mrs Paul chaudhary	
		Mrs. Prabina K K	
		PRIMARY	
		Mrs.Surabhi	
		Mrs.Krishnapriya	
		Mrs.M prasanna	
		Mrs.K Sheela	
		PRT 8	
8	CCA	Mrs. Kavita (PGT ENGLISH)	Prepare of Calender of CCA activities in the month of April itself. Supply it for school diary. Constitite houses under house master and associates. Conduct well organised morning assembly. Conduct scheduled CCA programmes and special events as per KVS orders. constitute various clubs and monitor club activities
		PGT Chemistry	
		Mr.Sanjeev Menon	
		Mrs. Ajitha L	
		TGT SST 2	
		Mr.Anoop Kumar	
		PRIMARY	
		Mrs Reetu Rani	
		Mrs. Bindu B	
		Ms.Pooja Rani	
PRT 2			

9	External Examination & External CC A	SECONDARY	All Olympiads. All other competitions by KVS or reputed agencies (only approved by the Principal	
		Mrs Sinimol		
		Mrs.Divya Devanand		
		TGT SST 1		
		Dr. Sreedharan		
		PRIMARY		
10	NIOS & Neighbouring School Partnership programme	Mr. Chandrakanthan	Complete the procedure as per the directions of KVS OR NIOS. Conduct of NIOS Examinations. Attend the queries of registered candidates	
		Mr.Sriju		
		Mr.Annop kumar		
		Mr.Subham Sen		
	11	Morning Assembly	Mr.Ravi	To plan the Morning assembly programme & allot the duty to house master or class teacher. Trial before the execution of programmes. Quality programmes to be selected.
			Mrs. Kavita (PGT ENG)	
Mrs. Reetu Rani				
Mr.Jestin Jose				
12	Guidance and counseling	Mrs. KN Komalam	Organise Various programmes to give guidance and Counselling to students. Experts should also to be invited time to time to provide guidance to students	
		Mr. Subham Sen		
		All house Masters & Class teachers		
		Mrs A Jyothi		
		Mrs.Sona Rani		
13	ACP	Mrs.Salini P Nair	Organise classes for students. Attend training programmes. Mould the children to become an enlightened citizen	
		Mr.Jestin Jose		
		Mrs.M prasanna		
		Mr.Sanjeev Menon		
		Mrs.Divya Devanand		
14	AEP	Mr. Johnson Mathew	Plan adolescence programme periodically. Report should sent to KVS RO as and when required	
		Mrs Indira Devi		
		Mrs.Rama Devi		
		Mr.Chandrakanthan.K C		
15	Scout, Guides Cubs And Bull bulls	Mr .SRIJU	Organise student activities. Organise training programmes and camps. Create awareness among the students	
		Mrs.Komalam		
		Mrs. Akhileswari		
		Mrs. Devika Nair		
16	School Furniture	All trained Teachers	To keep proper stock of the furniture. Condemnation and disposal of damaged furniture after checking their life. Repair damaged furniture. Class wise, department wise data of furniture to be maintained. Procure furniture as per the requirement and financial limit	
		Mrs. Mini Sekhar		
		PGT Chemistry		
		Mrs. K N Komalam		
		Mr.Jestin Jose		
		Mrs. Akhileswari		
Mr. Ankit				
Mr.Subham Sen				

