

KENDRIYA VIDYALAYA NO.1 PALAKKAD

STAFF DUTY LIST 2022-23

SL NO:	NAME OF THE COMMITTEE	COMMITTEE I/C AND MEMBERS	SIGN	NATURE OF DUTY	
1	VIDYALAYA PLAN	SECONDARY		CO-ORDINATION & PREPARATION OF THE PLAN	
		1) Mrs. SOBHANA P K (I/C)			
		2) Mrs. JAYA P			
		3) Mrs. MONY K R			
		4) Mrs. A RAJALAKSHMI			
		5) Mrs. SAJEENA H			
		6) Mr. JESTIN JOSE			
		PRIMARY			
1) Mrs. GEETHANJALI M S (HM)					
2) Mr. RAVIKRISHNAN V					
2	ACADEMIC COUNCIL	SECONDARY		TO PLAN AND IMPLEMENT THE ACADEMIC PROGRAMME OF THE SCHOOL INCORPORATING THE LATEST CHANGES IN THE FIELD OF EDUCATION, GIVE TRAINING TO THE FACULTY MEMBERS FOR CLASS ROOM INTERACTION, MONITOR THE PROGRESS OF ACADEMIC ACTIVITIES, CONDUCT SUBJECT COMMITTEE MEETINGS AND GUIDE TEACHERS IN MAKING TEACHING INTERESTING AND ENJOYABLE, DEVISE METHODOLOGIES TO IMPROVE THE RESULT.	
		1) Mrs. SOBHANA P K (I/C)			
		2) Mrs. A RAJALAKSHMI			
		3) Mrs. JAYA P			
		4) Mrs. MONY K R			
		5) Ms. V R JAYASREE			
		6) Mrs. DHANYA M			
		PRIMARY			
1) Mrs. GEETHANJALI M S (HM)					
2) Mr. RAVIKRISHNAN V					
3	STUDENT COUNCIL	SECONDARY		COMPLETE THE CONSTITUTION OF STUDENT COUNCIL. ORGANISE INVESTITURE CEREMONY .MONITOR AND GUIDE THE ACTIVITIES OF STUDENT COUNCIL MEMBERS	
		1) Mrs. SAJEENA H (I/C)			
		2) Mrs. DHANYA M			
		3) Mr. JOHNSON MATHEW M			
		4) Mr. JESTIN JOSE			
		PRIMARY			
1) Mr. RAVIKRISHNAN V(I/C)					
2) Mrs. ARCHANA M					
4	ADMISSION	SECONDARY		REGISTRATION FOR ADMISSION, SCRUTINY OF APPLICATIONS, PREPARATION OF SELECTION LISTS AND ADMISSIONS AS PER THE KVS GUIDELINES.	
		1) Mrs. A RAJALAKSHMI (I/C)			
		2) Mrs. VIDYA R PRABHU (FOR ONLINE HELP)			
		3) Mrs. SALINI P NAIR			
		4) Mr. RANDHEER VANNERY			
		5) Mrs. SONA RANI U			
		PRIMARY			
		1) Mrs. GEETHANJALI M S (HM)			
		2) Mrs. RAMADEVI G			
		3) Mrs. M PRASANNA			
4) Mrs. KRISHNAPRIYA M					
	CLASS TEACHERS OF I A,B,C,D				
5	SCHOOL EXAMINATION	SECONDARY		TO PLAN ALL THE TESTS AND EXAMINATIONS WELL IN ADVANCE AS PER THE KVS NORMS, CONDUCT THEM EFFICIENTLY. PROCURE ALL THE STATIONARY IN ADVANCE AND THEIR JUDICIOUS USE. COLLECTION, PRINTING AND DISTRIBUTION OF QUESTIONS. SENDING ANSWER SCRIPTS FOR EVALUATION AND COLLECTION AFTER EVALUATION, RESULT PREPARATION. PREPARATION OF RESULT ANALYSIS AS AND WHEN REQUIRED.	
