



**KENDRIYA VIDYALAYA-ADOOR (Shift - I)  
PATHANAMTHITTA DISTRICT(KERALA)-691 523**

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**ALLOTMENT OF DUTIES & RESPONSIBILITIES SESSION 2013-2014**

SL. N.	Department		Name of the Members
1.	Academic Council		a) Principal : Mr. K B K Unnithan b) Ms. Alice Jacob (PGT Maths) c) Ms. Anitha Kumari (PGT English) d) Mr. Ajith kumar[PGTCHEM] e) Head Mistress : Mrs. Jaya Nair (PRT)
2.	Subject Committee Conveners:	1. English	a) Ms. Anitha Kumari, (PGT,Eng)
		2. Hindi & Sanskrit	a) Ms. Jaisree P.J (PGT Hindi)
		3. Maths	a) Ms. Alice Jacob (PGT Maths)
		4. Science	a) Ms. Mariette. P. Sebastian (PGT, Chem)
		5. Social Science	a) Ms. Swarnamma P.K (TGT SST)
3.	Admission		a) Mr. Reji V.R Nath, PGT (Bio) b) PGT Physics c) Mr. P. Kunjumon (TGT Maths) d) Ms. Usha. P (TGT-Skt) e) Ms. Shini A. John f) Ms. Jaya Nair
4.	Examination (CBSE)		a) Mr. K. Ajith Kumar(PGT Chemistry) b) Mr. T.P. Varghese (TGT Bio) c) Mrs. Ambily Krishnan, (PGT Comp.) d) Mrs. Usha.P (TGT Sans.)
5.	Examination (Internal)	Secondary	a) Ms. Mariette P Sebastian b) Mr. Santhosh Kumar (PGT Bio) c) Mrs. Sindhumol Ayyappan (PGT Hindi)
		Primary	d) Mr. Pragneesh.V.Ravat (PRT) e) Mr. Dineshkumar f) Mr. Sunil kumar
6.	Co. Curricular , Club Activities & CCA (Internal & External)		a) Mrs. Jaishree P.J (PGT,Hindi ) b) Mrs. P.K Swarnamma (TGT SST) c) Mrs. Rajashree.M (TGT Eng)
	CCA (Primary)		a) Mrs. Jaya S [Music] b) Mrs. Rajasree S (PRT) c) Mr. Shiny John(PRT)
7.	Club Activities	1.Integrity Club	a) Mrs. Nisha V C (TGT Hindi) b) Mrs. Rajasree M (TGT English)
		2.Readers Club & Library	a) Mrs. Grace Terry George (Lib) b) Mrs. Shini A John (PRT)
		3.Eco & Nature Club	a) Mr. Santhosh Kumar (PGT Bio) b) Ms. Kumari Omana (TGT Sci)
		4.Quiz Club	a) Mrs. Swarnamma (TGT SST) b) Mr. P. Kunjumon c) TGT (SOST)
		5. Science club	a) Mrs. Mariette P. Sebastian, PGT (Chem) b) All PGTs & TGTs Science
		6. Maths Club	a) Mrs. V. Alice Jacob, PGT (Maths) b) All PGTs & TGTs Maths
8	Olympiad	a) Science	a) Mrs. Kumari Omana
		b) Maths	b) Mrs. Thangam Samuel
		c) Cyber	c) Mrs. Ambily Krishnan

