

KENDRIYA VIDYALAYA CRPF PERINGOME

OFFICE ORDER

31.03.2023

The following teachers are appointed as in charges, associate in charge & members of various committee for the Academic Year 2023-24 w.e.f 01.04.2023.

SL NO	COMMITTEE	IN -CHARGE	MEMBERS	DUTIES
1	VIDYALAYA PLAN & ASSESSMENT TOOL	Ms. GEETA UNNI	Mrs. REMYA P, Mr. VINEETH P Mrs. RAJANI N Mrs. SMITA, PRT Mrs. SMITHA K P	i) To complete Vidyalaya plan in all respects Targets to be fixed under consultation with all departments. Previous year assessment tool to be referred while fixing the targets. ii) To complete assessment tool in the prescribed format. Data to prepare the assessment tool is to be submitted by different in charges.
2	OFFICE	Mr. ABHILASH V JOSE	Mr. SUDHANSHU SINGH RAI Mrs SMITA Mrs RASEETHA Mrs LAYA, DEO	(i) To take up all office related works (ii) To ensure all correspondence within the time frame (iii) To complete all financial formalities.
3	ACADEMICS	Ms. GEETA UNNI Mrs MINI P K (PRIMARY)	Mrs. SMITA & ALL SUBJECT COMMITTEE CONVENERS	i) To follow directions of RAC ii) To conduct subject committee meeting and its follow-up. iii) To plan orientation sessions on different handbooks issued by CBSE/NCERT. iv) To regularly update staff and students about changes in curriculum and exam pattern v) To regularly check CBSE, NCERT websites to update the latest changes.

4	ADMISSION	Mr. ABHILASH V JOSE Mrs. SMITA (ASSOCIATE I/C)	Mrs MINI P K Mrs SMITHA T P Mrs REMYA P	<ul style="list-style-type: none"> i) To scrutinize the registration forms for admission and to complete the admission process as per the guidelines 2023-24 in consultation with the Principal. ii) To ensure admission as per the given schedule of the KVS. iii) To maintain admission register and to provide all data sought by RO from time to time. iv) To complete the admissions and withdrawal register, update the vacancy position, upload T C details in the website.
5	INTERNAL EXAMINATIONS	SECONDARY - Mr. HARIKRISHNAN R PRIMARY – Mr. BENNY KURIAN	Mrs SHYNA K V Mrs. REMYA P Mr. SUDHANSHU SINGH RAI Mrs. SMITA T P Mrs. RASEETHA Mrs AKHILA	<ul style="list-style-type: none"> i) To plan the schedule of PT, Pre-Board and SEE as per the calendar of activities. ii) To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions iii) To give suitable instructions to class teachers for maintaining all the relevant records and consolidated mark list. iv) Timely Result declaration, distribution of progress cards. v) Timely submission of Analysis & other information to RO.
6	CBSE	Ms. GEETA UNNI	Mr. VINEETH M K CLASS TEACHERS AND CO-CLASS TEACHERS OF 9 – 12.	<ul style="list-style-type: none"> i) Registration of 9th,10th,11th,12th students ii) Updating OASIS and other different portals of CBSE. iii) Distribution of hall tickets iv) Uploading of internal marks and grades v) To regularly check CBSE website vi) To operate CBSE designated mail vii) To deal representation from parents about correction, Admission to X & XII etc.
7	EXTERNAL EXAMINATION (IIT, NIOS, IGNOU)	Mr. ABHILASH V JOSE	Mrs. REMYA P Mr. VINEETH M K	<ul style="list-style-type: none"> i) To plan and conduct examinations as per the guidelines issued by KVs and the agency. ii) Maintenance of answer books, timely dispatch of answer books and settlement of bills.

