

## DUTY CHART 2018-19

Sl. No.	Committee	Members
1.	<b>Admission</b>	<p>Mrs. Anitha K George, Pgt Chemistry, I/C</p> <p>Mrs. Bindhiya N, Pgt Computer Science</p> <p>Mr. C P RANJITH, PRT</p> <p>Mrs. SHYAMALA A C, PRT</p> <p>Mrs. SUJA T V, PRT</p> <p>Mrs. BEENA T, PRT</p>
2.	<b>Examination</b>	<p><b><u>Secondary (Home)</u></b></p> <p>Mrs. K S Sherli, Pgt Biology, I/C</p> <p>Mrs. Priya M, Tgt English</p> <p>Mrs. Praseena J, Tgt Social Science</p> <p>Mrs. Remya Gopi, Tgt Mathematics</p> <p>Mr. Raveendran P , Sub Staff</p> <p><b><u>Primary</u></b></p>

		Mrs. MINI P K, PRT I/C
		Mr. RETHEESH KUMAR P V, PRT
		Mrs. MINI M K, PRT
		Mrs. T V SUJA, PRT
		<b><u>Cbse</u></b>
		Mr. Prasanth Kumar M, Pgt Physics, I/C
3.	<b>Time Table</b>	<b><u>Secondary</u></b>
		Mrs. Ajitha A M, Pgt Chemistry, Ic
		Mrs. P V Bindu, Tgt Mathematics
		<b><u>Primary</u></b>
		Mrs. VEENA M, PRT, I/C
		Mrs. K BINDU, PRT
		Mrs. VEENA M, PRT
4.	<b>Morning Assembly</b>	Mrs. Sushuma P V, Pgt English, I/C
		Mrs. Latha Ramanujan, Tgt Hindi
		Mrs. ARCHANA SINGH, TGT P & HE
		Mr. B Murugesh Kumar, Tgt Work Experience
		Mrs. Poonam Rani, Prt Music
5.	<b>Cca</b>	<b><u>Secondary</u></b>

		Mrs. Sushuma P V, Pgt English, Coordinator
		Mrs. Latha Ramanujan, Tgt Hindi, Co-Coordinator
		All House Masters
		<b><u>Primary</u></b>
		Mrs. Suma Thomas K, Prt, Coordinator
		Mrs. BEENA T, PRT,
		All House Masters
6.	<b>Nios</b>	Mrs. BEENA C CHACKO, PGT MATHEMATICS, I/C
		Mrs. BINDU K, PRT
		Mr. Vijendra Kumar, Tgt Art
		Ms. NITIKA, PRT
		Ms. Shyamala C K, Sub Staff
7.	<b>Kvpy/Ntse/Olympiads/Other Exam</b>	Mrs. Prasanth Kumar M, Pgt Physics, I/C
		Mrs. Salina K, Pgt Physics,
		Mrs. MANEESHA
8.	<b>Paybill, Arrear, 7<sup>th</sup> Cpc &amp; Salary Uploadation</b>	Mr. Vinodan M, Pgt Economics, I/C
		Mr. KARUNAKARAN V, PRT

9.	<b>Maintenance &amp; Repair</b>	Mr. B Murugesh Kumar, Tgt Work Experience, I/C
		Mr. Vijendra Kumar, Tgt Art
		Mr. Suseelan N, Sub Staff
10.	<b>Pta</b>	Mrs. Sushuma P V, Pgt English, I/C
		Mrs. Anitha K George, Pgt Chemistry
		Mrs. Shylaja T H, Pgt Hindi
		Mr. Prasanth Kumar M, Pgt Physics
		Mr. Sreenath K P, Headmaster
11.	<b>Purchase</b>	Mrs. Sushuma P V, Pgt English, I/C
		Mr. B Murugesh Kumar, Tgt Work Experience
		Mr. Sreenath K P, Headmaster
		Stock Holders Of Concerned Department.
12.	<b>Condemnation</b>	Mrs. Anitha K George, Pgt Chemistry, I/C
		Mr. B Murugesh Kumar, Tgt Work Experience
		Mr. Sreenath K P, Headmaster
		Mrs. Mini P K, Prt (Vmc Member)

		Stock Holders Of Concerned Department.
13.	<b>Contractual Teachers/ Coaches</b>	Mrs. Anitha K George, Pgt Chemistry, I/C Mr. Sreenath K P, Headmaster
14.	<b>DAILY CLEANLINESS &amp; CONSERVANCY (For Allotted Area)</b>	Mrs. Shylaja T H, Pgt Hindi Mrs. Vidya S R, Tgt English, Mrs. MINI P K, PRT Mrs. RESHMI RAVEENDRAN, PRT Ms. Nitika, Prt
15.	<b>Quarters Allotment/ Maintenance</b>	Mrs. Beena C Chacko, Pgt Mathematics, I/C Mr. Vijendra Kumar, Tgt Art Mr. KARUNAKARAN V, PRT Mr. Suseelan N, Sub Staff
16.	<b>P.T/ Tds/Income Tax Submission</b>	Mrs. Beena C Chacko, Pgt Mathematics, I/C Mrs. Sreedevi A K, Pgt Commerce Mrs. Remya Gopi E P, Tgt Mathematics
17.	<b>Furniture &amp; Fixtures</b>	Mrs. Sreedevi A K, Pgt Commerce, I/C

