

# KENDRIYA VIDYALAYA CHENNEERKARA

## COMMITTEES FOR 2020-21

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2020-21. As such all the staff members are hereby informed to note the nature of duties assigned and comply with them. All the committee members will be responsible for the work of the Committee. The undersigned will ask for the compliance from the Coordinator/in – charge or in absence of Coordinator / In – charge, any member of the committee. In absence of the Coordinator/ in – charge, the next senior member of the committee will automatically will be the /Coordinator/ in – charge and so on but all the members will be equally responsible. Coordinator/ In-charge will write the names of the members in the Committee register and will allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately, if applicable. In the absence of the Coordinator/ in – charge, the member in the committee will complete the handing and taking over procedure.

Sl. No	Department /activities	Members	Duties of In-charge and Committee Members
1	Academic Council(As per minutes of RAC held on 23/02/2018) , Academic Loss Compensation Programme and Unified- District Information System for Education(U-DISE)- supply of data and conduct of PISA	Mr. Sathyajith G PGT Phy.- Coordinator – Mr. Sreekumar PGT Mathematics –Co- coordinator Mr. Roy Umman.TGT English  Primary: Mr. Zubair Ansari-Co-ordinator. Mr. Andhare Rajendra Bhasker Co- coordinator	-To plan and implement the academic programmes for the year achieving excellence in academics . - Preparation of Vidyalaya Plan and Assessment Tool. - Prepare and implement special programme for the academically challenged and gifted students. -To ensure that the Split-up-of syllabus is strictly followed by all the subject teachers and home work is assigned and correction work is done regularly and properly. -To Monitor meetings of Subject Committees at regular intervals and appraise Principal regularly. Encourage new methodologies and innovative ideas in teaching and learning process. - To prepare schedule for ALCP and Implement it. - To ensure MLL for each students.

2	Admission	<p>Mr. Sreehari S PGT CS Coordinator  Mr. Roy Umman TGT English - Co-coordinator  Mrs Resmi V Kumar TGT WE  Mr. Sita Ram Bairwa TGT Science  Mr. Zubair Ansari PRT  Mr. Urkude Mahendra PRT  Ms. Sapna PRT</p>	<p>a) To monitor the process of Registration of candidates( online or Offline) as per the schedule given by KVS.  b) Scrutiny of registration forms as per the admission guidelines given by KVS  c) Preparation of provisional list of selected candidates for all the classes.  d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.( for applicable classes)  e) To take the approval of the Chairman, VMC, before the release of the merit list.  f) Maintenance of admission registers.  g) Admission of candidates based on KV TC as per KVS norms.  h) Local transfer admissions.  i) Admissions as per RTE Act.  j) Maintenance of admission records as per KVS guidelines in the prescribed proformas.  k) Uploading data on UBI Portal.</p>
3(a)	<p>Examination  ( internal)</p> <p>Coordinator for Primary Exam</p>	<p>Mr. Subin Thomas PGT Chem. Coordinator- Overall  Mr. Ganesh Kr Choudhary- Co-coordinator  Mr. Devendra Kumar TGT Maths  Mrs.Renu Dhaker TGT Skt</p> <p>Mr. Durgesh , PRT- Coordinator  Mrs. Shikha Rani PRT Co-coordinator  Mr. Rajendra B PRT</p>	<ul style="list-style-type: none"> <li>- To plan Examination schedule well in advance.</li> <li>- Intimate the students about dates of Examination through students' diary.</li> <li>- Setting of the question papers well in time.</li> <li>-Arrangement Of necessary materials for the smooth conduct of examination.</li> <li>- Maintenance of Records.</li> <li>- Result Analysis in time.</li> </ul>