8	GOVT. SPONSORED EXAMINATIONS (NTSE, VVM, etc.)	Mrs. DHANYA SUKUMARAN	Mrs RAJANI N Mrs SUJALA P T	<ul style="list-style-type: none"> i) Motivate the children to participate in the examinations. ii) Timely registration of candidates
9	TIME TABLE	Ms. GEETA UNNI Mr. MINI P K -PRIMARY	<p>Mrs. REMYA P Mrs SHYNA K V Mrs. DHANYA SUKUMARAN</p> <p>Mrs SMITA T P Mrs SASMITA DWIVEDI Mrs AKHILA</p>	<ul style="list-style-type: none"> i) To prepare & execute time table as per the norms. ii) To make necessary adjustments in the time table due to administrative exigencies. iii) To device workable & suitable assignment/remedial time-table
10	CCA	<p>SECONDARY – Mrs. ELICE BENNY</p> <p>PRIMARY – Mrs. SMITA</p>	<p>Mr. VINEETH M K Mrs VIJITHA K Mrs ROSHNI N</p> <p>Mrs SUVARNA P Mrs RAJANI N</p> <p>Mrs JISHA Mrs DRISYA Mrs.SUVARNA P Mrs REETHA N T</p>	<ul style="list-style-type: none"> i) To organize Inter house competitions effectively and to celebrate all the days of National importance/ occasions with the assistance of house Masters and other experts in a planned manner. ii) To conduct Morning Assembly effectively. iii) To monitor day to day Morning Assembly programme and ensure befitting presentation of all items. iv) To prepare C.C.A. calendar. v) To select house captains and other members of the council for carrying out their usual work in consultation with the management and monitoring committee. vi) To conduct Annual day vii) To conduct all activities as per KVS directions from time to time. viii) To give wide publicity ix) To provide data to KVS from time to time along with high quality images.

11	MONITORING OF CONSERVANCY STAFF & ALLOTMENT OF WORK, HOUSE KEEPING.	Mrs. SMITA	Ms GEETA UNNI Mrs PREENA P V Mrs CRISTINA K	<ul style="list-style-type: none"> i) To ensure the proper utilization of conservancy staff. ii) To procure the required cleaning items through GeM.
12	SCHOOL SAFETY COMMITTEE	Mr. BENNY KURIAN	Mr VINEETH M K Mrs SHYNA K V Mr SIKANDER SUTHAR	<ul style="list-style-type: none"> i) To conduct mock drills. ii) To prepare school disaster management plan iii) To ensure building and fire safety iv) To follow the guidelines issued by disaster management from time to time. v) To conduct SWOT analysis vi) To conduct nonstructural audit.
13	INNOVATION & EXPERIMENTATION	Ms. GEETA UNNI Mrs SMITA -PRIMARY	<p>Mrs RAJANI N Mr. VINEETH P Mr JAYANTH M V</p> <p>Mrs. SMITHA T P Mrs AKHILA</p>	<ul style="list-style-type: none"> i) To promote innovation and experimentation among students and teachers ii) To maintain record of activities iii) To promote submission of application for related awards.
14	FLN. READING & WRITING SKILLS I/C	Mrs.SMITA T P (PRIMARY) Mrs. REMYA P (6 to 8 TH) Mrs ELICE BENNY(9 to 12 TH)	Concerned subject teachers	<ul style="list-style-type: none"> i) To conduct activities to promote reading skill. ii) To ensure the proper maintenance of Note books. iii) To guide the students to improve their handwriting. iv) To impart sufficient training to new teachers
15	LOCAL PURCHASE COMMITTEE	Mr. ABHILASH V JOSE	Mr. HARIKRISHNAN R, VMC teacher member. Mrs. SMITA CONCERNED DEPT HEADS.	<ul style="list-style-type: none"> i) To conduct market survey and complete the purchase timely and transparently ii) To ensure purchase procedure as per the norms
16	GEM	Mr. ABHILASH V JOSE(BUYER ID) Mrs SMITA(PAYMENT AUTHORITY ID)	Concerned stock holders.	<ul style="list-style-type: none"> (i) To take up purchase through GEM by following due procedure. ii) To update the portal iii) To get the product verified by the stock holder and complete other work in the portal.