		Mr. Sajeevan C P, Tgt Sanskrit
		Mr. B Murugesh Kumar, Tgt Work Experience
<b>18.</b>	<b>UBI FEE VERIFICATION (2nd Level - 1st Level Verification To Be Done Class Teachers Only)</b>	<b><u>Class Vi-Xii</u></b>
		Mr. Prasanth Kumar M, Pgt Physics, I/C
		Mr. Vijendra Kumar, Tgt Art
		<b><u>Primary</u></b>
		Mr. C P RANJITH, PRT, I/C
<b>19.</b>	<b>Discipline</b>	Mrs. Sushuma P V, Pgt English, Coordinator
		Mrs. ARCHANA SINGH, TGT P & HE, I/C
		Mrs. Anitha K George, Pgt Chemistry
		Mr. Madhusoodanan M, Tgt Social Science
		Mr. Sreenath K P, Headmaster
		All Class Teachers
<b>20.</b>	<b>Career Guidance &amp; Counselling</b>	Mrs. Anitha K George, Pgt Chemistry, I/C
		Mrs. ARCHANA SINGH, TGT P & HE
		Mr. Madhusoodanan M, Tgt Social Science

21.	<b>Naep</b>	Mrs. Latha Ramanujan, Tgt Hindi, I/C
		Mr. Sajeevan C P, Tgt Sanskrit
		Mrs. P V Bindu, Tgt Mathematics
22.	<b>Beautification</b>	Mrs. Pushpavalli T N, Tgt Hindi, I/C
		Mrs. Kumari Omana, Pgt Biology
		Mr. B Murugesh Kumar, Tgt Work Experience
		Mr. Vijendra Kumar, Tgt Art
		Tgt Science
23.	<b>Medical Room/ First Aid/ Medical Check Up</b>	Mrs. Kumari Omana, Pgt Biology, I/C
		Mr. Sreenath K P, Headmaster
		Mrs. ARCHANA SINGH, TGT P & HE
		Mr. RETHEESH KUMAR P V, PRT
24.	<b>Swachh Vidyalaya/ Bharath Mission/ Eco Club</b>	Mrs. Kumari Omana, Pgt Biology, I/C
		Mr. Sajeevan C P, Tgt Sanskrit
		Mrs. Vidya S R, Tgt English
		Mrs. P V SAPNA, PRT
25.	<b>House Master</b>	<b><u>Jc Bose</u></b>
		Mrs. Priya M, Tgt English
		<b><u>Kalam</u></b>

		Mrs. Pushpavalli T N, Tgt Hindi
		<b><u>Raman</u></b>
		Mrs. Vidya S R, Tgt English
		<b><u>Tagore</u></b>
		Mrs. Praseena J, Tgt Social Science
26.	<b>Primary</b>	<b><u>Jc Bose</u></b>
		Mrs. MANJULA, PRT
		<b><u>Kalam</u></b>
		Mrs. K BINDU, PRT
		<b><u>Raman</u></b>
		Mrs. M K MINI, PRT
		<b><u>Tagore</u></b>
		Mr. NITIKA, PRT
27.	<b>Integrity Club</b>	Mr. Sajeevan C P, Tgt Sanskrit, I/C
		Mrs. Sushuma P V, Pgt English
		Mrs. Vidya S R, Tgt English
28.	<b>Litarary Club</b>	Mrs. Sushuma P V, Pgt English, I/C
		Mrs. Shylaja T H, Pgt Hindi
		Mrs. Pushpavalli T N, Tgt Hindi
		Mrs. Vidya S R, Tgt English



29.	<b>Media Cell</b>	Mr. Madhusoodanan M, Tgt Social Science, I/C
		Mrs. ARCHANA SINGH, TGT P & HE
		Malayalam Instructor
30.	<b>Mathematics Club</b>	Mrs. Beena C Chacko, Pgt Mathematics, I/C
		Mrs. P V Bindu, Tgt Mathematics
		Mrs. Remya Gopi E P, Tgt Mathematics
31.	<b>Audio Visual Aid</b>	Mr. Sreenath K P, Headmaster, I/C
		Mrs. PRASANNAC V, PRT
32.	<b>Band Troop</b>	Mr. RETHEESH KUMAR P V, PRT, I/C
		Mrs. ARCHANA SINGH, TGT P & HE
33.	<b>Childrens Park</b>	Mr. RETHEESH KUMAR P V, PRT, I/C
		Mrs. ARCHANA SINGH, TGT P & HE
34.	<b>Student Grivence Cell</b>	Mrs. Sushuma P V, Pgt English, I/C
		Mr. Sreenath K P, Headmaster
		Mrs. ARCHANA SINGH, TGT P & HE
35.	<b>Cs 54</b>	Mr. Prasanth Kumar M, Pgt Physics, I/C
36.	<b>Eco Club</b>	Mrs. Kumari Omana, Pgt Biology, I/C
		Mrs. MANISHA

