

**DUTIES AND RESPONSIBILITIES 2018-19**

Sl. No.	Department assigned	duty	Teacher(s) In charge	Members / Signature	Nature of work.
	Overall coordinator of all committees		Principal		
1	SCHOOL ACADEMIC COMMITTEE		Principal Smt. Asha nambiar Smt. Sujata das		<ol style="list-style-type: none"> <li>To monitor the academic progress in the vidyalaya.</li> <li>To discuss the minutes of monthly RAC of kvs RO Ekm and make the ATR for the same.</li> <li>To organize Remedial strategies for all classes.</li> <li>To moderate and scrutinize UT/MT/PT /HY/SEE/-QP/BP/AS</li> <li>To moderate results as per KVS norms .</li> <li>Documents / records related to all academic related and produce in time .</li> <li>Subject committee conduct</li> </ol>
2	Admission		Mr. Devidas C C	Mr Shibu Mrs Sujatha das, Mrs Preetha, Mr Anwar Mr Manoj Computer Instructor	<ol style="list-style-type: none"> <li>To scrutinize the forms &amp; complete all admission works in time.</li> <li>To maintain the related data for last 5 years</li> <li>Maintain the enrollment of classes category wise.</li> <li>Prepare staff sanction /surplus/shortage as per KVS norms.</li> <li>All other related work.</li> </ol>
3	Time-Table		Mrs. Jyothi Raghavan	Mr Shibu Mrs Sujatha, Computer Instructor	<ol style="list-style-type: none"> <li>To prepare TT &amp; distribution among the teachers .</li> <li>To make daily substitution arrangement.</li> <li>To make special TT as per need.</li> </ol>

				<ol style="list-style-type: none"> <li>4. Prepare staff requirement list as per norms.</li> <li>5. Display copy of TT at a common place.</li> <li>6. Arrange the class room TT in uniform size.</li> <li>7. All other related work.</li> </ol>
4	Examination (Internal)	Mrs.Asha Nambiar/Mrs Sujatha	Pragya S ,ComputerInstructor Mr Gurupreet S	<ol style="list-style-type: none"> <li>1.To plan UT/MT/PT /HY/SEE/-QP/BP/AS as per KVS RO guidelines.</li> <li>2. to conduct all the tests/examination.</li> <li>3. distribution of progress reports and to organize PTM s.</li> <li>4. documents/records to produce in time.</li> <li>5.to implement B2B .</li> <li>6. all other related work.</li> </ol>
5	CCA ASSEMBLY AND	Mrs.Preetha, Mr Kapil Mrs.Sreeletha Mr Gurupreet S Mr. Aadil	All housemasters, class teachers language teachers	<ol style="list-style-type: none"> <li>1. To prepare Annual calendar of events.</li> <li>2. Conduct CCA competitions as per calendar</li> <li>3. To maintain and update the CCA log book with achievements .</li> <li>4. To upload the photos of the CCA activities in the website time to time</li> <li>5. Plan to celebrate all National festivals/important days/events as per KVS calendar.</li> <li>6. To maintain and update all bulletin bords with suitable themes.</li> <li>7. All International days of celebration &amp; report with pics.</li> <li>8. Conduct of Annual day.</li> <li>9. All other related work.</li> </ol>
6	Substitution	Mrs Jyothi Raghavan	, Mr Shibu Mrs Sujatha	<ol style="list-style-type: none"> <li>1. To make substitution arrangement TT daily as per the leave availed.</li> <li>2. To make substitution for special required</li> </ol>