17	COMPUTER, WEBSITE & PIMS	Mr. ABHILASH V JOSE	Mrs. DHANYA SUKUMARAN Mrs SMITHA K P	i) Upkeep of computer system ii) Optimum utilization of resources. iii) Timely updating of website iv) Updating of PIMS portal. v) Submission of ICT infrastructure report - monthly
18	SMART ROOM, e-CLASS ROOMS& PMJVK (PERSONAL LEARNING PROGRAMME)	Mr. ABHILASH V JOSE	Mrs SMITHA K P & CLASS TEACHERS WHERE PROJECTORS ARE INSTALLED	i) Upkeep of Computer and other electronic devices ii) Maintenance of usage register iii) Ensure the security of the items
19	DISCIPLINE	MR. ABHILASH V JOSE Mr. BENNY KURIAN.	Mr MADHAVAN Mrs. REMYA P Mrs MINI P K Mrs. SMITA Mrs CRISTINA K Mrs SREEJA P P SPORTS COACH	i) To ensure the congenial atmosphere in the campus. ii) To ensure gentle movement of students. iii) To deal the cases of indiscipline among students. iv) Smooth Class wise dispersal of students after long bell. v) To ensure proper uniform of students. vi) Effective utilization of student council members in maintaining the discipline. vii) To ensure punctuality. viii) To implement out pass system in the classes. ix) Constitution of class committee for discipline
20	LIBRARY, FILM SHOW, BOOKS , LIBRARY BLOG & CLASS LIBRARY	Mrs DHANYA SUKUMARAN	Mr.T V MADHAVAN Mrs RAJANI N Mrs SASMITA DWIVEDY. Mrs.SMITA Mrs SMITHA T P Mrs PREETHA	i) To update library blog regularly ii) To promote innovation iii) To organize exhibition & all library related celebration iv) To promote reuse of books. v) To plan film shows.
21	VERIFICATION OF FEE & UBI RELATED	Mr. ABHILASH V JOSE	ALL CLASS TEACHERS	i) Secondary verification of data after verification of data by class teachers ii) Promotion/Demotion of students in UBI iii) Timely updating of relevant data
22	FIRST AID & MEDICAL CHECKUP	Mr. VINEETH M K, TGT ENGLISH	Mrs PREENA P V COUNSELLOR. ALL CLASSTEACHERS	i) To take care of students during the school hours and to give first aid in case of emergency

				ii) To make sure the materials required for first aid is readily available and check the expiry dates of the material
23	SPORTS	Mr. VINEETH M K, TGT ENGLISH Mrs SASMITA DWIVEDY-PRIMARY	Mrs CRISTINA K Mrs SREEJA P P SPORTS COACH Mrs. DRISYA	i) To identify and train the students for different sports activities. ii) To conduct sports day. iii) To undertake all ongoing programmes like SBSB/FIT INDIA etc. iv) To take up coaching beyond the school hours.
24	VIDYALAYA PATRIKA, SCHOOL MAGAZINE & NEWS LETTER	Mrs ELICE BENNY Mrs SMITA- Primary	Mr.T V MADHAVAN Mrs. DHANYA SUKUMARAN Mrs. REMYA P Mrs ROSHNI N Mrs REENA M Mrs SMITHA T P Mrs SURABHI Mrs PREETHA	i) To initiate procedure of magazine publication e.g. Collection of articles, proof reading, cover design selection of articles etc. ii) To arrange for the release of magazine iii) To give wide publicity
25	ATTENDANCE REGISTER	PRIMARY Mrs MINI P K SECONDARY (6 TO 8) Mrs SHYNA K V CLASS 9 TO 12 Mr. HARIKRISHNAN	ALL CLASS TEACHERS	i) Monthly verification of attendance register. ii) Verify fee paid details
26	BEAUTIFICATION & GARDENING	Mrs SMITA	Mr. SIKANDER SUTHAR Mrs. DHANYA SUKUMARAN Mrs DRISYA	i) To main purchase, stock & distribution of daily use items ii) To monitor the cleanliness iii) To monitor the beautification
27	AEP & COUNCELLING	Ms GEETA UNNI	Mrs DHANYA SUKUMARAN Mr. MADHAVAN Ms RESHMI K R	i) To conduct session as per guidelines ii) To train the teachers iii) To address all queries related to the topic
28	SCOUTS & GUIDES	PATRON: MR. MADHAVAN INCHARGE: Mrs. SMITA	ALL TRAINED TEACHERS	i) To enroll Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level. ii) To follow the annual calendar of activities.
29	NOTICE BOARDS & DISPLAY BOARDS	Mr. SIKANDER SUTHAR	ALL HOUSE MASTERS	i) To maintain the board on a regular basis ii) To organize competition on Maintenance of board.