37.	<b>News Letter &amp; Brochure</b>	Mr. Sreenath K P, Headmaster, I/C
		Mr. C P RANJITH, PRT
		Mrs. A C SHYAMALA, PRT
38.	<b>Photography</b>	Mr. RETHEESH KUMAR P V, PRT, I/C
		Computer Instructor (Sec)
39.	<b>Flag/ Hoisting</b>	Mr. KARUNAKARAN V, PRT
		Mrs. ARCHANA SINGH, TGT P & HE
		Mrs. PRASANNA C V, PRT
40.	<b>Readers Club</b>	Mr. P P Hashim, Librarian, I/C
		Mrs. Latha Ramanujan, Tgt Hindi
		Ms. Usha V V, Tgt English
41.	<b>Science Club</b>	Mrs. Salina K, Pgt Physics, I/C
		Mr. Prasanth Kumar M, Pgt Physics
		Mrs. Ajitha A M, Pgt Chemistry
		All Science Teachers
42.	<b>Scout/ Guides &amp; Cubs/Bubuls</b>	Mr. KARUNAKARAN V, PRT , I/C
		Mrs. PRASEETHA C V, Prt
		Mrs. P V SAPNA, PRT
		Mrs. BEENA T, PRT
		Mrs. VEENA M, PRT

		All Trained Teachers
43.	<b>Seminar/Symposium/ Talks/ Lectures</b>	Ms. Usha V V, Tgt English
44.	<b>Printing</b>	Mr. P P Hashim, Librarian, I/C
		Mrs. Pushpavalli T N, Tgt Hindi
45.	<b>Social Science Club</b>	Mrs. Sreedevi A K, Pgt Commerce, I/C
		Mr. Madhusoodanan M, Tgt Social Science
		Mrs. Praseena J, Tgt Social Science
46.	<b>Staff Club</b>	Mr. C P Sajeevan, Tgt Sanskrit, I/C
		Mrs. Vidya S R, Tgt English
		Mr. KARUNAKARAN V, PRT
47.	<b>Staff Meeting</b>	Mr. C P Sajeevan, Tgt Sanskrit, I/C
		Mrs. Vidya S R, Tgt English
		Mrs. Shyalaja T H, Pgt Hindi
		Mr. P P Hashim, Librarian
48.	<b>Updation &amp; Maintenance Of E-Class Rooms</b>	Mrs. Bindhiya N, Pgt Computer Science, I/C
		Computer Instructor(Primary & Secondary)
49.		<b>Science &amp; Computer Science</b>

	<b>Subject Committee Meetings Convenor</b>	Mrs. Ajitha A M, Pgt Chemistry
		<b><u>English</u></b>
		Mrs. Sushuma P V, Pgt English
		<b><u>Hindi &amp; Sanskrit</u></b>
		Mrs. Shylaja T H, Pgt Hindi
		<b><u>Mathematics</u></b>
		Mrs. Beena C Chacko, Pgt Mathematics,
		<b><u>Social Science</u></b>
		Mr. Vinodan M, Pgt Economics
		<b><u>Primary</u></b>
		<b><u>Languages</u></b>
		Mrs. RESHMI RAVEENDRAN, PRT
		Mrs. K BINDU, PRT
		<b><u>Mathematics</u></b>
		Mrs. A C SHYAMALA, PRT
		Mr. C P RANJITH, PRT
	<b><u>Evs</u></b>	
	Mrs. MINI M K, PRT	
	Mrs. T V SUJA, PRT	
50.	<b>Suggestion Boxes</b>	Mr. Vijendra Kumar, Tgt Art
51.	<b>Tlm/ Cmp/ Equip</b>	Mrs. Pushpavalli T N, Tgt Hindi, I/C
		Mr. Sreenath K P, Headmaster

52.	<b>Tolic</b>	Mrs. Shylaja T H , Pgt Hindi (I/C)
53.	<b>Vidyalaya Magazine</b>	Mrs. Shylaja T H , Pgt Hindi (I/C)
		Ms. Usha V V, Tgt English
		Mrs. C V Raveendran, Tgt Hindi
		Mr. C P Sajeewan, Tgt Sanskrit
		Mr. P P Hashim, Librarian
54.	<b>Website Updation</b>	Mrs. Bindhiya N, Pgt Computer Science, I/C
		Mr. C P RANJITH, PRT
		Mr. P P Hashim, Librarian
		Computer Instructor(Primary & Secondary)
55.	<b>Sanitary, Repair &amp; Replacement</b>	Mrs. Remya Gopi E P, Tgt Mathematics
56.	<b>Painting/ Civil Works</b>	Mr. B Murugesh Kumar, Tgt Work Experience, I/C
57.	<b>Kv Shaala Darpan</b>	Mrs. Bindhiya N, Pgt Computer Science, I/C
		Mr. P P Hashim, Librarian
58.	<b>Atal Tinkering Lab</b>	Mrs. Prasanth Kumar M, Pgt Physics, I/C