				tasks if any as required. 3. Any other related tasks.
7	CBSE Exam	Mrs.Asha Nambiar	Mrs Preetha Computer Instructor	<ol style="list-style-type: none"> <li>1. To attend all CBSE related works &amp; correspondence.</li> <li>2. Conduct CBSE Examination/Evaluation work</li> <li>3. Updating teachers data on online portal of CBSE in time.</li> <li>4. Sending names of teachers for CBSE Evaluation duty as asked.</li> <li>5. Result analysis preparation.</li> <li>6. All other related work.</li> </ol>
8.	External/Outside Examination	Mr. Anwar Mr. Shibu	Mrs.Asha Nambiar Jyothi Raghavan Mrs Preetha Pragya S Computer Instructor	<ol style="list-style-type: none"> <li>1. To select participants for various competitions .</li> <li>2. To arrange for their participation.</li> <li>3. Documents to be maintained .</li> <li>4. Escort by teacher/parent .</li> <li>5. All other related work.</li> </ol>
10	Furniture	Mrs. Jyothi Raghavan	Mr Kapil Singh Pragya S	<ol style="list-style-type: none"> <li>1. To plan for procurement of student &amp; staff furniture.</li> <li>2. To undertake repairing work .</li> <li>3. To maintain class wise/ department wise stock. &amp; write the numbering of it.</li> <li>4. Any other related work.</li> </ol>
11	Computer/CBSE website/ school website/ hink.com/audio visual	Mr. Devidas C C	Computer Instructor Manoj V	<ol style="list-style-type: none"> <li>1. To maintain &amp; update website periodically.</li> <li>2. To constantly monitor the data uploaded.</li> <li>3. The photos update and data update to be correct &amp; clear.</li> <li>4. Any other related work.</li> </ol>
12	Monitoring Arts/Crafts, Coaches/Part-time contractual teachers	Mrs .Asha Nambiar	Mrs Preetha	<ol style="list-style-type: none"> <li>1. To check the attendance of part time contractual teachers .</li> </ol>

				<ol style="list-style-type: none"> <li>2. To verify the payment details as per the attendance of part time teachers.</li> <li>3. To guide them in the maintenance of records and KVS policy wherever required.</li> </ol>
13	Physical/Health Education/ Medical check up/First aid	Mr Kapil Singh	All class teachers	<ol style="list-style-type: none"> <li>1. To maintain the data of all the students as per KVS norms.</li> <li>2. To complete the tasks of SBSB as per KVS norms.</li> <li>3. To arrange for the Medical checkup twice in a year for all cases.</li> <li>4. To maintain the data of the student who is having specific ailment/ disability.</li> <li>5. Any other related work.</li> </ol>
14	Teaching aids	Mrs Sujatha das	Mrs Asha S N	<ol style="list-style-type: none"> <li>1. To make a list of the teaching aids to be procured as per syllabus.</li> <li>2. To encourage the TLMs made by the teachers and students.</li> <li>3. To arrange for an exhibition of the student made models &amp; exhibits atleast once in a year</li> </ol>
15	Science Exhibition	Mrs. Jyothi Raghavan	TGT Science Mr Anwar ,	<ol style="list-style-type: none"> <li>1. To organize JNMSEE at school level.</li> <li>2. To guide the students in preparation of the exhibits &amp; models</li> <li>3. To coordinate with the Science, Art, SUPW, SSt teachers in conduct of KV level exhibition.</li> <li>4. To give a wide publicity of the achievements of the students selected for cluster /Regional / National level in paper/ website/.</li> </ol>

				5. Timely action required as per kvs directions.
16	Social Science Exhibition	Mrs.Asha Nambiar	Ms Pragya S	---- DO --
17	External competition/Science Olympiad/ Green Olympiad	Mrs. Jyothi Raghavan	Mrs Sreelatha TGT Science	<ol style="list-style-type: none"> <li>1. To enroll the students for various KVS related &amp; other Olympiads.</li> <li>2. To conduct all Olympiads in a fair way.</li> <li>3. Maintain a log book of the achievements of students at various levels.</li> <li>4. Any other related work.</li> </ol>
18	Maths Olympiad/ Maths club/Maths Lab	Mrs. Jyothi Raghavan	Mrs Sreelatha Tgt science	---- DO --
19	Eco club/ gardening /beautification	Mrs.Jyothi Raghavan	TGT Science Ms. Pragya S Mr. Aadil	<ol style="list-style-type: none"> <li>1. To make a annual plan of making a face lift for the vidyalaya.</li> <li>2. To encourage club activities &amp; gardening in the school.</li> <li>3. To beautify the school campus with greenery.</li> <li>4. To make a face lift of the vidyalaya with several acivities.</li> <li>5. Donate a plant and nurture a vegetable garden .</li> <li>6. SNG-school nursery garden project to be taken up.</li> </ol>
20	School diary/teachers diary/school magazine/students & staff ID card/Brochure	Mr.Shibu	Mrs Sujatha	<ol style="list-style-type: none"> <li>1. To prepare the content for printing,collecting,distributing.</li> <li>2. Follow purchase procedure as per kvs norms.</li> <li>3. Latest policies to be incorporated as per KVS policy.</li> <li>4. Prepare error free articles with proper proof reading done.</li> <li>5. All other related works .</li> </ol>