		1) Mrs. MONY K R (I/C)			
		2) Mrs. DHANYA M			
		3) Mr. SRIJU M G			
		4) TGT SANSKRIT			
		PRIMARY			
		1) Mrs. KRISHNAPRIYA M(I/C)			
		2) Mrs. INDIRADEVI V			
	PRT 2 and 3				

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6	CBSE EXAMINATION	1) Mrs. USHA S MENON (I/C) 2) Mrs. MUTHULAKSHMI M 3) Mrs. VALSAMMA THOMAS 4) Mr. JOHNSON MATHEW M		REGISTRATION OF STUDENTS WITH CBSE IN TIME, UPLOADING OF LOC, MARKS AND GRADES AS PER CBSE NORMS, SAFE CUSTODY AND DISTRIBUTION OF CBSE DOCUMENTS & OTHER CORRESPONDENCE WITH CBSE.
7	TIME TABLE	SEC AND SR.SECONDARY 1) Ms. V R JAYASREE (I/C) 2) Mrs. PRABINA K K 3) Mrs. SALINI P NAIR PRIMARY 1) Mrs. SURABHI S (I/C) 2) Mrs. SHEELA K 3) Mrs. KRISHNAPRIYA M PRT 4 and 5		PREPARATION OF TIME TABLE AS PER KVS NORMS, MAKE ARRANGEMENTS ON LEAVE, OFFICIAL DUTY AND OTHER EMERGENCIES.
8	CCA	SEC AND SR.SECONDARY 1) Mrs. SAJEENA H (I/C) 2) Mrs. JAYA P 3) PGT ECONOMICS 4) TGT HINDI 2 5) Mrs. L AJITHA 6) Mr. JOHNSON MATHEW M 7) Mrs. PRASEENA J 8) PGT GEOGRAPHY PRIMARY 1) Mrs. ARCHANA M (I/C) 2) Mrs. SURABHI S 3) PRT 6 and 7		TO PLAN AND IMPLEMENT THE ENTIRE CCA PROGRAMME, PREPARATION OF RESULT, PRIZE DISTRIBUTION, SCHOOL COUNCIL SELECTION AND FUNCTIONING, ORGANISATION OF ANNUAL DAY, OTHER CELEBRATIONS OF NATIONAL, INTERNATIONAL AND REGIONAL IMPORTANCE AND MAINTENANCE OF RECORDS. TO GIVE WIDE PUBLICITY ABOUT VARIOUS EXTERNAL COMPETITIONS ORGANIZED BY VARIOUS AGENCIES, COLLECT NAMES AND SENDING THEM IN TIME, ORGANIZING COMPETITIONS INTERNALLY TO SEND BEST TEAMS/NAMES OUTSIDE.
9	EXTERNAL CCA	1) Mrs. SINIMOL K P (I/C) 2) Mrs. DIVYA DEVANAND 3) Mrs. PRASEENA J PRIMARY PRT 8 and 9		CONDUCT CCA COMPETITIONS ORGANISED BY EXTERNAL AGENCIES HAVING PERMISSION FROM KVS. MAINTAIN ACCOUNTS AS PER THE KVS DIRECTIONS.
10	EXTERNAL EXAMINATION	1) Mrs. SINIMOL K P (I/C) 2) Mrs. DIVYA DEVANAND 3) Mrs. PRASEENA J		CONDUCT EXAMINATIONS ORGANISED BY EXTERNAL AGENCIES HAVING PERMISSION FROM KVS. MAINTAIN CONFIDENTIALITY OF THE EXAMINATION MAINTAIN ACCOUNTS AS PER THE KVS DIRECTIONS.
11	NIOS and NEIGHBORING SCHOOL PARTNERSHIP PROGRAMME	1) Mrs. SINIMOL K P (I/C) 2) Mr. SRIJU M G 3) Mr. B RAVI (SUB STAFF) 4) COMPUTER INSTRUCTOR		COMPLETE THE PROCEDURE AS PER THE DIRECTIONS OF KVS OR NIOS. CONDUCT OF NIOS EXAMINATIONS. ATTEND THE QUERIES OF REGISTERED CANDIDATES
12	MORNING ASSEMBLY	SEC AND SR.SECONDARY 1) Mrs. SAJEENA H (I/C) 2) Mr. JESTIN JOSE 3) Mrs. K N KOMALAM 4) PRT MUSIC 5) ALL CLASS TEACHERS PRIMARY 1) Mrs. ARCHANA M (I/C) 2) Mrs. SURABHI S PRT 10		TO PLAN AND CONDUCT MORNING ASSEMBLY IN A BEFITTING MANNER AS PER THE KVS NORMS, PRESENT QUALITY PROGRAMME IN ASSEMBLY, MAINTENANCE OF DISCIPLINE.