3(b)	External (CBSE)	Ms. Ninu V Joy, PGT Bio. - Coordinator Mr. Subin Thomas PGT Chem.- Co-coordinator Mr. Devendra Kumar TGT Maths Class Teachers of IX to XII	<ol style="list-style-type: none"> <li>1. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.</li> <li>2. Registration of Class IX and XI students, filling of the forms and completing the formalities in time</li> <li>3. Correspondence for school affiliation.</li> <li>4. Maintenance and submission of records of result analysis of Board exams to KVS Regional Office/ KVS Head Quarters in time.</li> <li>5. Maintaining the record of shortage of attendance and correspondence with CBSE board.</li> <li>6. Framing the practical time table in liaison with other subject teachers.</li> <li>7. Conducting the CBSE board exams as per the CBSE norms.</li> <li>8. Updating school website regularly(w.r.t to CBSE Exam.)</li> </ol>
4	Time – Table & Arrangement- Sec. and Sr. Sec.  For Primary Class	Mr. Subin Thomas PGT Chem-Coordinator Mr. Sreekumar PGT Mathematics- Co-coordinator. Mrs. Resmi V Kumar, TGT WE  Mr. Mohd Zubair PRT- Coordinator Ms. Purnima PRT- Co-Coordinator Mr. Subhash Kumar PRT	<ol style="list-style-type: none"> <li>a). To prepare the class time table and teachers time table as per KVS norms.</li> <li>b). To prepare the special time table for ‘after school hour classes’, Autumn break, Winter break, summer vacation etc. for the classes X and XII as per the direction of the Principal and KVS..</li> <li>c). To prepare the special time table for remedial teaching ( for challenging students of all classes).</li> <li>d). To give arrangement work to the teachers.</li> <li>e). To display copy of arrangement work on notice board.</li> <li>f). To maintain the arrangement register.</li> </ol>
5	Website Updation, Shaala Darpan, Periodic review of school website contents, ePathashala, OLabs, Saransh, Virtual Classes etc.	Mr. Sreehari PGT Comp. Science-Coordinator  Computer Instructor I & II Data Entry Operator	<p>To complete given assignment in time.</p> <ul style="list-style-type: none"> <li>-To update Vidyalaya Website periodically.</li> <li>- To make available best e-contents on School Website.</li> <li>- Arrangement for Virtual Classes by using online platforms.</li> </ul>
6	Morning Assembly	Mrs. Karuna Purushothaman CCA – Coordinator Mr. Ganesh KR Choudhary- Co-Coordinator	<ol style="list-style-type: none"> <li>a) To see that morning assembly programmes are conducted within stipulated time.</li> <li>b) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very</li> </ol>

		<p>Mr. Roy Umman TGT Eng.  Ms. Nisha Mourya PRT Music  TGT P&amp;HE/Sports Coach  Ms. Sapna PRT Co-ordinator Primary  Mr. Subhash Kumar PRT Co-coordinator  Class teachers/House Masters of Class/House on duty.</p>	<p>good; Good; Average; Below Average  c) To prepare the schedule for conducting morning assembly programme. Class teachers of secondary and primary divisions must be given responsibility of conducting morning assembly programme.  d) To arrange the PA system, musical instruments before the start of morning assembly – PRT Music- please note  e) Annual Planning of CCA activities –house wise.</p>
7	Discipline and Students' Council	<p>Mr. Sathyajith G PGT PHY.  Coordinator (Overall I/C)  Mrs. Karuna P PGT Eng.- Co-Coordinator (Sec and Sr. Sec)  TGT P&amp;HE/ Sports Coach  Mr. Subin Thomas PGT Chem.-</p> <p>Mr. Zubair Ansari PRT- Co-ordinator - for Primary Section  Mr. Mahendra D Urkude PRT- Co-coordinator.  Ms. Rajendra Bhasker, PRT</p> <p>&amp; all class Teachers and leaders.</p>	<p>a) Discipline  a) To check personal turn of students during assembly.  a-i) To check the late comers during morning assembly.  b) To observe the behavior of students inside and outside class room  c) To ensure provision of out pass in all classes and their utilization  d) To initiate proper action as per KVS norms against challenging students.  e) To check turnout of students.  f) To check the bags once in a week.  g) To confiscate the mobiles and other prohibited appliances.  h) To conduct regular meeting of student council, prefects, monitors. Principal may be invited to such meetings.  i) To ensure discipline in Vidyalaya  j) Counseling of problematic/Challenging students in consultation with parents.</p> <p>B) Students' Council :</p> <p>a) Formation of Four houses and to divide students in these four houses  b) Selection of School Captains, Vice Captains, Sports Captains and House Captains, prefects.  c) Procuring badges for Captains, Monitors, prefects.  d) Conduct of investiture ceremony for members of students' council.  e) Assigning duties to all members of the Students' Council- House Wise.  f) To Conduct of monthly meetings with the members of</p>

