

KENDRIYA VIDYALAYA KELTRON NAGAR

Committees for the year 2023-24

Members of staff are requested to note down the duties assigned to him/her for the smooth functioning of Vidyalaya.

Principal

| No | Committee | Members | Sign |
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| 1 | Overall Coordinator | Mr. Johnson I C, PGT Mathematics | |
| 2 | Admission | Mrs. Shylaja T H, PGT Hindi (I/C) | |
| | | Mrs. Bindhiya N, PGT Computer Science | |
| | | Mr. Vinodan M, PGT Economics | |
| | | Mrs. Divya R, PGT English | |
| | | Mrs. Usha O V, TGT English | |
| | | Mrs. Renuka Rajan, Headmistress | |
| | | Mrs. Suja T V, PRT | |
| 3 | UBI Fee Verification | Mrs. Thanuja P A, PGT Physics (I/C) | |
| | | Mrs. Bindhiya N, PGT Computer Science | |
| | | Mrs. Bindu P V, TGT Mathematics | |
| | | Mrs. Soumya K M, PRT | |
| 4 | Examination (Home) | Mrs. Biji K, PGT Chemistry (I/C) | |
| | | Mrs. Sherli K S, PGT Biology | |
| | | Mrs. Veena M, TGT Mathematics | |
| | | Mrs. Priya M, TGT English | |
| | | Ms. Bijina K P, Computer Instructor – Secondary | |
| 5. | Examination (CBSE & NEET) | Mr. Vinodan M, PGT Economics (I/C) | |
| | | Mrs. P V Bindhu, TGT Mathematics | |
| | | Ms. Bijina K P, Computer Instructor (Secondary) | |

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| 6 | Examination (Olympiads, KVPY, NTSE, Other Examinations) | Mrs. Sherli K S, PGT Biology (I/C) | |
| | | Mrs. Maneesha P, TGT Science (Contractual) | |
| | | Mrs. Anupama P V, TGT Mathematics | |
| | | Mrs. Usha T K, TGT Social Science (Contractual) | |
| 7 | Examination (NIOS) | Mrs. Bindhiya N, PGT Computer Science (I/C) | |
| | | Mrs. Prasanna C V, TGT Science | |
| | | Mrs. Beena T, PRT | |
| | | Mrs. Beena P, TGT Social Science (Contractual) | |
| | | Ms. Bijina K P, Computer Instructor (Secondary) | |
| 8 | CCA & Morning Assembly | Mrs. Kumari Omana, PGT Biology(I/C) | |
| | | Mrs. Latha Ramanujan, TGT Hindi | |
| | | Mrs. Divya R, PGT English | |
| | | Dr. Shylaja T H, PGT Hindi | |
| | | Mrs. Shamna M P, PRT Music (Contractual) | |
| | | Class Teachers | |
| 9 | Time Table (Secondary) | Mrs. Johnson I C, PGT Mathematics(I/C) | |
| | | Mrs. Anupama P V, TGT Mathematics (Contractual) | |
| | | Mrs. Veena M, TGT Mathematics | |
| | | Ms. Bijina K P, Computer Instructor (Secondary) | |
| | | PGT Physics (Contractual) | |
| 10 | M & R (Painting/Civil work/Other works) | Mr. B Murugesh Kumar, TGT Work Experience (I/C) | |
| | | Mrs. Anitha K George, PGT Chemistry | |
| | | Mrs. Renuka Rajan, Headmistress | |
| | | Mr. C P Ranjith, PRT | |
| | | Mr. Retheesh Kumar P V, PRT | |
| | | ASO/SSA/JSA | |