21	Vidyalaya Patrika	Mrs. Preetha	MRS Sujatha Comp. Instr	<ol style="list-style-type: none"> <li>1. To plan &amp; collect the articles for the magazine.</li> <li>2. E-patrika to be promoted.</li> <li>3. to distribute to all vidyalayas &amp; regional office in time .</li> <li>4. class magazines can be planned properly.</li> <li>5. To promote self written articles by all students.</li> <li>6. to upload on the website also.</li> </ol>
22	Scouts/Guides/Cub/ bulbuls	Mr. Shibu//Mrs. Sree latha	Mr Kapil Singh Mr. Gurupreet Mr. AAdil Ms. Pragya S(G) Ms. Priyanka D	<ol style="list-style-type: none"> <li>1. To do registration of new students from class 3 onwards every year.</li> <li>2. To prepare an year calendar &amp; conduct the activities as per schedule.</li> <li>3. To maintain a log book &amp; record the conduct with pics periodically.</li> <li>4. To pay the registration in time as per KVS.</li> <li>5. To train students in all the activities as per norms.</li> <li>6. To enroll for certificate exams &amp; badges. and train them for the camps.</li> <li>7. All other related works .</li> </ol>
23	Repair & Maintenance M &R of Vidyalaya	Mr. Devidas C C	Mr shibu Mr Anwar Mrs. Jyoti R Manoj V	<ol style="list-style-type: none"> <li>1. To plan for annual maintenance.</li> <li>2. Vidyalaya building, fixtures, toilets to be supervised.</li> <li>3. To arrange for repairing work.</li> </ol>
24	SWATCH BHARAT ABHIYAN/ Beautification/ Cleanliness	MR. Kapil S/Mrs. Sujatha das	All teachers	<ol style="list-style-type: none"> <li>1. To ensure regular cleanliness of the campus.</li> <li>2. To provide an aesthetic environment to the students.</li> <li>3. To ensure daily cleanliness of the classroom/toilets.</li> <li>4. To develop vidyalaya garden.</li> </ol>

				<ul style="list-style-type: none"> <li>5. To maintain a log book and update .</li> <li>6. To arrange flowerpots at appropriate places.</li> <li>7. All other related work .</li> </ul>
26	Library resource	Mr.Shibu	MRS Sujatha Mrs. Preetha Mr. Devidas	<ul style="list-style-type: none"> <li>1. To arrange the procurement of library books.</li> <li>2. Purchase – magazines,periodicals, Newspapers.</li> <li>3. Purchase reference books, CDs as per demand.</li> <li>4. To monitor the functioning of e-library.</li> <li>5. To preserve periodicals/ rare books for future reference.</li> <li>6. Any other related work.</li> </ul>
27	School Band	Mr Kapil Singh	Music teacher	
30	Guidance and counseling NAEP	Mr shibu/ Mr Kapil Singh	Mrs jyothi/ Mrs.Asha	<ul style="list-style-type: none"> <li>1. To plan for conduct of students adolescent program .</li> <li>2. To arrange for special lectures/ expert counseling/ seminars.</li> <li>3. Any other related work .</li> </ul>
31	Discipline Committee	Mr kapil / Mrs. Jyothi Raghavan	Asha s n , Mr devidas All class teachers	<ul style="list-style-type: none"> <li>1.To check the students turn-out .</li> <li>2.Without valid reason no movement outside the class in school.</li> <li>3. To check the late comers.</li> <li>4. To supervise overall discipline inside &amp; outside the class.</li> <li>5. Any other related work.</li> </ul>
32	Purchase Committee	Mr. Devidas C C	Mrs.Asha Mrs. Jyothi Raghavan Mr shibu MRS Sujatha	<ul style="list-style-type: none"> <li>1. To assist the vidyalaya purchases for all the departments.</li> <li>2. Market survey of articles and items.</li> <li>3. Settlement of accounts.</li> </ul>