			<p>students' council.</p> <p>g) Maintenance of Students council register/record.</p>
8	CCA and Celebration of Special Day.	<p><b>Secondary</b> Mrs. Karuna Purushothaman, PGT Eng. - Coordinator Mr. Ganesh KR PGT Hindi- Co-coordinator. Mr. Roy Umman , TGT Eng Mrs. Seema Yogi- TGT Hindi Ms. Renu Dhaker, TGT Sanskrit Class teachers/HM</p> <p><b>Primary</b> Ms. Purnima PRT- Coordinator Ms. Sapna PRT - Co-coordinator And class teachers. Note- PRT Music will help in-charges to make programme successful. Class Teachers/HM</p>	<p>a) Maintains of result of CCA activities. b) Purchase and distribution of CCA prizes &amp; medals. c) Maintaining CCA Activities register. d) Annual Function e) preparation of calendar of activities f) To conduct cultural programmes periodically as per calendar of activities.</p> <p>g) Preparation &amp; Implementation Calendar of activities.</p>
9	Swachha Vidyalaya & Beautification	<p>1. Mrs. Resmi V Kumar, TGT WE-Coordinator 2. Mr. Sita Ram TGT Sci. 3. Mrs. Pinki TGT Art Ed. 4 Mr. Ram Sharan TGT Sst I 5. Ms. Nisha Mourya PRT Music</p> <p>1. Mr. Subhash Kumar, PRT-Coordinator –Primary Wing 2. Mr. Raj Kumar Meena PRT-Co-Coordinator</p>	<p>a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas. b). To ensure the provision of dustbins in all the class rooms. c). To appraise the Principal about the cleanliness of school building from time to time. a). To supervise the work of the people deployed under housekeeping. b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus. c). To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. d). To clear the wild bushes and thorny plants that are growing in different parts of school campus. e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons. f). To ensure cleanliness of area around the school building.</p>
	Primary Division		

		3. Mrs. Aiswarya PRT 4. Purnima PRT	g). To take the rounds of the Vidyalaya thrice in a day to ensure cleanliness and proper supervision. h). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders. i) Maintenance of Primary Nursery by primary section. J) Monthly meeting to review the progress and shortcomings under guidance of Ms. Ninu V Joy PGT Bio.
10	CS- 54 / UBI PORTAL	Mr. Sreehari PGT Comp. Sc. - Coordinator Mr. Lakshya Agarwal JSA	To maintain up-to-date and flawless data. To issue necessary instructions to Class Teachers in this regard.
11	Guidance & Counselling, Vocational Guidance	Mr. Roy Umman. TGT Eng.- Coordinator Mr. Subin Thomas PGT Chem.-Co- coordinator Ms. Ninu V Joy, PGT Bio. Mr. AjayaKumar V G TGT Mathematics Mr. Augustine K I, Librarian. Counselor	a) To arrange guest lectures on important occasions by inviting, Scientist, Doctors and other dignitaries. b) To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed. c) To pay the remuneration in consultation with Principal.
12	Maintenance & Repairs	Mr. Sathyajith G- Coordinator Mr. Ajaya Kumar V G-Co-coordinator Mrs. Resmi V. Kumar. TGT WE Mr. Mohd Zubair Ansari, PRT Mr. Durgesh Kumar PRT	a). To maintain a register related with deficiencies noted in the Vidyalaya building and campus. b). To undertake maintenance of school building on war footing basis. c) To ensure the proper functioning of Aqua guard/ Water coolers installed in school building. d) To ensure the cleaning of overhead tanks in school building. e) To ensure the chlorination of water stored in tanks after cleaning.
13	Medical Check –up, First Aid and SBSB	Ms. Ninu V Joy PGT Bio. Coordinator. Mrs. Resmi V Kumar TGT WE-Co- coordinator PET, Nurse Mr. Sreehari i/c SBSB Sec. and Sr. Sec. Mr. Zubair Ansari i/c- SBSB Primary. Ms. Rajendra Bhasker - Co-ordinator - Medical Check-up, Primary Mr. Raj Kumar PRT Co-coordinator	a). To procure the required number of medical cards in the beginning of the academic session. b). To distributes the medical cards to the class teachers based on strength. c). To arrange the medical checkup twice in a year (in the month of August and Feb) d). To ensure the follow up action after the medical checkup.