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13	GUIDANCE AND COUNSELLING	SEC AND SR.SECONDARY		TO PROVIDE CAREER GUIDANCE, CAREER COUNSELING BY EXPERTS, IDENTIFY THE STUDENTS HAVING DIFFICULTIES AND EXTEND SUPPORT TO THEM.		
		1) Mrs. SONA RANI U (I/C)				
		2) Mrs. SALINI P NAIR				
		3) Mr. JESTIN JOSE				
		4) COUNSELLOR				
PRIMARY						
1) Mrs. M PRASANNA (I/C)						
14	ACP	SECONDARY		TO ORGANISE THE ACTIVITIES RECOMMENDED		
		1) Mr. SANJEEV MENON K (I/C)				
		2) Mrs. DIVYA DEVANAND				
		3) Mr. JOHNSON MATHEW M				
15	AEP	SECONDARY		TO ORGANISE VARIOUS ACTIVITIES UNDER AEP, COUNSELLING STUDENTS.		
		1) Mrs. MUTHULAKSHMI M (I/C)				
		2) Mr. JOHNSON MATHEW M				
		3) Mrs. DIVYA DEVANAND				
		4) Mrs. K N KOMALAM				
		5) Mrs. SALINI P NAIR				
OVERALL INCHARGE (STAFF / SCOUTS/GUIDES/CUBS / BULBULS) : Mrs. SALINI P NAIR (I/C) CO-ORDINATION : Mrs. DEVIKA NAIR (I/C)						
16	SCOUTS	SECONDARY		TO PREPARE AND TRAIN STUDENTS FOR VARIOUS LEVELS OF TESTS IN SCOUTS. TO ARRANGE CAMPS AT SCHOOL LEVEL.		
		1) Mr. JOHNSON MATHEW M (I/C)				
		2) Mrs. PRABINA K K				
	3) Mrs. L AJITHA					
	GUIDES	SECONDARY		TO PREPARE AND TRAIN STUDENTS FOR VARIOUS LEVELS OF TESTS IN GUIDES. TO ARRANGE CAMPS AT SCHOOL LEVEL.		
		1) Mrs. SALINI P NAIR (I/C)				
		2) Mrs. DIVYA DEVANAND				
	3) Mrs. M PRASANNA					
	CUBS	PRIMARY		TO PREPARE AND TRAIN STUDENTS FOR VARIOUS LEVELS OF TESTS IN CUBS AND BULBULS. TO ARRANGE CAMPS AT SCHOOL LEVEL.		
		1) Mrs. ARCHANA M (I/C)				
2) Mrs. SURABHI S						
FLOCK LEADERS (BULBUL)	1) Mrs. SHEELA K (I/C)					
	2) Mrs. KRISHNAPRIYA M					
17	SCHOOL FURTINURE	SECONDARY		PROCURING AND PROPER DISTRIBUTION OF SUITABLE FURNITURE, MAINTENANCE & TIMELY REPAIR.		
		1) Mrs. MINI SEKHAR S (I/C)				
		2) Mrs. USHA S MENON				
		3) Mrs. K N KOMALAM				
		4) Mr. JESTIN JOSE				
		PRIMARY				
		1) PRT MUSIC PRT 11 AND 12				
18	FORM CS - 54	SECONDARY		MAINTAIN THE FORM CS-54 . IT IS TO BE TALLIED WITH ACTUAL FEE COLLECTED.		
		1) Mrs. VALSAMMA THOMAS				
		2) Mrs. L AJITHA				
	PRIMARY					
	1) Mrs. DEVIKA NAIR (I/C) PRT 13 AND 14					
OFFICE INCOME TAX	1) Mrs. KALARANI K P (I/C)			TO MAINTAIN THE INCOME TAX RELATED DETAILS		
	2) Mrs. SINIMOL K P					
	3) Mrs. LATHA R					
	4) Mrs. ANITHA B, DEO					

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19	STUDENT ID CARD	1) Mrs. SALINI P NAIR 2) Mrs. K N KOMALAM		TO PREPARE STUDENT AND TEACHERS DIARY. NEW ID CARD FOR STUDENTS AND STAFF.