				4. Any other related work .
33	Display boards	Mrs Preetha	Mrs.Sreelatha All class teachers House masters Club I/C	<ol style="list-style-type: none"> <li>1. To prepare the themes for display boards periodically.</li> <li>2. To maintain and update bulletin boards with house &amp; club I/C teachers</li> <li>3. To update and beautify the borads before the inspection and visits of KVS officials.</li> <li>4. Any other related work.</li> </ol>
34	Lost & found	Mrs Sreeletha	Mrs preetha	
35	Field trip/Excursion/ Adventure	Mr shibu & Mr Devidas C C	Mrs.Asha Nambiar Mrs. Sujatha das	<ol style="list-style-type: none"> <li>1. To plan &amp; organize vidyalaya excursions for all classes.</li> <li>2. To arrange escorts.</li> <li>3. Finalize the places of visit.</li> <li>4. Prepare the quotation and select reliable bus services.</li> <li>5. Any other related work.</li> </ol>
36	Inter school competition/External CCA	Mrs Preetha	Mrs.Sreelatha	<ol style="list-style-type: none"> <li>1. To select participants for various competitions.</li> <li>2. To arrange for their participation.</li> <li>3. Document &amp; maintain the report, profile with photograph</li> <li>4. Students to be escorted by teacher/parent.</li> <li>5. The achievements to be published in board &amp; news paper (if any).</li> <li>6. Any other related work.</li> </ol>
37	TOLIC/Rajbhasha	- Mrs Preetha	Mrs. Priyanka	<ol style="list-style-type: none"> <li>1. To attend official Tolic meeting.</li> <li>2. To send the report to KV RO Ekm as per schedule.</li> <li>3. To conduct Hindi Pakhwada celebration.</li> </ol>

				<ol style="list-style-type: none"> <li>To prepare students for all hindi competitions.</li> <li>To monitor the hindi usage &amp; communication as per ग क्षेत्र.</li> <li>Any other related work.</li> </ol>
38	Alumni	- Mr. Devidas C	Mrs. Jyothi Raghavan	<ol style="list-style-type: none"> <li>To maintain the data of the outgoing batches of X.ad their details 7 address.</li> <li>To contact them in the betterment &amp; providing some support &amp; help from the Alumni .</li> <li>To keep contact with the batches and their postings if any.</li> <li>Any other related work.</li> </ol>
40	CS-54	Mrs. Jyothi Raghavan	Mr Manoj	<ol style="list-style-type: none"> <li>To give the quarterly fee collection in VVN &amp; SF of the entire vidyalaya.</li> <li>To tally it with the amount received in bank</li> <li></li> </ol>
41	Income Tax	Mrs. Jyothi Raghavan	Mr Manoj	<ol style="list-style-type: none"> <li>To deduct the tax based on approx amount paid by march previous year</li> </ol>
42	Mass.P.T/ March past	Mr Kapil Singh	All class teachers	<ol style="list-style-type: none"> <li>To incorporate the PT &amp; yoga exercises in the assembly itself</li> <li>To monitor the display &amp; conduct</li> <li>To train students for special occasions .</li> </ol>
43	Pupil Society	Mrs .Jyothi Raghavan		
44	P.T.A	Mrs Preetha Mrs Asha Mr. Kapil	Mrs. Sujatha das	<ol style="list-style-type: none"> <li>To send SMS to all stake holders</li> <li>To maintain a log book of the program</li> <li>To document with agenda, resolutions, feedback,&amp; pics of all PTMs</li> <li>Upload on website periodically.</li> </ol>
45	RTI	Mr. Devidas C C	MRS Sujatha	<ol style="list-style-type: none"> <li>To collect the data in stipulated time'</li> </ol>

			Mr Manoj	2. To compile & reply
46	Latecomers/Uniform checking	Mr Kapil Singh	All class teachers	
47	Subject Enrichment activity book Sec		All subject teachers	
48	Compilation of glimpses of activities/achievements of School and school in	Mrs Preetha	Mr. Devidas C C Comp. Instr	<ol style="list-style-type: none"> <li>1. To maintain the record/ log book of the achievements of the vidyalaya &amp; students in all various aspects in excel sheet.</li> <li>2. To give the same in news paper with photo.</li> <li>3. To preserve the paper article &amp; display in board &amp; log book</li> <li>4. Bring it to the concerned during inspections &amp; visits.</li> <li>5. Any other related work.</li> </ol>
49	First aid/Medical Checkup	Mr Kapil Singh	Mrs.Sreelatha Pragya S All class teachers	<ol style="list-style-type: none"> <li>1. To maintain stock of First Aid materials.</li> <li>2. To coordinate with doctor and Nurse.</li> <li>3. Any other related work.</li> </ol>
50	Resource room/l.P.room	Mrs.Sujatha Das	Mr. Aadil Ms Navnida Ms Deepika	<ol style="list-style-type: none"> <li>1. Planning for TLMs and Teaching aids .</li> <li>2. Exhibition of all the TLMs made.</li> <li>3. Arrangement during PTA &amp; inspections</li> <li>4. Maintain a log book of its usage &amp; stock also.</li> </ol>
51	Film show	Mrs. Sreeletha	All Prts	<ol style="list-style-type: none"> <li>1. Prepare a annual calendar of the films to be purchased</li> <li>2. Make an arrangement in TT</li> <li>3. Log book maintenance</li> <li>4. Comp. instr help to be sought</li> <li>5. Any other related work.</li> </ol>
52	Sports/ Yoga	Mr Kapil singh	Mrs.Sreelatha	<ol style="list-style-type: none"> <li>1. To give coaching in various sports activities .</li> </ol>