		All class teachers.	
14	Furniture	Mr. Ajayakumar V G , TGT Mathematics-Coordinator Mr. Devendra Kumar , TGT Maths Co- coordinator Mr. Goutham Kumar TGT Hindi Mr. Mohd Zubair, PRT Mrs. Pinki , TGT ART Mrs. Resmi V Kumar TGT WE	a). To maintain the record of room wise/dept. wise distribution of furniture. b). To take initiative to see that the broken furniture is repaired regularly. c). To Prepare the list of broken furniture which are to be condemned. d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). e). To see any shortages, deficiency of furniture and report to the Principal. f). To ensure regularly that no furniture is lying in the corridors or in the open space. g). To store and stock the broken or old furniture properly. h). To maintain the stock register. i) To suggest new designs of furniture suitable for students.
15	Educational Tour/ Excursion	Mr. Subin Thomas PGT Chem.- Coordinator Mr. Ganesh Kr. Choudhary PGT Hindi- Co-coordinator Sports Coach/PET Mr. Mahendra D Urkude PRT- Co- coordinator -Primary Mr. Pankaj Kumar PRT	a) To plan education tours / excursions for all the classes as per KVS norms b) To ensure the safety of the students during the journey period and their stay at the venue. c) To provide hygienic food / potable water to the students who are participating in tour programme. d) It should be completed by Nov. 2019
16	Teaching Aids	Mrs. Resmi V. Kumar. TGT WE- Coordinator. Mrs. Pinki-Co-coordinator.	To make it available to teachers and to ensure optimum utilization. -To maintain utilisation register- teacher wise. - Encourage teachers to develop their own TLM and Cross-curricular TLM. - Maintain Inventory of TLM developed by teachers. -Submit the name of teachers who have contributed in this regard to the Principal.
17	Scouts & Guides a) Scouts	Mr. Ganesh Kr Choudhary PGT Hindi- Coordinator Mr. Sreehari PGT (CS)-Co-coordinator	a) To ensure maximum enrolment in the movement before 31 <sup>st</sup> August b) To organize investiture ceremony for the new recruits. c) To conduct the parade after school hours and class on every Thursday.

	Guides-	Mrs. Resmi V Kumar TGT WE - Coordinator (Guides) Ms. Nisha Mourya (PRT Mus.)-Co- coordinator	d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Chara n / ChaturdhaCharan etc. e) To issue the merit certificate after the conduct of test. f) Celebration of thinking day. g) To procure the uniform for Scouts / Guides who are involved in Guard of Honor.
18	Cubs  Bulbuls	Mr. A. Rajendra B. PRT-Coordinator Mr. Pankaj Kumar, PRT-Co-coordinator Mr. Durgesh Kumar PRT Ms. Sapna, PRT -Coordinator Ms. Aiswarya, PRT- Co-coordinator Ms. Purnima, PRT	-To conduct programmes/tests as per instruction given during training programmes. -To organize investiture ceremony. -To conduct activity once in a week. -To co-ordinates with scouts and guides programme.
19	Junior Science lab	Ms. Sita Ram TGT Science. Coordinator  Mr. Durgesh- Coordinator for Primary	-To strive for optimum utilization of resources. -To maintain proper records of utilization. -Mr. Durgesh will prepare schedule for visit to Lab ( Primary students) and will implement it.
20	Official language- राजभाषा	Principal K V Chenneerkara i/c Mr. Ganesh Kumar Choudhary –shall assist Principal Ms. Sapna- Mr. Lakshya Agarwal JSA	a) To implement the decision taken during Nagar Raj Basha committee meetings. b) To attend Nagar Raj Basha committee meetings as and when required c) To send periodical report to the KVS RO, Ernakulam, KVS New Delhi, Nagar Rajbasha committee etc. d) To take initiative to see that correspondence is made in Hindi.
21	Minutes of staff meeting	Mrs. Karuna Purushothaman PGT Eng.- coordinator Mr. Ganesh KR Choudhary-Co- coordinator Mr. Roy Ummen Ms. Aiswarya PRT	To maintain the same(Bilingual) and get it signed by the teachers on the day of Meeting itself.
22	RTI Reply	Mr. Lakshya Agarwal -Coordinator Data Entry Operator	Timely reply of RTI queries.