9.	<b>Time Table &amp; Substitution work</b>	<ul style="list-style-type: none"> <li>a) Mrs. Jayasree. V.R, (PGT,)</li> <li>b) Mr P. Kunjumon (TGT Maths)</li> <li>c) Mrs. Jaya Nair (H.M I/c)</li> <li>d) Mr. Brijesh (TGT, Art)</li> <li>e) Mrs. Supriya.V</li> <li>f) Mr. Sunil kumar</li> <li>g) Mrs. Grace Terry George (Librarian)</li> </ul>
10.	<b>Report of Vidyalaya Activities</b>	<ul style="list-style-type: none"> <li>a) Mrs. Anitha Kumari (PGT Eng)</li> <li>b) Mrs. Rajasree M (TGT Eng)</li> <li>c) TGT (Eng) &amp; TGT (Hindi)</li> </ul>
11.	<b>Morning Assembly</b>	<ul style="list-style-type: none"> <li>a) Ms. JaisreeP.J (P.G.T Hindi)</li> <li>b) Ms. Anitha kumari</li> <li>c) Mrs. Jaya S (Music Tr)</li> <li>d) Mr. Rodda Rami Reddy (TGT, WET)</li> <li>e) Mr. Chandradhari Sharan (TGT, PHE)</li> <li>f) Mr. Brijesh (Art)</li> </ul>
12.	<b>Discipline</b>	<ul style="list-style-type: none"> <li>a) Mr. Chandradhari Sharan (TGT, PHE)</li> <li>b) Mrs. Alice Jacob (PGT Maths)</li> <li>c) Mr. Reji V R Nath (PGT Bio)</li> <li>d) Mrs. Swarnamma P K (TGT SST)</li> <li>e) Mr. P. Kunjumon (TGT Math)</li> <li>f) Mr. Sunil kumar (P.R.T)</li> </ul>
13.	<b>Dealing with late comers</b>	<ul style="list-style-type: none"> <li>a) Mr. Mr. Chandradhari Sharan (TGT, PHE)</li> <li>b) Mr. Dhanesh (PET)</li> <li>c) Mr. Pragnesh J Ravat (PRT)</li> <li>d) Mr. R R Reddy (WET)</li> </ul>
14.	<b>Special Day Celebrations</b>	<ul style="list-style-type: none"> <li>a) Mrs. Jaishree P.(PGT Hindi)</li> <li>b) Ms. Swarnamma</li> <li>c) Mrs. Rajashree M</li> <li>d) Mrs. Jaya S (Music)</li> </ul>
15.	<b>Sanitation &amp; Cleanliness</b>	<ul style="list-style-type: none"> <li>a) Mr. Santhosh Kumar, PGT (Bio)</li> <li>b) Mr. Rodda Rami Reddy</li> <li>c) Mrs Kumari Omana</li> <li>d) Mr. Varughese (TGT Bio)</li> <li>e) Mrs. Rajasree M(TGT Eng)</li> <li>f) Mrs. Sindumol Ayyappan, TGT (Hindi)</li> <li>g) Ms. Rani Noorjahan Akbar, TGT (Eng)</li> <li>h) Mrs. Jaya Nair(PRT)</li> <li>i) Mr. Sunil Kumar (PRT)</li> <li>j) Mr. Brijesh (TGT, Art)</li> </ul>
16.	<b>Gardening , Aquarium, Beautification of building and campus</b>	<ul style="list-style-type: none"> <li>a) Mr. Reji V R Nath (PGT Bio)</li> <li>b) Mr. Santhosh Kumar, PGT (Bio)</li> <li>c) Mr. Chandradhari Sharan (PET)</li> <li>d) Mr. Brijesh (Art)</li> <li>e) Mrs. Anitha Kumari (PGT English)</li> <li>f) Mrs. Rajasree S (PRT)</li> <li>g) Mrs. Jaya S (Music)</li> <li>h) Mrs. Shini A John (PRT)</li> </ul>
18.	<b>Repair and Maintenance of Vidyalaya Building</b>	<ul style="list-style-type: none"> <li>a) Mr. Reji V R Nath (PGT Bio)</li> <li>b) Mr. Santhosh Kumar (PGT Bio)</li> <li>c) Mr. R R Reddy(TGT WET)</li> <li>d) Mr. P D Raju (PRT)</li> <li>e) Mr. K Nalan (UDC) &amp;</li> <li>f) Members of SHIFT - II</li> </ul>