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| 11 | Purchase | Mr. B Murugesh Kumar, TGT Work Experience (I/C) | |
| | | Mrs. Thanuja P A, PGT Physics | |
| | | Mrs. Anitha K George, PGT Chemistry (VMC Member) | |
| | | Mrs. Renuka Rajan, Headmistress | |
| | | Mrs. K Bindu , PRT | |
| 12 | Condemnation | Mrs. Anitha K Geroge, PGT Chemistry (I/C) | |
| | | Mrs. Thanuja P A, PGT Physics | |
| | | Mr. B Murugesh Kumar, TGT Work Experience | |
| | | Concerned Stock Holders | |
| 13 | Contractual Appointment | Mrs. Sreedevi A K, PGT Commerce(I/C) | |
| | | Mrs. Anitha K Geroge, PGT Chemistry | |
| | | Mrs. Nayana N, PRT | |
| 14 | Daily Cleanliness & Conservancy/ Sanitary Work | Mrs. Anitha K Geroge, PGT Chemistry (I/C) | |
| | | Mrs. Latha Ramanujan, TGT Hindi | |
| | | Class Teachers of XI A, XI B | |
| | | Class Teachers of IV A – Mrs. Suma Thomas K, PRT | |
| | | Class Teachers of II A – Mrs. Reshmi Raveendran, PRT | |
| 15 | Quarters Allotment | Mrs. Thanuja P A, PGT Commerce (I/C) | |
| | | Mrs. Kumari Omana, PGT Biology | |
| | | Mrs. Soumya K M, PRT | |
| | | Mrs. Sreedevi A K, PGT Commerce | |
| 16 | Furniture & Fixtures | Mrs. Sreedevi A K, PGT Commerce (I/C) | |
| | | Mr. B Murugesh Kumar, TGT Work Experience | |
| | | Mrs. Suma Thomas K, PRT | |

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| 17 | Discipline | Mr. Johnson I C, PGT Mathematics (I/C) | |
| | | Mrs. Anitha K Geroge, PGT Chemistry | |
| | | Mrs. Sherli K S, PGT Biology | |
| | | Mrs. Renuka Rajan, Headmistress | |
| | | Mrs. C P Ranjith, PRT | |
| | | Sports Coaches | |
| | | Class Teachers | |
| 18 | Career Guidance & Counseling | Mrs. K S Sherli, PGT Biology (I/C) | |
| | | Mrs. Bindhiya N, PGT Computer Science | |
| | | Educational Counsellor | |
| 19 | AEP | Mrs. Latha Ramanujan, TGT Hindi (I/C) | |
| | | Mrs. Maneesha P, TGT Science (Contractual) | |
| | | Mrs. Beena P, TGT Social Science (Contractual) | |
| | | Doctor | |
| | | Mrs. Sanoopa K, Staff Nurse | |
| | | Educational Counsellor | |
| 20 | Beatification/ Swachh Vidyalaya/ Hrith Vidyalaya/ Green School Programme | Mrs. Thanuja P A, PGT Physics (I/C) | |
| | | Mrs. Kumari Omana, PGT Biology | |
| | | Mrs. C V Prasanna, TGT Science | |
| | | TGT Social Science (Contractual)- 03 | |
| | | Mrs. T V Suja, PRT | |
| | | Mrs. Beena T, PRT | |
| | | Mrs. K Bindu, PRT | |
| | | Mr. C P Ranjith, PRT | |
| 21 | First Aid & Medical Check-up | Mrs. Sherli K S, PGT Biology (I/C) | |
| | | Mrs. Suma Thomas K, PRT | |
| | | Mrs. Nayana N, PRT | |
| | | Mrs. Lekha , TGT English (Contractual) | |