23	Grievance Cell	Mr. Sathyajith G-Coordinator Mrs. Karuna Purushothaman-Co-coordinator. Mr. Mohd Zubair	To share general grievances of staff member with the Principal and to help Principal to get it resolved amicably, if any.
24	Math Club/Lab	Mr. Devendra Kumar TGT Maths - Coordinator Mr. Ajaya Kumar V G TGT Maths- Co-coordinator Mr. Sreekumar PGT Maths	To maintain it in order. To utilize available resources optimally. To maintain utilization register.
25	Photography and Videography of Events/Activities to be conducted in Vidyalaya	Mrs. PINKI TGT Art. Coordinator Mr. Urkude Mahendra PRT Mrs. Resmi V Kumar, TGT WE Mr. Augustine K I Librarian	-To send photos/videos on school email. -Upload it on Youtube channel of Vidyalaya ,Facebook Page and Twitter Account of Vidyalaya. <a href="https://www.youtube.com/channel/UCqS4OVTcGwGXED72uo7kucA?view_as=subscriber">https://www.youtube.com/channel/UCqS4OVTcGwGXED72uo7kucA?view_as=subscriber</a>
26	e- class room, & e-content development, CAL, Audio Visual Learning.	Mr. Sreehari PGT Computer Science- Coordinator Mrs. Resmi V Kumar, TGT WE.-Co-coordinator Computer Instructor I & II	To maintain it in order. To utilize available resources optimally. To maintain utilization register. To encourage teachers to develop e-contents and upload it on website.
27	Nature/Science/Eco Club/Haritha Vidyalaya	Ms. Sita Ram TGT Science.- Coordinator Mrs. Resmi V Kumar TGT WE-Co-coordinator Mr. Ram Sharan TGT SST TGT SST 2 Mrs. TGT Science II Mrs. Pinki TGT Art Primary EVS Club Ms. Sapan PRT- Co-ordinator	a). To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus. b). To procure ornamental plants and other fruit bearing plants in consultation with Principal. c). To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. d) To procure fertilizers, manure, pesticides in consultation with Principal. e). Preparation of placards in different areas of garden. f). Numbering of trees and potted plants. g). Celebration of Vanamahostava in consultation with principal and forest dept. h). To motivate the children for gardening and beautification.

		<p>Mr. Durgesh Kr. PRT Co-coordinator PRT 2 PRT6 Maths Club Mr.Subhash Kumar PRT Co-ordinator Mr.Rajendra Bhasker PRT Co-coordinator PRT 1 PRT 5 Hindi Club Mr.Mahendra Urkude PRT Co-ordinator Mr.Rajkumar Meena PRT Co-coordinator Mr.Pankaj Kumar PRT PRT 3 Music Club Mr.Nisha Mourya PRT Music Co-ordinator Mr.Mohd Zubair PRT Computer Instructor</p>	<p>i). To develop medicinal plant garden in the campus.</p>
28	<p>Integrity Club and Ek Bharat Shreshtha Bharat /Social Science Club</p>	<p>Mr. Ram Sharan TGT Social Science-Coordinator Mrs. Karuna P. PGT Eng.-Co-coordinator TGT Social Science-2 Ms. Nisha PRT Music</p>	<p>a). To motivate children to prepare projects/model based on country/state allotted to the region . b). to encourage more and more children to participate in cluster level Regional level and Nation level exhibition. c). To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition. e) to inculcate sense of patriotism and national integration and to conduct programmes for the same.</p>
29	<p>Readers' Club/Library Club</p>	<p>Mr. Augustine K I , Librarian-Coordinator Mr. Ganesh KR Choudhary ( PGT Hindi )- Co-coordinator TGT Hindi Mrs. Karuna P. ( PGT Eng.)</p>	<p>a) To develop the language skills like reading, writing, speaking, listening etc. among the students b) To develop the proper reading habits among the children. c) To give required guidance in the planning and execution of project to students d) To encourage the use of Audio Visual aids in teaching learning</p>