				<ol style="list-style-type: none"> <li>2. To maintain a health profile of the students of the vidyalaya.</li> <li>3. To maintain SBSB cards/ data.</li> <li>4. To arrange medical checkup 2 times a year and keep the cards and keep the class teachers informed.</li> <li>5. To handle the curriculum as per KVS .</li> <li>6. Arrange for escort duties/</li> <li>7. Plan fr a annual sports day</li> <li>8. Any other work related to sports/yoga/</li> </ol>
53	Children's park/ SNG school nursery garden .1-5	Mrs sujatha	Mrs. Sreeletha Ms Navnida Ms Deepika	<ol style="list-style-type: none"> <li>1. To be planned as per available space .</li> <li>2. Utilise the best available space with funds.</li> <li>3. Maintain the data &amp; report.</li> </ol>
54	Rain bow (Regional & cluster)/ News letter for Vidyalaya	Mrs. Sreeletha/ Preetha	Mrs Mrs sujatha Comp.instr Ms. Priyanka S Mr.Aadil	<ol style="list-style-type: none"> <li>1. To conduct and take pics as per KVS activities conducted in the vidyalaya.</li> <li>2. To compile the data &amp; maintain in soft copies folder wise monthly .</li> <li>3. To release e- News Letter by January</li> <li>4. To release manuscript of class magazine.</li> <li>5. To release e-vidyalaya patrika by Jan</li> <li>6. To send it to DC/ACs &amp; all KVs in the region.</li> </ol>
55	Conveners of School Academic Committee	Mrs. Asha Nambiar	Mrs sujatha	<ol style="list-style-type: none"> <li>1. To go through the monthly RAC done by KVS RO EKM .</li> <li>2. To conduct school level SAC meeting and plan the activities as per RAC.</li> <li>3. To maintain the data of the review &amp; status of every month of the</li> </ol>

				<p>ongoing activities of our vidyalaya.</p> <ol style="list-style-type: none"> <li>To send the ATR of RAC to KVS RO Ekm before 8 the of every month.</li> <li>To monitor &amp; incorporate the changes as per RAC/SAC.</li> <li>To keep a close track of the projects/ activities planned and give a report timely.</li> </ol>
56	PA system(Assembly)	Mr Anwar	Music teacher	<ol style="list-style-type: none"> <li>To arrange for the P&amp;A system for the Morning Assembly daily.</li> <li>To make arrangements for the special programs conduct as &amp; when asked n directed as per KVS circulars.</li> <li>Any other related work.</li> </ol>
57	Photography	MS Pragya Singh	Mrs Preetha Mr Gurupreet S Comp.instr	<ol style="list-style-type: none"> <li>To take photograph/pics of the events/ special items/works of the vidyalaya .</li> <li>To make a soft copy of the same month wise/ folder wise to enable upload &amp; use foe News letter/ e- patrika/ vidyalaya magazine etc</li> <li>To upload the same in our website timely.</li> <li>To maintain a log book of the same.</li> <li>To conduct an exhibition of the student made archives in our vidyalaya.</li> <li>Any other related work.</li> </ol>
58	Minutes recording of Primary /staff meeting	Mrs Sree latha	Mrs. Sujatha Das Ms. Deepika	<ol style="list-style-type: none"> <li>Saturday plan to be specific &amp; outcome oriented.</li> <li>Implementing sat-plan in true respect.</li> <li>To discuss the shortcomings of the academic plan &amp; conduct &amp; rectify.</li> <li>Demo lessons to be planned as per KVS</li> </ol>