17	Student Fee UBI	Mrs. Vidya R Prabhu	Verify the error fee UBI data.
	Form CS -54	Mrs. Valsamma Thomas	maintain the form CS-54 It is to be tallied with actual fee collected
		Mrs. Ajitha	
Mr. Ravikrishnan			
Mrs. Kavita Rani			
Income tax	PRT 5	staff income tax calculation and follow up	
	Mrs. Krishna Prabha		
	Mr. Rishi kumar Verma		
18	Student ID card	Mrs. Sini mol K P	To prepare student and teachers diary. New ID card for students and staff
		Mrs. Salini P Nair	
19	Swatch Bharat , Haritha vidyalaya, School Beatuification	Mrs. K N Komalam	Maintain green ecofriendly campus by tree plantation & gardening. Participation in GSP . Labeling of plants. Maintenance of various garden. Take up various works related with school beautification and stock entry thereof
		Mrs. Akhileswari	
		Mrs. Muthulakshmi	
		Mrs. Mony K R	
		Mrs. Salini P Nair	
		Mrs. Devika Nair	
		Mr. Anoop Kumar	
20	School cleanliness	Mrs. Riya Agarwaal	Look after the cleanliness of vidyalaya building and its premises, monitor the work of cleaning staff. Submit weekly report of floor wise
		Mrs. KN Komalam	
		Ms. V R Jayasree	
		Mr. Chandrakanthan.C.K	
		Mr. Jestin Jose	
		Mrs. Ajitha L	
		Mrs. Geethanjali	
Mrs. Krishnapriya			
21	Repair & maintenance, Fire safety	All class Teachers	Execute the petty construction and repair work urgently required, Estimate the expenditure and do the follow up for its execution. Collect the requirement from various departments and complete the works in assigned time
		Mrs. K N Komalam	
		Mrs Rajalakshmi	
		Mr. Chandrakanthan.C.K	
		Mr. Jestin Jose	
		Mr. Anoop Kumar	
		Mrs Mini Sekhar	
Mrs Surabhi S			
22	School Excursion & Educational Trip	Mrs Kavita Rani	To plan and organise the place of visit. Study the cause effective, safe destination. Arrange vehicles for the trip following the quotation formalities as per KVS Norms
		Mrs. Sinimol K P	
		Mr. Johnson Mathew	
		Mr. Chandra kanthan	
		Mrs, Valsamma Thomas	
Mr. Ravikrishnan			
		Mrs. Archana M	

23	Medical Room and medical check-up	Mrs. Muthulakshmi	To maintain the stock of the medicine and related items. To co-ordinate Doctor and Nurse. Procure necessary medicine and first aid	
		Mr. Jestin Jose		
		Mrs. Salini P Nair		
		Mrs. M Prasanna		
	Secondary Activity Room	Mr Ravikrishnan	Up keep of the Room. Keep record of utility of the Room	
		Mrs. Deepika Rani		
Primary Activity Room	Mr. Sanjeev Menon			
	Mrs. sheela			
	PRT 5			
	PRT 6			
24	Teaching Aid	Mr. Chandra kanthan	To procure the needed teaching aid and extend the facility to all departments. Maintain stock register	
		Mrs. Parul Chaudhary		
		Mrs. Vidya R Prabhu		
		Computer instructors		
25	Library Committee	Mrs. Salini P Nair	To recommend books to be purchased for school library. Schedule library activities. Procurement of News Paper and Magazines. Up lift of library facilities	
		Mrs. .Mony K R (PGT)		
		Mrs. Mini Sekhar (TGT)		
		TGT SST1		
		Geethanjali M S		
		Mrs Kavita Rani		
		Ms. Riya Agarwaal		
		2 students		
26	Discipline committee	Mr. Jestin Jose	To check the turnout of students. Conducting enquiry on all indiscipline cases. Regulate the movement of students in the school premises. Organise student discipline committee class-wise	
		Mr. Sanjeev Menon		
		Mrs. Sheeja M K		
		Mrs. Geethanjali M S		
		Mr. Ravikrishnan		
		All class Teachers		
27	Purchase Committee	Mrs. Rajalakshmi	List out the material for purchase. Collect the requirement. Follow the purchase procedure for procurement	
		Mrs. KN Komalam		
		Mr. Jestin Jose		
		Mr. Rishi kumar Verma		
28	Sports Committee	Mrs. Krishna Prabha	Organise inter-house matches, prepare panel for escort. Playground and children's park development. Attend sports council meeting. Organise sports day. Coordinate SBSB and Fit India programmes	
		Mr. Jestin Jose		
		Mr. Sanjeev Menon		
		Mr. Anoop Kumar		
		Mrs. Ajitha		
		TGT SST		
		Mrs. Mamta		
		PRIMARY		
		Mr. Ravikrishnan		
Mr. Ankit				
Mrs. Kavita Rani				