		<p>Mr. Subin Thomas PGT Chem</p> <p>Primary Purnima PRT Coordinator Aiswarya PRT Co-coordinator Shikha PRT PRT4</p>	<p>process</p> <p>e) To conduct the language games during the teaching periods.</p> <p>f) To preserve the projects prepared by the children.</p> <p>g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech etc.</p> <p>h) Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item.</p>
30	House Masters/ Mistress	<p><b>Shivaji</b> Mr. S Sreehari -<b>House Master Associates</b> Mr. Sita Ram Bairwa Mrs. Seema Yogi</p> <p>Mr. Subash Kumar-<b>House Master(Primary)</b> Ms. Sapna- Associate H.M PRT 1 PRT 4 <b>Tagore</b> Mr. Subin Thomas-<b>House Master Associate</b> Mr. Ram Sharan TGT Sst Mrs. Renu Dhaker TGT Skt.</p> <p>Mr. Pankaj Kumar -<b>House Master (Primary)</b> Mr. Durgesh Kumar- Associate H.M. PRT 2 PRT 5 <b>Ashoka</b> Mr. Sreekumar U PGT Maths –<b>House Master Associates</b> Mrs. Resmi V Kumar-. Mr. Goutham Kumar TGT Hindi</p>	<ol style="list-style-type: none"> <li>1. To give the children ample opportunities for self-expression.</li> <li>2. To teach social co-operation by providing experiences through group activities.</li> <li>3. To make the children aware of their social responsibilities.</li> <li>4. To prepare the children for better leadership and fellowship.</li> <li>5. Prepare children to speak in public.</li> <li>6. To make the children aware of different important National and International days.</li> <li>7. To prepare students for different activities to be conducted during academic year.</li> <li>8. To maintain House Boards based on the theme allotted for the month.</li> </ol>

		<p>Mrs. Shikha Rani- <b>House Mistress (Primary)</b>  Mr. Rajendra B-Associate H.M  PRT 3  PRT 6  <b>Ramanujan</b>  Ms. Ganesh Kr.Choudhary PGT Hindi  <b>House Master Associate</b>  Mrs. Pinki  Mr.Devendra Kumar</p> <p>Ms. Aiswarya -<b>House Mistress (Primary)</b>  Associates  Mr. Mahendra Urkude  Mr. Raj Kumar Meena  Computer Instructor</p>	As above
31	eMagazine/Magazine/News Letter/Class Magazine/Students' Diary	<p><u>Secondary</u>  Mrs. Karuna P. PGT Eng. Chief Editor  Mr. Ganesh Kr. Choudhary PGT Hindi- Editor Hindi contents.  Mrs. Renu Dhaker TGT Sanskrit  Mr. Roy Umman –Editor- Eng. Contents  Mr. Sreehari – technical help  Mrs. Pinki TGT Art– Graphic and design  Student Editor</p> <p><u>Primary</u>  Ms. Aiswarya, PRT - Editor and i/c Primary  Ms. Shikha Rani, PRT -Editor- English contents-Primary  Ms. Sapna PRT-Editor- Hindi Contents-</p>	<p>a). Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.  b). Editorial board will collect the article from the students. Article are to be arranged section wise( English section, Hindi section, drawing and painting etc.  c). Editorial board should take concerted efforts to bring about class magazine by the end of the August 2011.  d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.  a). Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.  Editorial board can invite the article from teachers side also.  c). School magazine should contain total 82 pages( 30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.</p>

		Primary Raj Kumar Meena Co-editor Student Editor	d). The editorial board should make concerted effort to bring about the school magazine in time.
32	Talent Hunt and Examination other than Internal and CBSE	Mr. U Sreekumar PGT Mathematics- Coordinator- Mr. Ajaya Kumar V G TGT Coordinator for Mathematics Olympiad Mr. Sita Ram Bairwa Coordinator for SOF Mr. Subin Thomas PGT Chem-Co- coordinator	-To take consent from parents. - Registration of students -To conduct examination as per KVS Guidelines. - Arrangement of Escorts , if needed.
33	CMP and B2B including News Letter	Mr. Zubair Ansari -Coordinator Mr. Rajendra B -Co-coordinator Computer Instructor And all Primary Teachers	a). To ensure the implementation of CMP and B2B as per KVS norms. b). To take the requirement of TLM from teachers well in advance every month. c). to procure TLM for the local market by taking an amount of Rs. 2000/- every month. d). To ensure the distribution of TLM to all the teachers as per requirements. e). To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
34	Science Exhibition, NCSC, INSPIRE, Registration for ATL etc.	Mr. Sita Ram- Coordinator Ms. Ninu V Joy-Co-coordinator TGT Science II	a). To Motivate the students to prepare the exhibits based on theme given by KVS. b). To organize Vidyalaya level Science exhibition as per the time schedule given by KVS. c). To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress. d). To inculcate scientific temper among the students by adopting activities based method in teaching learning process. E). To encourage the children to give online projects by using computers.