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| 22 | Student Grievance Redressal Cell/Suggestion Box/ POSCO | Mrs. Anitha K Geroge, PGT Chemistry (I/C) | |
| | | Mrs. Sherli K S, PGT Biology | |
| | | Mrs. Priya M, TGT English | |
| | | Mrs. Renuka Rajan, Headmistress | |
| | | Mrs. Reshmi Raveendran, PRT | |
| 23 | News Letter/ Vidyalaya Patrika | Mrs. Latha Ramanujan, TGT Hindi (I/C) | |
| | | Mrs. Divya R, PGT English | |
| | | Mrs. Usha O V , TGT Sanskrit | |
| | | Mrs. Renuka Rajan, Headmistress | |
| | | Mr. C P Ranjith, PRT | |
| | | Mrs. Suma Thomas K, PRT | |
| | | Mrs. Reshmi Raveendran, PRT | |
| 24 | Flag Hoisting | Mr. B Murugesh Kumar, TGT Work Experince (I/C) | |
| | | Mrs. Praseetha C V, PRT | |
| 25 | Scout & Guides | Mr. B Murugesh Kumar, TGT Work Experience (I/C - Scout) | |
| | | Mrs. C V Praseetha, PRT (I/C – Guides) | |
| | | Mrs. Veena M, TGT Mathematics | |
| | | All Trained Teachers | |
| 26 | Staff Meeting | Mrs. Priya M, TGT English, Staff Secretary | |
| | | Mrs. Shylaja T H, PGT Hindi | |
| 27 | Updation & Maintenance of E-Class Rooms & Website Updation | Mrs. Bindiya N, PGT Computer Science (I/C) | |
| | | Ms. Bijina K P, Computer Instructor (Secondary) | |
| | | Mrs. Savitha E P, Computer Instructor (Primary) | |
| | | Data Entry Operator | |
| 28 | RAJBHASHA / TOLIC | Mrs. Shylaja T H, PGT Hindi (I/C) | |
| | | Mrs. Reshmi Raveendran, PRT | |
| 29 | ATL | Mr. Thanuja P A, PGT Physics (I/C) | |
| | | Mrs. Anitha K Geroge, PGT Chemistry | |
| | | Mr. B Murugesh Kumar, TGT Work Experience | |
| | | Mrs. Veena M, TGT Mathematics | |

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| 30 | ACP | Mrs. Priya M, TGT English, (I/C) | |
| | | All Trained Teachers | |
| 31 | CCT/PISA | Mrs. Priya M, TGT English (I/C) | |
| | | Computer Instructors | |
| 32 | SC/ST/OEC/OBC(H) Educational Grant | Mrs. Sreedevi A K, PGT Commerce (I/C) | |
| | | Mrs. Sherli K S, PGT Biology | |
| 33 | PFMS | ASO/SSA/JSA | |
| | | Data Entry Operator | |
| 34 | FIT India & Sports | Mrs. Sheeba N, TGT Hindi (I/C) | |
| | | Mrs. Veena M, TGT Mathematics | |
| | | Mr. Retheesh Kumar P V, PRT | |
| | | Mrs. K Bindu, PRT | |
| | | Sports Coaches, Yoga Instructor | |
| | | TGT Social Science (Contractual) – 03 | |
| 35 | Excursion | Mr. Johnson I C, PGT Mathematics (I/C) | |
| | | Mrs. Thanuja P A, PGT Physics | |
| | | Mrs. Sheeba N, TGT Hindi | |
| | | Mr. B Murugesh Kumar, TGT Work Experience | |
| | | Mrs. C V Praseetha, PRT – Primary | |
| | | Mr. Retheesh Kumar P V, PRT | |
| 36 | Photography | Mrs. Bindhiya N, PGT Computer Science (I/C) | |
| | | Mrs. T V Suja, PRT | |
| | | Computer Instructors | |
| 37 | Vidyanjali Portal & Alumina Meetings | Mrs. Anitha K George, PGT Chemistry (I/C) | |
| | | Mrs. Thanuja P A, PGT Physics | |
| | | Mrs. Prasanna C V, TGT Science | |
| | | Mrs. Suja T V, PRT | |
| | | Mrs. Savitha E P, Com Instructor (Primary)-Vidyanjali | |
| 38 | Record of Training | Mrs. Preethi N, TGT Hindi – Secondary & Sen Secondary | |
| | | Mrs. Suja T V, PRT – Primary | |
| 39 | Academic Loss Compensatory Programme | Mrs. Bindu M V, TGT Hindi – Secondary & Sen Secondary | |
| | | Mrs. Anjana M P, PRT – Primary | |

