



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

കേന്ദ്രീയ വിദ്യാലയം, കൊല്ലം
केन्द्रीय विद्यालय, कोल्लम
KENDRIYA VIDYALAYA, KOLLAM

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(भारत सरकार मानव संसाधन विकास मंत्रालय के अधीन स्वायत्त संस्था)
(Autonomous Body under the Ministry of HRD, Govt. of India)

F. No. 2-2/ KVK/2017-18/

Date: 03.04.2017

DUTIES & COMMITTEES FOR THE YEAR 2017-18

Sl.No	Name of Committee	Name of In-charge & members	Signature	Remarks
1.	Admission Committee	Mr. Ajith Kumar G, PGT(Hindi), I/C		
		Ms.Sindhu S, PGT Comp.Sc.		
		Ms. Beena Balakrishnan , PRT		
		Ms.Syama S, Comp. Instructor		
2.	Time Table Committee			
	a. Primary	Ms.Mini B, PRT I/C		
		Ms. Fabia, PRT Contractual		
	b.Secondary	Ms.Leena Mary , PGT (Phy)I/C		
		Ms. Syama S, Comp. Instructor		
3.	Examination Committee			
	Primary Section	Ms. Sandhya Madhavi V R, PRT I/C		
		Ms. Divya G Nair, PRT		
	CBSE	Ms. Leena Mary , PGT(Phy) I/C		
		Ms. Sindhu S, PGT(CS)		
	Internal	Ms. Bindu T K, PGT(Maths) I/C		
		Ms.Rajashree, TGT(Maths)		
		Ms. Anjali , DEO		
4.	Co-curricular Activities & Maintenance of records of Activities & Participation			
	Primary Section CCA	Ms. Mini. B, PRT I/C		
		Ms.Divya G Nair, PRT		
	Secondary Section	Ms. Letha Sunukumar, PGT(Eng), I/C		
		Ms.Sasikala, TGT (SST)		

5.	Assembly including Flag Hoisting	Ms. Divya G Nair, PRT I/C(Primary Section)		
		Ms.Rajashree, TGT(Maths) I/C (Secondary Section)		
		Ms. Gangamole, TGT PET		
		Ms.Athulya, Music Tr.		
		Ms.Usha Kumari M S, Yoga		
		Mr. P G Mathew, TGT WE		
6.	Maintenance & Repair :	Mr. P G Mathew, TGT(WE) I/C		
		Ms.Gangamole R, TGT(P&HE)		
7.	Discipline	Ms.Gangamole R, TGT(P&HE) I/C		
		Ms.Bindu T K, PGT(Maths)		
		Ms.Rajani TGT(Skt)		
		Ms.Beena Balakrishnan, PRT		
		Ms. Sandhyamadavi V R, PRT		
		All Class Teachers		
	Late Comers Record:			
	Recording	Mrs. Gangamole R, TGT(P & HE), I/C		
	Uniform defaulters	Mrs. Moly Panickar, TGT		
		Smt.Divya G Nair, PRT		
8.	Purchase Committee:	Ms.Bindu T K, PGT(Maths) I/C		
		Mr. K J John, PGT(Bio)		
		Ms. Sheena, Librarian		
		Ms. Beena Balakrishnan, PRT		
		Mr. Sreekantan Nair, UDC		
		Mr. Ajith Kumar G, PGT(Hindi)		
		Ms. Sindhu.S , PGT(CS)		
		Ms.Letha Sunukumar, PGT(Eng.)		
9.	Furniture	Mr. K J John, PGT(Bio), I/C		
		Mr. P G Mathew, TGT (WE)		
10.	Vidyalaya Cleanliness	Ms. Sabitha V N , PGT(Chem), I/C		

		Mrs. Gangamole R, TGT(P & HE)		
		Ms. Beena Balakrishnan, PRT		
11.	Right to Information Act	Mr. Ajith Kumar G, PGT(Hindi)		
12.	(a) Scouts & Guides	Ms. Rajashree, TGT(Maths), I/C Ms. Sheena, Librarian Ms. Sindhu, PGT(CS), (Guides) Ms. P G Mathew, TGT(WE),I/C (Scouts)		
	(b) Cubs & Bulbuls	Ms. Sandhya Madhavi V R , PRT Ms. Divya G Nair, PRT		
13.	CS-54-	Mr. Sreekantan Nair, UDC I/C		
	Primary	Ms. Mini. B, PRT		
	Secondary	Ms. Bindu T K, PGT(Maths) I/C Ms. Rajashree, TGT (Maths)		
14.	Alumni	Ms. Leena Mary, PGT(Phy) Ms. Mini B, PRT		
15.	Excursion & Field trips:	Dr. Sreejith Gopalan, TGT(Bio), I/C Ms. P G Mathew, TGT(WE) Ms. Mini B, PRT		
16.	Official Language	Mr. Ajith Kumar, PGT(Hindi) Ms. Beena Balakrishnan, PRT Mr. Sreekantan Nair, UDC		
17.	Teaching Aids	Ms. Moly Panickar , TGT(English)I/C		
18.	(a) Gardening	Dr. Sreejith Gopalan ,TGT(Bio) I/C Ms. Mini. B, PRT		
	(b) Beautification of Vidyalaya Building & Campus	Mr. K J John, PGT(Bio.)		