				iii) To check for regular updating of notice board
30	FLAG COMMITTEE	Mr. MADHAVAN	Mrs SASMITA DWIVEDI Mrs SREEJA P P Mrs CRISTINA K	i) To hoist and lower the flag daily and make arrangement for flag hoisting on all special days.
31	TLM	Mr. SMITHA T P	Mrs SASMITA DWIVEDY Mrs AKHILA. Mrs. SURABHI	i) To purchase required items. ii) To ensure optimum use of different items. iii) To maintain the records.
32	CAMPUS BEAUTIFICATION & BALA	Mr. SIKANDER SUTHAR	Mrs. REMYA P Mrs DHANYA SUKUMARAN Mrs ROSHNI N Mrs.SMITA	i) To monitor the cleanliness ii) To take up beautification work iii) To monitor gardening work iv) To implement BALA concept v) To prepare month wise action plan & to effectively implement it.
33	TRANSPORTATION, STUDY TOUR & TRANSPORT SAFETY SYSTEM	Mr. ABHILASH V JOSE	Mrs. GEETA UNNI Mr . HARIKRISHNAN R Mrs. REMYA P Mr. BENNY KURIAN	i) To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the Principal/class teachers ii) To complete service procurement through GeM. iii) To implement special programme initiated by KVS.
34	PHOTOGRAPHY & PREPARATION OF ALBUM, E - RECORD OF PHOTOS.	Mr. SIKANDER SUTHAR	Mrs ELICE. Mrs SMITA Mrs SMITHA K P Ms SURABHI	i) To take photo on all important occasion / function ii) To save it in electronic form with captions without losing quality. iii) To print important photos & maintain Album
35	INCOME TAX, TA/DA BILLS, MEDICAL BILLS, LTC	Mr. ABHILASH V JOSE	Mr. SUDHANSHU SINGH RAI Mrs RASEETHA Mrs. LAYA	i) To calculate income tax ii) To collect documents iii) To maintain timely remittance & to liaison with service provider iv) To process TA / DA bills & other claims
36	MINUTES PREPARATION	ENGLISH – Mrs. ELICE BENNY HINDI – Mrs SHYNA K V	Mrs. REMYA P MR. VINEETH M K Mrs ROSHNI N Mrs REENA M	i) To prepare minutes of all staff meetings by principal & other higher officers of KVS

37	REFRESHMENTS	As per occasion	Mrs. REMYA P Mrs RAJANI N Ms MISHA K K Mrs AKHILA	i) To arrange for refreshments during the school programs.
38	RAJBHASHA	Mrs SHYNA K V	Mrs. SMITA, PRT Mrs ROSHNI N Mrs REENA M	i) To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office. ii) To ensure maximum use of rajbhasha iii) To effectively implement all the policies pertaining to Rajbhasha.
39	ALUMNI	Mrs. ELICE BENNY	Mr. ABHILASH V JOSE Mrs. REMYA	i) To register Alumni & to track a record of them ii) To highlight the achievements iii) To plan Alumni meet as per norms
40	CCT	Mrs .REMYA P	ALL TEACHERS	i) To conduct regional level CCT ii) To act as in charge of the PISA portal and to upload the details as and when asked iii) To maintain record of creative critical thinking activities organized
41	FURNITURE	Mr. SIKANDER SUTHAR	ALL CLASS TEACHERS AND DEPARTMENT INCHARGES	i) To ensure all furniture bear serial numbers and the year of purchase. ii) To ensure the adequacy and suitability of furniture in all the class rooms. Staff rooms and other departments, including repair of furniture as per the rules. iii) To prepare and display inventory of class wise and department wise furniture iv) To arrange for the repair of furniture as and when required
42	ACP	Mrs. DHANYA SUKUMARAN	ALL TRAINED TEACHERS	i) To complete module as per KVS norms ii) To maintain record of the module completed
43	CAREER GUIDANCE	Mrs. DHANYA SUKUMARAN COUNSELLOR	Mrs. GEETA UNNI Mr. HARIKRISHNAN R	i) To maintain career corner providing all the information. ii) to invite eminent persons in the field to guide the children.
44	PTA MEETING	SECONDARY - Mr. R HARIKRISHNAN PRIMARY – Mrs. MINI P K	Mrs. REMYA P Mrs. DHANYA SUKUMARAN	i) To plan PTA meetings and to maintain minutes and records of such meetings.