20	SWATCH BHARAT HARIDA VIDYALAYA	SECONDARY		MAINTAIN GREEN ECOFRIENDLY CAMPUS BY TREE PLANTATION AND GARDENING, PARTICIPATION IN GSP, LABELLING OF PLANTS.MAINTENANCE OF VARIOUS GARDEN, TAKE UP VARIOUS WORKS RELATED WITH SCHOOL BEAUTIFICATION AND STOCK ENTRY THEREOF.
		1) Mrs. MUTHULAKSHMI M (I/C)		
		2) TGT SCIENCE		
		3) Mrs. SALINI P NAIR		
PRIMARY				
PRT 15 AND 3				
21	SCHOOL CLEANLINESS/ BEAUTIFICATION	SECONDARY		LOOK AFTER THE CLEANLINESS OF THE VIDYALAYA BUILDING AND ITS PREMISES. MONITOR THE WORK OF CLEANING STAFF.SUBMIT WEEKLY REPORT OF FLOOR WISE.
		1) Mrs. K N KOMALAM (I/C)		
		2) Ms. V R JAYASREE		
		3) Mr. JESTIN JOSE		
PRIMARY				
PRT 4 AND 5				
22	REPAIR AND MAINTENENCE, FIRE AND SAFETY	SECONDARY		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.
		1) Mrs. K N KOMALAM (I/C)		
		2) Mrs. A RAJALAKSHMI		
		3) Mr. JESTIN JOSE		
PRIMARY				
PRT 6				
23	SCHOOL EXCURSION / EDUCATIONAL FIELD TRIP	SECONDARY		TO ARRANGE FIELD TRIPS AND EXCURSIONS FOR STUDENTS, MAINTAIN SAFETY AND SECURITY OF STUDENTS DURING THE PROGRAMME.
		1) Mrs. SINIMOL K P (I/C)		
		2) Mr. JOHNSON MATHEW M		
		3) Mrs. VALSAMMA THOMAS		
PRIMARY				
PRT 7 and 8				
24	MEDICAL ROOM AND MEDICAL CHECK UP	SECONDARY		TO MAINTAIN THE STOCK OF THE MEDICINE AND RELATED ITEMS.TO CO-RODINATE DOCTOR AND NURSE.PROCURE NECESSARY MEDINE AND FIRST AID.
		1) Mrs. MUTHULAKSHMI M (I/C)		
		2) Mr. JESTIN JOSE		
		3) Mrs. SALINI.P.NAIR		
		4) COUNSELLOR		
	5) NURSE			
PRIMARY				
1) Mr. RAVIKRISHNAN V (I/C)				
2) Mrs. M PRASANNA				
SECONDARY ACTIVITY ROOM		1) Mr. SANJEEV MENON K (I/C)		UP KEEP OF THE ROOM.
PRIMARY ACTIVITY ROOM		1)Mrs. SHEELA K (I/C)		KEEP RECORD OF UTILITY OF THE ROOM
PRT 9 AND 10				
25	TEACHING AID	SECONDARY		TO PROCURE, STORE AND DISTRIBUTE VARIOUS TEACHING AIDS, LEARNING MATERIALS FOR CLASS ROOM TEACHING.
		1) Mrs. PRASEENA J (I/C)		
		2) Mrs. VIDYA R PRABHU		
		3) COMPUTER INSTRUCTORS		
PRIMARY				
1) Mr. V RAVIKRISHNAN				
PRT 9				

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26	LIBRARY COMMITTEE	SECONDARY		TO RECOMMEND BOOKS TO BE PURCHASED FOR SCHOOL LIBRARY. SCHEDULE LIBRARY ACTIVITIES. PROCUREMENT OF NEWSPAPER AND MAGAZINES. UPLIFT OF LIBRARY FACILITIES.		