19	<b>Fee Verification (CS-54)</b>		a) Ms Anamma.Mathew, PGT (Maths) b) Mr. P. Kunjumon (TGT Maths) c) Mrs. Grace Terry George (Lib)
20	<b>Teaching Aids</b>		a) Mr. R R Reddy (WET) b) Mrs. Swarnamma P K (TGT SSt) c) Mr. P Kunjumon (TGT Maths)
21	<b>A V Room</b>		a) Mr. R R Reddy (WET) b) Mr. Reji V R Nath (PGT Bio) c) Mrs. Swarnamma P K (TGT SST)
22	<b>Computer &amp; Class Project</b>		a) Mrs Ambily Krishnan(PGT Comp) b) Mrs. Sini Rani, Comp. Instructor c) Mr. Reji V.R Nath, PGT (Bio) d) Ms JayaNair e) Ms. K. L. Shobana (PRT) f) Mrs Supriya.V
23	<b>Excursion , Field Trip &amp; Adventure activities</b>		a) Mr. Chandradhari Sharan (TGT PhE) b) Mr. Rodda Rami Reddy c) Mr. Santhosh Kumar K (PGT Bio) d) Mr. P Kunjumon (TGT Math) e) Mr. Sunil Kumar (PRT) f) Mr. Dinesh Kumar (PRT)
24	<b>Medical Checkup and First Aid</b>		a) Mr. Reji V R Nath (PGT Bio) b) Doctor c) Nurse
25	<b>Furniture</b>		a) Mr. Ajith Kumar(PGT Chem) b) Mr. P.D Raju, PRT c) Mr. Sunil Kumar(PRT) d) Mr. R R Reddy (WET)
26	<b>PTA Meeting Coordinators</b>	<b>Primary</b>	a) Mrs. Jaya Nair
		<b>Secondary</b>	b) Mrs. Swarnamma P. K.
		<b>Higher Secondary</b>	c) Mr. Ajith Kumar
27	<b>Scouts &amp; Guides</b>		a) Ms Nisha V.C (TGT Hindi) b) Mrs Swarnamma P.K(TGT SST) c) Mrs. Grace Terry George, (Librarian) d) Mrs. Ambily Krishnan, (PGT, Comp).
28	<b>Cubs &amp; Bulbuls</b>		a) Mr P.D Raju(PRT) b) Mrs Jaya. S (PRT, Music) c) Mrs. Supriya. V, PRT
29	<b>Junior Sci. Lab</b>		a) Mr. T P Varughese (TGT Bio) b) Mrs. Kumari Omana, (TGT Bio)
30	<b>Maths lab</b>		a) Mrs. V. Alice Jacob, PGT (Maths) b) Ms Annamma Mathew, PGT (Maths) c) Mrs. Thangam Samuel, TGT (Maths) d) Mr. P. Kunjumon
31	<b>Photography</b>		e) Mr. Brijesh (Art) f) Mr. P Kunjumon (TGT Maths)
32	<b>Physics Lab</b>		a) Mrs. V R Jayasree(PGT Phy)
	<b>Chemistry Lab</b>		a) Mrs. Mariettee P Sebastian (PGT Chem)
	<b>Biology Lab</b>		a) Mr. Reji V R Nath (PGT Bio)
	<b>Computer Lab</b>		a) Mrs. Ambily Krishnan (PGT Comp)
33	<b>राजभाषा समिति</b>		a) Mrs. Jaishree P J (PGT Hindi) b) Mrs. Sindhumol Ayyappan (TGT Hindi) c) Mrs. Nisha V C (TGT Hindi) d) Mr. Pramod Kumar (L D C)

34	<b>Staff Meeting Minutes</b>	a) Ms. Rani Noorjahan Akbar(TGT English) b) Mrs. Sindhumol Ayyappan (TGT Hindi)
35	<b>Guidance &amp; Counseling</b>	a) Mr. Santhosh Kumar (PGT Bio) b) Mr. Reji V R Nath (PGT Bio) c) Mrs. Anitha Kumari (PGT English) d) Mrs. Swarnamma P K (TGT SST) e) Mr. P Kunjumon (TGT Maths) f) Mr. Sunil Kumar (PRT)
36	<b>Public information (RTI)</b>	a) Mr. Reji V.R.Nath b) M s Ambily Krishnan c) Mr. Pramod Kumar (LDC)
37	<b>Grievance cell</b>	a) Mrs. Alice Jacob (PGT Maths) b) Mr. Ajith Kumar (PGT Chem) c) Mrs. Mariettee P Sebastian (PGT Chem) d) Mrs. Shini A John (PRT)
38	<b>Quarter allotment</b>	a) Mr. Reji V R Nath (PGT Bio) b) Mrs. Mariettee P Sebastian (PGT Chem) c) Mr. P D Raju (PRT) d) Mr. R R Reddy (WET)
39	<b>House I/C</b>	a) Ms. Sindhumol Ayyapan (TGT Hindi) – b) Mrs. Nisha V C (TGT Hindi) – c) Mrs. Kumari Omana d) Mrs Rani Noorjahan Akbar a) Mr. Pragnesh(PRT) - b) Ms. Supriya.V (PRT) - c) Mr. Dinesh Kumar(PRT) - d) Mr. Sunil Kumar(PRT) -
40	<b>P A System</b>	a) Mr Rodda Rami Reddy (TGT,WET) b) Mr P.D Raju(PRT)
41	<b>Brochure, Diary &amp; Vidyalaya Patrika</b>	a) Mrs. Anitha Kumari (PGT Eng) b) Mrs. Jaishree P.J, (PGT Hindi) c) Mrs. Sindumol Ayyappan (TGT Hindi) d) Mr Brijesh (TGT, Art) e) Mrs. Usha.P (TGT Sans) f) Mrs Shini A John (PRT) g) Ms. Rani Noorjahan Akbar (TGT Eng)
42	<b>Local Purchase Committee</b>	a) Mr. Ajith Kumar K (PGT Chem) b) Mr. P D Raju (PRT) c) Mr. Sunil Kumar(PRT) d) Mr. Pragnesh Rawat (PRT)

**PRINCIPAL**