Principal

KENDRIYA VIDYALAYA KELTRON NAGAR

Committees for the year 2023-24: Primary Section

| No | Committee | Members | Sign |
|-----------|---|---------------------------------|-------------|
| 1. | CCA | Mrs. K Bindu (I/C) | |
| | | Mrs. Reshmi Raveendran | |
| 2. | Admission (Class I) | Mrs. Renuka Rajan, Headmistress | |
| | | Mrs. Suja T V, PRT (I/C) | |
| | | Mrs. Mini M K, PRT | |
| | | Mrs. Suma Thomas K, PRT | |
| | | Mrs. Beena T, PRT | |
| | | Mrs. Reshmi Raveendran, PRT | |
| | | Mrs. Nayana N, PRT | |
| 3. | Examination | Mrs. C P Ranjith (I/C) | |
| | | Mrs. Soumya K M | |
| 4. | Time Table | Mrs. T V Suja (I/C) | |
| | | Ms. Nayana N | |
| | | Mrs. Anjana M P | |
| 5. | Sports | Mrs. Retheesh Kumar P V (I/C) | |
| | | Mrs. K Bindu | |
| | | Primary Coach/Yoga Instructor | |
| | | Mrs. Shrija P G | |
| 6. | Cubs | Mr. C P Ranjith (I/C) | |
| | | Mrs. Retheesh Kumar P V | |
| 7. | Bulbuls | Ms. Mini M K (I/C) | |
| | | All Trained Teachers | |
| 8. | Photography | Mr. Suja T V (I/C) | |
| | | Computer Instructor – Primary | |
| 9. | Computer Lab | Mrs. Suma Thomas K (I/C) | |
| | | Computer Instructor – Primary | |
| 10. | Class teachers of 1 st Standard | Class I A – Mrs. Mini M K | |
| | | Class I B – Mrs. Beena T | |
| | | Class I C – Mrs. Nayana N | |

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| 11 | A.V Room | Mrs. Beena T (I/C) | |
| | | Mr. Retheesh Kumar P V | |
| | | Mrs. Reshmi Raveendran | |
| | | Mrs. Renuka Rajan (Overall In-Charge) | |
| 12 | Library | Mrs. Soumya K M (I/C) | |
| | | Mrs. Reshmi Raveendran | |
| 13 | Excursion | Mrs. C V Praseetha | |
| | | Mrs. Mrs. Suja T V | |
| | | Mr. Retheesh Kumar P V | |
| 14 | Newsletter | Mrs. Suma Thomas K | |
| | | Mr. C P Ranjith | |
| | | Computer Instructor – Primary | |
| 15 | NIPUN | Mrs. Anjana M P | |
| | | Mrs. Sruthi K | |
| 16 | FLN | Mrs. Nayana N | |
| | | Mrs. Rashmi K V | |
| 17 | Music | Mrs. Nayana N | |
| 18 | TLM Purchase | 1 st Quarter – K Bindu, Anjana M p, Rashmi | |
| | | 2 nd Quarter – Mini M K, C P Ranjith, Retheesh Kumar P V | |
| | | 3 rd Quarter – Praseetha C V, Soumya K M, Suja T V | |
| | | 4 th Quarter – Beena T, Nayana N, Suma Thomas K | |
| 19 | Subject Convenors | Hindi – Mrs. Rashmi Raveendran | |
| | | English – Mr. Retheesh Kumar P V | |
| | | Mathematics – Mrs. Praseetha C V | |
| | | EVS – Suja T V | |
| 20 | Overall In-Charge | Mrs. Renuka Rajan, Headmistress | |

Headmistress

Principal