		1) Mrs. SALINI P NAIR(I/C)				
		2) Mrs. JAYA P				
		3) Mrs. MINI SEK HAR S				
		4) Mrs. PRASEENA J				
		5) Mr. ABHINAV S MENON (IX D)				
		6) Ms. VAISHNAVI L NARAYANAN (XI A)				
PRIMARY						
1) Mrs. GEETHANJALI M S (HM)						
PRT 11 AND 12						
27	DISCIPLINE COMMITTEE	SECONDARY		TO CONTROL MOVEMENTS OF STUDENTS WITHIN THE SCHOOL BETWEEN PERIODS, ASSEMBLY, LUNCH BREAK, DISPERSAL AND DURING SPECIAL PROGRAMME. MAINTAIN A NOISE FREE CAMPUS. TO CONTROL THE BEHAVIOUR OF STUDENTS AND TO TAKE DISCIPLINARY ACTIONS ON THOSE WHO BREAK RULES OF THE VIDYALAYA. TO CHECK LATECOMER, UNIFORM, SAFETY & SECURITY AT VULNERABLE PLACES/POINTS DURING ASSEMBLY/ RECESS/OTHER EVENTS. TO PROMOTE PEACE/ HARMONY/ ANGERFREENESS AMONG STUDENTS.		
		1) Mr. JESTIN JOSE (I/C)				
		2) Mr. SANJEEV MENON K				
		3) Mrs. USHA S MENON				
		ALL CLASS TEACHERS				
		PRIMARY				
		1) Mrs. GEETHANJALI M S (HM)				
2) Mr. RAVIKRISHNAN V						
ALL CLASS TEACHERS						
28	PURCHASE COMMITTEE	1) Mrs. A RAJALAKSHMI(I/C)		TO FOLLOW PURCHASE PROCEDURES FOR PROCURING ARTICLES REQUIRED FOR THE VIDYALAYA		
		2) Mrs. K N KOMALAM				
		3) Mr. JESTIN JOSE				
		4) Mrs. LATHA R				
		JSA 2				
29	SPORTS COMMITTEE	SECONDARY		TO ORGANIZE AND CONDUCT SCHOOL LEVEL, CLUSTER LEVEL, REGIONAL LEVEL AND NATIONAL LEVEL GAMES AND SPORTS.		
		1) Mr. JESTIN JOSE (I/C)				
		2) Mr. SANJEEV MENON K				
		3) Mrs. L AJITHA				
		PRIMARY				
1) Mr. RAVIKRISHNAN V (I/C)						
PRT 13 AND 14						
30	PROGRAMME FOR ACADEMIC LOSS	SECONDARY		FIND OUT THE VARIOUS ACADEMIC LOSSES AND SCHEDULE FOR ITS COMPENSATION		
		1) Ms. V R JAYASREE (I/C)				
		2) Mrs. SALINI P NAIR				
		PRIMARY				
1) Mrs. SURABHI S (I/C)						
PRT 1 AND 2						
31	CMP	PRIMARY		MATERIAL PROCUREMENT. SCHEDULE ACTIVITIES. ORGANISE CLUSTER LEVEL MEET AND MAINTAIN RECORDS.		
		1) Mrs. ARCHANA M (I/C)				
PRT 15 AND 1						
32	OFFICIAL LANGUAGE	1) Mrs. SOBHANA P K (I/C)		PROMOTION OF USAGE OF OFFICIAL LANGUAGE. ATTENDING DISTRICT LEVEL MEETING CELEBRATIONS OF LANGUAGE WEEK.		
		2) Mr. SANJEEV MENON K				
		3) TGT HINDI				
		4) Mrs. LATHA R				
33	VIDYALAYA PATRIKA	SECONDARY		TO COLLECT, EDIT AND PRINT VARIOUS PUBLICATIONS OF THE VIDYALAYA AND TIMELY DISTRIBUTION AND PUBLISH VIDYALAYA PATRIKA BY 31st JULY 2022.		