35	Subject Committee- Mathematics and Computer Science	Mr. U Sreekumar PGT Mathematics- Coordinator Mr. Ajaya Kumar V G-Co-coordinator Mr. Sreehari PGT Computer Science	<p>a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the Principal also for the meeting.</p> <p>Monday – English Tuesday – Hindi and Sanskrit Wednesday – Mathematics and Computer Science Thursday – Science Friday-S.Studies</p> <p>b) Subject conveners/Coordinators will discuss the following issues during the meeting :</p> <p>i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split up syllabus approved by KVS iii). Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students &amp; bright students ix). Remedial teaching for weak students x). Decoration of bulletin boards in corridors / class rooms with educational charts. xi). Club activity / Science and social exhibition</p> <p><b>NOTE:</b>The subject convener/Coordinator will be held responsible for non – submission of the record to the Principal.</p>
36	Subject Committee- Science	Mr. Sathyajith G.PGT Phy. Coordinator Mr. Subin Thomas-PGT Chem.Co- coordinator Ms. Ninu V Joy-PGT Bio. Mr. Sita Ram TGT Science	
37	Subject Committee- English	Mrs. Karuna P - PGT Eng. Coordinator Mr. Roy Umman- TGT Eng. Co- coordinator	
38	Subject Committee- Hindi and Sanskrit	Mr. Ganesh KR Choudhary -PGT Hindi- Coordinator Ms. Renu Dhaker TGT Sanskrit-Co- coordinator Mrs. Seema Yogi TGT Hindi Mr. Goutham Kumar TGT Hindi	
39	Subject Committee- Social Science.	Ms. Ram Sharan TGT SST- Coordinator TGT Social Science-02- Co-coordinator	
40	Subject Committee – Mathematics ( Primary)	Mr. Rajendra B- Coordinator and teachers teaching Maths in Primary Classes	<p>a) Subject conveners/coordinators should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every</p>
41	Subject Committee-	Mr. Durgesh Coordinator and	

	Environmental Studies	teachers teaching EVS in primary Classes	<p>month. Minutes of the meeting is to be submitted to the Principal on the last day of the month. Subject convener must invite the Principal also for the meeting.</p> <p>Monday – English Tuesday – Hindi Wednesday – Mathematics Thursday – Environmental Studies</p> <p>b) Subject conveners will discuss the following issues during the meeting :</p> <p>i). Guidance regarding the maintenance of teacher diary ii). Coverage of syllabus as per the split up syllabus approved by KVS iii). Conducting the activities for classes I to V as per the split up syllabus approved by KVS iv). Demo classes by rotation during the subject committee meeting v). Uses of computers and other audio visual aids in teaching learning process vi). Plan of evaluation of home assignment vii). To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms. viii). Plan of action for weak students &amp; bright students ix). Remedial teaching for weak students x). Decoration of bulletin boards in corridors / class rooms with educational charts. Xi). Club activity / Science and exhibition</p> <p><b>NOTE:</b> The subject convener/Coordinator will be held responsible for non – submission of the record to the Principal.</p>
42	Subject Committee- Hindi( Primary)	Ms. Raj Kumar Meena - Coordinator and teachers teaching Hindi in Primary Classes.	
43	Subject Committee- English ( Primary)	Ms. Shikha- Coordinator and teachers teaching English in Primary Classes.	
44	a)AEP, e-Box  b) Suggestion Box.	Ms. Nnu V JoyPGT Bio.-Coordinator Mrs Resmi V Kumar TGT WE -Co-coordinator Ram Sharan TGT SST	<p><b>1.</b></p> <p>a)Box meant for general complaints / suggestion, should be opened on the last working day of the month b)Separate files for preserving the complaints / suggestions &amp; register for recording the complaints / suggestion should be opened c) Corrective, measures are to be taken immediately in consultation with principal. d) Monthly online report to be sent.</p> <p><b>2.</b></p> <p>a) Box meant for general complaints / suggestion, should be opened fortnightly</p>