29	Programme for Academic Loss	Mrs. Sheeja M K	find out the various academic losses and schedule for its compensation	
		Ms. VR Jayasree		
		Mr. Iiyappan		
		TGT HINDI		
		Mrs. Surabhi		
30	CMP	Mrs. Riya Agarwaal	Material procurement. Schedule activities. Organise cluster level meet. Maintenance of Records	
		Mrs. Krishnapriya PRT 7		
31	Official Language	Mrs. Sobhana P K	Promotion of usage of official language. Attending District level meeting. Celebrations of language week	
		Dr. K.G G. Sreedharan		
		Mr. Sanjeev Menon		
		Mrs. Deepika Rani		
		TGT HINDI		
32	Vidyalaya Pathrika	Mrs. Sona Rani	Selecting best articles and consolidation. School achievements and relevant photographs to be included	
		Mr. Johnson Mathew		
		Mr. Sriju		
		Mr. Sanjeev Menon		
		TGT HINDI		
33	Class wise magazine	SECONDARY	Motivating every student to write at least one article consolidate and release the magazine	
		All class Teachers		
		PRIMARY		
		HM (I/C)		
		All class Teachers		
34	News letter	Pooja Rani	Selecting best articles and consolidation. School achievements and relevant photographs to be included	
		PRT 4		
		Mr. Subham Sen		
		Computer instructor		
35	School Achievement Records Consolidation	Mrs. Sona Rani	Maintain record of all events. Minutes of staff meetings and school inspection	
		Mrs. Vidya R Prabhu		
		Mrs. Kavita (CCA I/c)		
		Mr. Jestin Jose		
		Mrs. Reetu Rani		
36	Tarunotsav	Mr. Chandrakanthan. C.K	Organise Tarunotsav as per the schedule. Organise programmes to collaborate other schools	
		PGT Chemistry		
		Mrs. Muthulakshmi		
		Mrs. Valsamma Thomas		
37	Grievance cell & women redressal forum	Vice principal	To attend the grievance of all employees and do the needful in consultation with administrator. Grievances to be documented if necessary	
		Mrs. Sobhana		
		Mrs. Mony K R		
		Mrs. Sinimol K P		
		PGT Chemistry		
		Mrs. Geethanjali		
		Mr. Ravikrishnan		

38	Press & Public Relations, Photography	Mr. Ravikrishnan	The important activities to be documented and the gist of the programme to be sent to the media. Maintain public relation
		Mrs. KN Komalam	
		Mr. Ankit	
		Computer instructor	
39	SCIENCE Programmes	Mrs .Mony K R (overall co-ordination)	co-ordinate all activities
	1. Exhibition	Ms. VR Jayasree Mrs.Mamta	conduct school level exhibition by coordinating all science and maths
	2.Science Congress	Mrs. Muthulakshmi & Mr. Ilyappan	prepare team of students with the help of all science teachers
	3.ATL events	Mrs.A Jyothi & PGT CHE	organise ATL events
	4.Jigyasa	Mrs. Akhileswari	Organise all Jigyasa programmes
	5.Inspire	Mr.liyyappan	Registration and follow up
40	Atal Tinkering Lab	Mrs.A Jyothi	conduct programmes to nurture the innovative minds
		Mrs. Mony K R	
		Mrs.KN Komalam	
		Mrs.Vidya R Prabhu	
41	Maths Lab & Maths Garden	Mrs. Rajalakshmi	Establish maths lab. keep stock register and implement lab activities along with members of Maths Dept.
		Mrs.Mini Sekhar	
42	CCT, NEP & CBE	Mrs. Akhileswari	Schedule CCT as per KVS. Coordinate NEP & CBE Programmes
		Mrs. Mini sekhar	
		Mr.Sriju	
43	Back to Basic	Mr. Johnson Mathew	Implement the system. Update the latest process. Convene teachers meeting
		Mrs. Sona Rani	
		Mrs.Divya Devanand	
		Mrs.Geethanjali M S	
		PRT	
44	Search & Rescue	Mr.Jestin Jose	Disaster management training. Arrange mock Drills.
		Mr. Anoop Kumar	
		TGT SST1	
		TGT SST 2	
45	Routs to root	Mr.Subham Sen	Arrange the Programmes, Maintain records and Submit the records as on requirement
		Computer instructor	
		Mrs. Archana	
46	Suggestion Box	Mrs. Valsamma	Maintenance suggestion Box. Periodically open it ,Keep the confidentiality
		Mrs. Prabina	
47	Subject Convener	Senior Teacher of the concerned subjects	Conduct timely subject committee meeting. Submit the minutes To Principal and execute
48	CLUB ACTIVITIES	PGT Chemistry	Constitute Various clubs and Nominate in-charges
		Ms.Sinimol K P	