		1) Mrs. JAYA P (I/C)				
		2) Mrs. SONA RANI U				
		3) Mr. JOHNSON MATHEW M				
		4) Mr. SRIJU M G				
		5) Mr. SANJEEV MENON K				
		6) TGT HINDI				
		7) COMPUTER INSTRUCTOR				

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34	CLASSWISE MAGAZINE	SECONDARY		MOTIVATING EVERY STUDENT TO WRITE ATLEAST ONE ARTICLE CONSOLIDATE AND RELEASE THE MAGAZINE.
		1) Mrs. JAYA P (I/C)		
		ALL CLASS TEACHERS		
		PRIMARY		
		1) Mrs. GEETHANJALI M S (HM)		
		2) Mr. RAVIKRISHNAN V		
		ALL CLASS TEACHERS		
35	NEWSLETTER	1) Mrs. INDIRADEVI V (I/C) PRT 2 AND 3 COMPUTER INSTRUCTOR		SELECTING BEST ARTICLES AND CONSOLIDATION. SCHOOL ACHIEVEMENTS AND RELEVANT PHOTOGRAPHS TO BE INCLUDED.
36	SCHOOL ACHIEVEMENT RECORDS CONSOLIDATION	SECONDARY		MAINTAIN RECORD OF ALL THE EVENTS. MINUTES OF STAFF MEETINGS AND SCHOOL INSPECTION.
		1) Mrs. SONA RANI U (I/C)		
		2) Mrs. VIDYA R PRABHU		
		3) Mrs. SAJEENA H		
		4) Mr. JESTIN JOSE		
		5) COMPUTER INSTRUCTOR		
		PRIMARY		
		PRT 4 AND 5		
37	TARUNOTSAV	1) Mrs. MUTHULAKSHMI M (I/C) 2) Mrs. JAYA P CLASS TEACHERS OF CLASS X (2021-22) CLASS TEACHERS OF CLASS XI (2022-23)		ORGANIZE TARUNOTSAV AS PER THE SCEDULE. ORGANIZE PROGRAMMES TO COLLOBORATE OTHER SCHOOLS.
38	GRIEVANCE CELL AND REDRESSAL FORUM	SECONDARY		TO RECEIVE THE COMPLAINTS REGARDING THE GRIEVANCES OF STAFF AND RECORD THEM. DISPOSAL OF GRIEVANCES AT VARIOUS LEVELS.
		1) Mrs. SOBHANA P K (I/C)		
		2) Mrs. MONY K R		
		3) Mrs. SINIMOL K P		
		4) Mrs. USHA S MENON		
		5) Mr. JOHNSON MATHEW M		
		PRIMARY		
		1) Mrs. GEETHANJALI M S (HM)		
		2) Mr. RAVIKRISHNAN V		
39	PRESS AND PUBLIC RELATIONS, PHOTOGRAPHY	SECONDARY		THE IMPORTANT ACTIVITIES TO BE DOCUMENTED AND THE GIST OF THE PROGRAMME TO BE SENT TO THE MEDIA.MAINTAIN PUBLIC RELATION.
		1) Mrs. JAYA P (I/C)		
		2) Mr. JOHNSON MATHEW M		
		3) Mrs. K N KOMALAM		
		4) Mrs. MINI SEKHAR S		
		1) Mr. RAVIKRISHNAN V		
		2) PRT 8		
		COMPUTER INSTRUCTORS		
40	SCIENCE PROGRAMMES	1) Mrs. MONY K R (OVERALL COORDINATION) 2) Mrs. USHA S MENON		COORDINATE ALL ACTIVITIES
	1. EXHIBITION	1) Ms. V R JAYASREE		CONDUCT SCHOOL LEVEL EXHIBITION BY COORDINATING ALL SCIENCE AND MATHS
	2. SCIENCE CONGRESS	1) Mrs. MUTHULAKSHMI M		PREPARE TEAM OF STUDENTS WITH THE HELP OF ALL SCIENCE TEACHERS
	3. ATL EVENTS	1) Mr. RANDHEER VANNERY		ORGANISE ALL ATL EVENTS
		2) Mrs. USHA S MENON		
	4.JIGYASA	1) Mrs. SINIMOL K P		ORGANISE ALL JIGYASA PROGRAMMES
5.INSPIRE	1) Mrs. SAJEENA H		REGISTRATION AND FOLLOW UP	
41	ATAL TINKERING LAB	1) Mr. RANDHEER VANNERY (I/C) 2) TGT SCIENCE 3) Mrs. K N KOMALAM 4) Mrs. VIDYA R PRABHU		CONDUCT PROGRAMMES TO NURTURE THE INNOVATIVE MINDS

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42	MATHS LAB AND MATHS GARDEN	1) Mrs. A RAJALAKSHMI(I/C) 2) Mrs. MINI SEKHAR S ALL MATHS TEACHERS		ESTABLISH MATHS LAB. KEEP STOCK REGISTER AND IMPLEMENT LAB ACTIVITIES ALONG WITH MEMBERS OF MATHS DEPT.