45	GRIEVANCE REDRESSAL	Mrs SMITA	Mrs GEETA UNNI Mrs. REMYA P Mr. SIKANDER SUTHAR	i) To ensure that grievance box is functional ii) Collect the grievances from the boxes under the supervision of Principal and take up further processing as per direction from competent authority.
46	INTERNAL COMPLAINTS COMMITTEE	LADY ASST, COMMISSIONER	Mr .RAMACHANDRAN(NGO MEMBER) Mrs .GEETA UNNI Mrs ELICE BENNY LADY PARENT MEMBER, VMC MEMBER	i) To deal with the complaints received as per Govt of India norms
47	VMC	Mr. HARIKRISHNAN R	AS PER NORMS	i) To prepare detailed agenda points ii) To prepare minutes iii) To inform all VMC members about meeting iv) To invite VMC members for all important functions v) To make all arrangements for the conduct of the meeting.
48	UDISE, E-GRANTS, SAMPOORNA& NSP	Mrs. DHANYA SUKUMARAN	Mr. VINEETH M K Mrs VIJITHA K Mrs . LAYA	i) To update the portal and to do needful to disburse all grants applicable to students. ii) To keep liaison with state Govt officials
49	CHILD RIGHTS PROTECTION CELL	Mrs. ELICE BENNY	Mr. HARIKRISHNAN R Mrs. DHANYA SUKUMARAN Mrs. SMITA T P	i) To deal with complaints as per norms. To create awareness among stake holders
50	TEAM FOR STUDENTS WITH SPECIAL NEEDS (DIVYANG)	Mr. T V MADHAVAN	Mr. T V MADHAVAN Mrs. REMYA P Mrs PREETHA	To follow standard operating procedure
51	M& R, BUILDING, ELECTRICAL	Mrs. SMITA	Mr. SIKANDER SUTHAR Mrs SHYNA K V Mr VINEETH P Mrs CRISTINA K	i) to take up all M& R work ii) To check the electrical connections periodically.

52	LABORATORIES	Concerned Stock holders	CONCERNED SUBJECT TEACHERS	<ul style="list-style-type: none"> (i) To initiate steps to procure items as per requirement and take up steps for modernization of lab items. (ii) To maintain and ensure effective use of resources. (iii) To initiate procedure for condemnation as per norms
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(K P SUDHAKARAN)

PRINCIPAL

CLUBS

SL NO	COMMITTIE	INCHARGES	MEMBERS	DUTIES
1	SWACHATHA CLUB	Mrs.REMYA P	Mrs. DHANYA SUKUMARAN Mr. SIKANDER SUTHAR Mrs SMITA	<ul style="list-style-type: none"> i) To form the clubs & select members of the club ii) To plan month wise activity to be conducted iii) To conduct all activities
2	EBSB/AKAM	Mrs ELICE -SECONDARY MRS SMITA-PRIMARY	Mrs SUJALA P T Mrs VIJITHA K Mrs REENA M Mrs JISHA Mrs DRISYA	
2	STANDARD CLUB & SOCIAL SCIENCE CLUB/INTEGRITY CLUB	Mr. SUDHANSHU SINGH RAI Ms GEETA UNNI	Mrs DHANYA SUKUMARAN Mrs SUJALA P T Mrs VIJITHA K	
3	GREEN SCHOOL&HARITHA VIDYALAYA OK	Mrs. GEETA UNNI	Mr. VINEETH P Mrs RAJANI N Mrs SMITA	

4	MATHS CLUB	Mr.HARIKRISHNAN R	Mr SUDHANSHU KUMAR SINGH Ms MISHA K K	iv) To maintain record of activities taken up v) To maintain photos / videos of work done vi) To organize competitions vii) To take up activities as per directions of KVS from time to time
5	SCIENCE CLUB	Mrs GEETA UNNI	Mr. VINEETH P Mrs RAJANI N	
6	LITERARAY CLUB	Mrs. ELICE BENNY Mr. T V MADHAVAN (SANSKRIT CLUB)	Mrs. REMYA P Mr.VINEETH M K Mrs SHYNA K V Mrs ROSHNI N Mrs REENA M	
7	ATAL	Mr.ABHILASH V JOSE	Mr. JAYANTH M V Mr. VINEETH P Mrs RAJANI N	
8	FINE ARTS & CREATIVE CLUB	Mr.SIKANDER SUTHAR	Mrs DRISYA Mrs JISHA	
9	MUSIC&ROUTES 2 ROOTS, SPIC MACAY	Mr.SIKANDER SUTHAR	Mrs. SUVARNA P Mrs . RAJANI N	

(K P SUDHAKARAN)
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