		Mr. P G Mathew, TGT(WE)		
		Ms.Rajashree, TGT (Maths)		
19.	Digital Coordination including Website, Shaaladarpan, UBI Portal etc.	Ms. Sindhu.S , PGT(CS), I/C		
		Ms.Syama S,Comp. Instructor		
		Ms. Sheena P S, Librarian		
		Ms. Anjali, DEO		
		Ms.Rajani A R,TGT (Skt)		
		All the Class Teachers		
20.	NAEP & Counselling	Ms.Sabitha V N, PGT (Chem) I/C		
		Dr. Sreejith Gopalan, TGT(Bio)		
		Ms. Mini B, PRT		
21	First Aid &Medical check-up	Ms. Gangamole. R, TGT(P & HE)		
		Dr. Sreejith Gopalan, TGT(Bio)		
22.	Photography	Mr. P G Mathew, TGT(AE) I/C		
		Ms. Mini B, PRT		
23.	Vidyalaya Journals	Ms.Letha Sunukumar, PGT(Eng.), I/C		
		Mr.Ajith Kumar G, PGT(Hindi)		
		Ms.Mini. B, PRT		
24.	Financial Assistance (SC/ST/OEC & RTE Grant)	Mr. Sreekantan Nair, UDC		
		Ms. Sandhya Madhavi V R, PRT		
		Ms. Jiji Jacob, PRT		
		Class Teachers I to VI		
25.	Academic Committee	Ms.Bindu TK, PGT(Maths) I/C		
		Mr.Ajith Kumar, PGT(Hindi)		
		Ms.Letha Sunukumar, PGT(Eng)		
		Ms.Beena Balakrishnan, PRT		

26.	Library Committee	Ms. Sheena P S, Librarian		
		Mr. Ajith Kumar G, PGT(Hindi)		
		Ms. Letha Sunukumar, PGT(Eng)		
		Ms. Sabitha V N, PGT (Chem)		
		Ms. Mini. B, PRT		
27.	Sports Committee	Ms. Gangamole R, TGT(P&HE) I/C		
		Ms. P G Mathews, TGT(WE)		
		Dr. Sreejith Gopalan, TGT(Bio)		
		Ms. Sandhya Madhavi V R, PRT		
28.	PA System	Ms. P G Mathew, TGT(WE)		
29.	Club Activities			
	Overall I/C	Ms. Sabitha V N, PGT(Chem) I/C		
	Readers Club	Ms. Sheena P S, Librarian I/C		
		Mr. Ajith Kumar G, PGT (Hindi)		
	Integrity Club	Ms. Sasikala Shibi, TGT(SST) I/C		
		Ms. Beena Balakrishnan, PRT		
		Ms. Rajani A R, TGT (Skt)		
	Nature/Eco /Science Club	Dr. Sreejith Gopalan, TGT(Bio) I/C		
		Ms. Leena Mary, PGT(Phy)		
		Ms. Sindhu S, PGT Comp.Sc.		
		Mr. K J John, PGT (Bio)		
	Adventure Club	Mr. P G Mathew, TGT(WE)		
		Ms. Athulya V S, PRT Music		
	Maths Club	Ms. Bindu T K, PGT(Maths)		
		Ms. Rajashree M, TGT (Maths)		
		Ms. Syama S, Comp Instructor		
	Charity Club	Ms. Moly Panickar, TGT(Eng)		
		Ms. Mini B, PRT		
		Ms. Jiji Jacob, PRT		
		Ms. Fabia S, PRT		
	Quiz Club	Ms. Letha Sunukumar, PGT(Eng)		
		Ms. Sandhya Madhavi V R, PRT		
		Ms. Divya G Nair, PRT		
	Health & Wellness	Ms. Gangamole, TGT(P&HE) I/C		
		Ms. Usha kumari M S, Yoga		

30.	CMP Activities	Ms. Beena Balakrishnan, PRT I/C		
		Ms. Mini. B, PRT		
		Ms. Sandhya Madhavi , PRT		
		Ms. Divya G Nair, PRT		
		Ms. Jiji Jacob, PRT		
		Ms. Fabia S, PRT		
31.	Science Exhibition/ NCSC	Mr.K J John, PGT(Bio), I/C		
		Dr. Sreejith Gopalan, TGT(Bio)		
		Ms.Leena Mary, PGT(Phy)		
32.	Social Science Exhibition	Ms.Sasikala Shibi, TGT(SST) I/C		
		Ms.Molly Panickar, TGT (Eng)		
		Ms.Sheena P S, Librarian		
		Ms.Usha Kumari M S, Yoga		
		Ms. Athulya, Music Tr.		
33.	Public Relation including PTA , VMC & Press	Mr. Ajith Kumar G , PGT (Hindi)		
		Ms. Letha Sunukumar, PGT (Eng)		
		Mr. K J John, PGT (Bio) I/C		
		Ms.SandhyaMadhavi V R, PRT		
		All Class Teachers		
34.	Maintenance & Vidyalaya Daily & Record keeping	Ms.Sabitha V N PGT (Chem) I/C		
		Mon- Ms. Leena Mary, PGT Phy		
		Tue – Mr. K J John, PGT Bio		
		Wed – Ms. Rajashree, TGT Maths		
		Thurs- Ms. MollyPanicker, TGT Eng		
		Fri- Ms. Mini B ,PRT		
		Sat- Ms. Divya G Nair, PRT		

PRINCIPAL