			<p>b) Register for recording the complaints / suggestions should be maintained</p> <p>c) Corrective measures are to be taken immediately in consultation with Principal.</p>
45	Partnership with Govt. Institutions and connecting Vidyalaya to Society/ Sharing of resources/ Connecting Neighbouring Schools etc.	<p>Mr. Augustine , Librarian i/c</p> <p>Mr. Sreehari PGT Comp. Science - Co-coordinator</p> <p>Mrs. Pinki TGT Art.</p> <p>Mr. Sita Ram. TGT Science</p> <p>Mr. Pankaj Kumar PRT</p> <p>Mr. Mahendra Urkude PRT</p>	<p>-To prepare concrete plan in the first week of June-2019</p> <p>- Get the Plan approved by Principal</p> <p>- Implementation of Plan</p> <p>- Maintenance of Records</p> <p>- Enhance Goodwill of Vidyalaya among members of society.</p> <p>-Optimum utilisation of resources.</p>
46	Alumni Association	<p>Mr. Subin Thomas PGT Chem. - Coordinator</p> <p>Mr. Sreehari PGT Comp. Science- Co-coordinator</p> <p>Mr. Roy Ummen TGT English</p>	<p>-Update data of Class XII students on KVS website.</p> <p>Upload data of alumni on school Website.</p> <p>-To maintain separate Register for this Purpose</p> <p>- To conduct Annual Meeting of Alumni - On KVS Foundation Day/Second week of December</p>
47	Welcome and Refreshment of Dignitaries/Guests	<p>Ms. Ninu V Joy -- Coordinator</p> <p>Mrs. Resmi- Co-coordinator</p> <p>Mr. Augustine K I</p> <p>Mrs. Seema Yogi</p> <p>Ms. Aiswarya</p>	<p>On occasion of _</p> <p>- Academic Panel Inspection.</p> <p>-VMC Meeting</p> <p>- Visit of Guets</p> <p>-Any other important occasion.</p>
48	School Safety Advisory Committee ( National Disaster Management Guidelines)/ Safety Audit /Mock Drill	<p>1. Mr. Augustine K I , Librarian- Coordinator</p> <p>1. Mrs. Resmi V Kumar- Co-coordinator</p> <p>2. Mr. Ajaya Kumar V G</p>	<p>-Mobilize local community and the school to effectively participate in school safety actions through meetings, rallies etc. and to ensure dedicated planning and action.</p> <p>-Identify and develop a cadre of peer educators / trainers for ensuring that safety messages, dos and don'ts of different disasters, procedures and protocols reach each and every student in the school.</p> <p>- Establish inclusive mechanisms to address issues in relation to school expansion and development, fire drills, power outage, early dismissals for weather events, health and safety concerns, trespassers or road/bus accidents.</p> <p><b>Planning for Safety-</b></p> <p>-Conduct a detailed assessment of needs from a safety perspective for</p>



			<p>inclusion in the School Development Plan.</p> <ul style="list-style-type: none"> <li>-Regularly monitor risk and update plan.</li> <li>- Develop an Emergency Response Plan for the school (including evacuation procedures, handling of chemicals in the laboratory, stock-piling of emergency equipment and.</li> <li>- One drill must be conducted for the followings during this academic year- <ul style="list-style-type: none"> <li>1. FireSafety</li> <li>2. Road Safety</li> <li>3. Disaster Management</li> </ul> </li> </ul>
49	Implementation of B2B in secondary Classes	<p>Mr. Roy Umman TGT Eng.- Coordinator All subject teachers teaching form class VI to Class VIII.</p>	<ul style="list-style-type: none"> <li>-To draw plan for development of basic skills among students-LSRW</li> <li>- To strive for Minimum Level of Learning</li> <li>- Maintenance of Records- as per B2B guidelines.</li> </ul>

#### Implementation of POCSO Act:

1. Ms. Ninu V Joy i/c
2. Mrs. Karuna P. PGT Eng.
3. Mrs. Resmi V Kumar
5. Ms. Sapna
6. Mr. Sreekumar

#### Functions Of Committee :

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.

6. The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.
9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
12. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.