43	CCT,NEP AND CBE	1) Mrs. USHA S MENON(I/C) 2) Mrs. MINI SEKHAR S		TO DEAL WITH ALL CCT ACTIVITIES REGARDING CONDUCT OF CCT TEST, THEIR FEEDBACK AND COMPILATION OF OTHER DATA.
44	FLN	PRIMARY 1) Mrs. M PRASANNA(I/C) 2) COMPUTER INSTRUCTOR PRT 1		IMPLEMENT THE SYSTEM. UPDATE THE LATEST PROCESS AND CONVENE TEACHERS MEETING
45	ROUTES TO ROOT	1) Mrs. M PRASANNA (I/C) 2) COMPUTER INSTRUCTOR 3) PRT MUSIC PRT 10		ARRANGE THE PROGRAMMES,MAINTAIN RECORDS AND SUBMIT THE RECORDS AS ON REQUIREMENT.
46	SUGGESTION BOX	1) Mrs. DHANYA M (I/C) 2) Mrs. VALSAMMA THOMAS 3) Mrs. PRABINA K K		MAINTENANCE OF SUGGESTION BOX PERIODICALLY OPEN IT. KEEP THE CONFIDENTIALITY
47	SUBJECT COMMITTEE CONVENER	1) Mrs. JAYA P(ENGLISH) 2) Mrs. SOBHANA P K (LANGUAGE) 3) Mrs. A RAJALAKSHMI(MATHS) 4) Mrs. MONY K R (SCIENCE) 5) Mrs. DHANYA M(SST)		CONDUCT TIMELY SUBJECT COMMITTEE MEETING. SUBMIT THE MINUTES TO PRINCIPAL AAND EXECUTE
48	STUDENT FEE UBI	1) Mrs. VIDYA R PRABHU(I/C) ALL CLASS TEACHERS		VERIFY THE ERROR FREE UBI DATA
49	CLUB ACTIVITIES	1) Mrs. USHA S MENON (I/C) 2) Mrs. SINIMOL K P 3) Mr. JOHNSON MATHEW M 4) Mr. SANJEEV MENON K 5) Mrs. PRABINA K K 6) TGT SCIENCE 7) Mrs. SALINI P NAIR		CONSTITUTE VARIOUS CLUBS AND NOMINATE IN CHARGES TO ORGANISE VARIOUS PROGRAMME TO DEVELOP SKILLS AMONG STUDENTS AND DEVELOP INTEREST AND INQUISITIVENSS AMONG THEM.
50	SC/ST E-GRANTZ	SECONDARY 1) Mrs. DHANYA M (I/C) 2) Mrs. DIVYA DEVANAND PRIMARY 1) Mrs. GEETHANJALI M S (HM) 2) Mr. RAVIKRISHNAN V ALL CLASS TEACHERS Mr. B RAVI Mrs. LATHA R		CONSTITUTE VARIOUS CLUBS AND NOMINATE IN CHARGES TO ORGANISE VARIOUS PROGRAMME TO DEVELOP SKILLS AMONG STUDENTS AND DEVELOP INTEREST AND INQUISITIVENSS AMONG THEM.
51	PUSTAK UPAKAR COMMITTEE	1) Mrs. SALINI P NAIR (I/C) 2) Mrs. KRISHNAPRIYA M		TO COLLECT THE OLD BOOKS FROM THE CHILDREN AND TO MAINTAIN A RECORD OF IT ,BEFORE HANDING OVER IT TO THE STUDENTS OF NEXT ACADEMIC YEAR.