				<ul style="list-style-type: none"> <li>5. B2B to be implemented in true respect.</li> <li>6. Records of CW/HW/Subj Enrichment Activities to be monitored timely</li> <li>7. CMP to be planned &amp; implemented as per KVS norms.</li> <li>8. A report of all these to be kept in soft &amp; hard copy.</li> </ul>
59	Purchase & Distribution of TLM/CMP	Mrs. Sujatha Das	All PRTs	<ul style="list-style-type: none"> <li>1. A monthly review &amp; requirement to be taken from all PRTs.</li> <li>2. Purchase the TLM materials as per requirement.</li> <li>3. Settle the advance taken for the CMP-TLM.</li> <li>4. Arrange for a TLM exhibition term wise teacher made/ student made.</li> <li>5. Any other related work.</li> </ul>
60	Flag	Mr Kapil Singh	Mr Shibu All teachers	
61	UBI/Shaaladarpan	Mr Anwar		<ul style="list-style-type: none"> <li>1. To update the data of all the students .</li> <li>2. To get the details from all the class teachers</li> <li>3. Maintain a record on the same .</li> </ul>

## **DUTIES AND RESPONSIBILITIES 2017 - 18**

Sl. No	Department duty assigned	Teacher(s) charge	In	Members
1.	Admission	Mr. Devidas C C		Mrs .Sujatha das
2	Time-Table	Mrs. Jyothi Raghavan		
3	Examination (Internal)	Mrs.Asha Nambiar		
4	CCA	Mrs. Preetha, Mrs .Sreeletha K		
5	Substitution	Mrs. Jyothi Raghavan		
6	CBSE Exam	Mrs. Asha Nambiar		
7	External/Outside Examination	Mrs.Asha Nambiar		
8.	Furniture	Mrs. Jyothi Raghavan		
9.	Computer ICT/Website/Think.com/Audi visual	Mr.Devidas CC		
10	Monitoring Arts/Crafts, Coaches/Part-time contractual teachers	Mrs. Sujatha Das		
11	Physical/Health Education/ Medical check up/First aid	Mrs. Sreeletha K		
12	Teaching aids	Mrs Sujatha Das		
13	Science Exhibition	Mrs. Jyothi Raghavan		
14	Social Science Exhibition	Mrs.Asha Nambiar		
15	External competition	Mrs. Preetha		
16	Science Olympiad/ Green Olympiad	Mrs. Jyothi Raghavan		
17	Maths Olympiad/ Maths club/Maths Lab	Mrs. Jyothi Raghavan		
18	Eco club/ gardening /beautification	Mrs. Sujatha		
19	School Diary/Brochure	Mr. Shibu		
20	Vidyalaya Patrika	Mrs.Preetha		
21	Scouts/Guides/Cub/bulbuls	Mr. Shibu / Mrs. Sreeletha		Mr. Kapil
22	Repair & Maintenance M &R of Vidyalaya	Mr. Devidas C C		
23	Cleanliness	Mrs. Sujatha Das		
24	Library resource	Mr. Shibu. M / Mrs.Sujatha		
26	Guidance and counseling NAEP	Mrs. Jyothi Raghavan		
27	Discipline Committee	Mrs. Jyothi Raghavan		
28	Purchase Committee	Mr. Devidas C C		
29	Display boards	Mrs Preetha		
30	Lost & found	Mrs.Sujatha		

31	Field trip/Excursion/ Adventure	Mr. Shibu M	Mrs.Jyothi Raghavan/ Mrs.Sujatha
32	Inter school competition/External CCA	Mrs Preetha	
33	TOLIC	Mrs Preetha	
34	Alumni	Mrs Preetha	
35	CS-54	Mrs. Jyothi Raghavan	
36	Income Tax	Mrs. Jyothi Raghavan	
37	Mass.P.T	Mr. Kapil	
38	Pupil Society	Mrs. Jyothi Raghavan	
39	P.T.A	Mrs. Asha N	
40	RTI	Mr. Devidas C C	
41	Latecomers/Uniform checking	Mr. Kapil	
42	Daily activity book Sec	Mrs Sujatha Das	
43	Compilation of glimpses of activities/achievements of School and school in	Mr. Devidas C C	
44	First aid/Medical Checkup	Mrs Sreeletha	
45	Resource room/I.P.room	Mr. Devidas C C	
46	Film show	Mr. Sreeletha	
47	Sports	Mr. Kapil/Mrs. Sreeletha	
48	Children's park	Mrs.Sujatha	
49	Rain bow (Regional & cluster)/ News letter for Vidyalaya	Mrs.Sujatha	
50	Conveners of Academic Committee	Mrs.Asha Nambiar	
51	PA system(Assembly)	Mr. Anwar	
52	Photography	Mr. Anwar	
53	Minutes recording of Primary /staff meeting	Mrs.Sujatha Das	
54	Purchase & Distribution of TLM/CMP	Mrs. Sujatha Das	
55	Website Update	Mr. Devidas C C/ <b>Computer Instuctor/</b>	