

**BHARATHIYEYA VIDYA NIKETHAN COLLEGE OF TEACHER EDUCATION
KALLEKKAD PALAKKAD**

DUTY ALLOCATION FOR STAFF 2021 – 2022

| SL.NO. | DUTY | TEACHER IN CHARGE | SIGNATURE |
|--------|---|--|-----------|
| 1 | a) Nodal Officer b) B.Ed. Theory and Practical Examination (Including Internal Marks) c) IQAC Coordinator | Smt. Asa P. | |
| 2 | a) Academic Coordinator b) College union election (Returning officer) c) Teaching practice & Records | Smt. Rejani K.R. | |
| 3 | a) Staff secretary b) NAAC Coordinator c) Competitions & Magazine | Smt. Priya M. | |
| 4 | a) Camp, Tour & PTA. b) Model Examinations c) Discipline | Smt. Laxmi Kumar Pillai | |
| 5 | a) Staff advisor b) Attendance | Smt. Sangeetha P. | |
| 6 | a) Women Development Cell b) Prayer | Kum. Veena K.M. | |
| 7 | a) Webinar / Seminar & Workshop b) Assembly c) Old students Alumni, Magazine | Sri. Sunilkumar K.V. | |
| 8 | a) Programmes & Celebrations (Including certificates), Magazine | Smt. Rajitha P.A. | |
| 9 | a) Study tour & Discipline | Sri. U.P. Haridas | |
| 10 | Magazine | Smt. Priya M. Sri. Sunilkumar K.V. Smt. Rajitha P.A. | |
| 11 | Admission Committee | Principal & Nodal officer | |
| 12 | Anti-Ragging Cell & Anti Mobile Squad | a) Dr. Renuka P.C.V. (Principal) b) Prof. M.K. Narayanan Namboothiri (Manager) c) Smt. Asa P. (Senior Asst. Prof.) d) Sri. V.M.Sundresanunni (Secretary) e) Sri. N.C.T. Rajagopal (Management Committee Member) f) Sri. Syamkumar G.B. (Sub Inspector of Police) g) Dr. Suraj (PTA Member) h) Sri. Deepak. (PTA Member) | |
| 13 | Grievance Cell | a) Dr. Renuka P.C.V. (Principal) b) Smt. Asa P. (Senior Asst. Prof.) c) Smt. Priya M. d) Sri. Sunilkumar K.V. | |

BHARATHEEYA VIDYA NIKETHAN COLLEGE OF TEACHER EDUCATION KALLEKKAD
STAFF DUTY ALLOCATION FOR THE YEAR 2020-2021

| SL. NO. | DUTY | TEACHER IN CHARGE |
|---------|--|---|
| 1 | NODAL OFFICER | Smt. ASA P. |
| 2 | B. Ed. THEORY & PRACTICAL EXAMINATION (INCLUDING INTERNAL MARKS) | |
| 3 | TEACHING PRACTICE | |
| 4 | M.H.R.D. PROJECT | |
| 5 | ACADEMIC CO-ORDINATOR | Smt. REJANI K. R. |
| 6 | COLLEGE UNION ELECTION (RETURNING OFFICER) | |
| 7 | ONLINE CLASS CO-ORDINATION | |
| 8 | RECORDS & UNIFORMS | |
| 9 | STAFF SECRETARY | Smt. PRIYA M. |
| 10 | COMPETITIONS | |
| 11 | P.T.A. | Smt. LAXMI KUMAR PILLAI |
| 12 | MODEL EXAMINATION | |
| 13 | STAFF ADVISOR | Smt. SANGEETHA P. |
| 14 | ASSEMBLY | |
| 15 | WOMEN DEVELOPMENT CELL | Miss. VEENA K. M. |
| 16 | WEBINAR/SEMINAR & WORKSHOP | Sri. SUNIL KUMAR K. V. |
| 17 | OLD STUDENTS ALUMNI | |
| 18 | PROGRAMMES & CELEBRATIONS (INCLUDING CERTIFICATES) | Miss. RAJITHA P. A. |
| 19 | MAGAZINE | Miss. VEENA K. M. Sri. SUNIL KUMAR K. V. & Miss. RAJITHA P. A. |
| 20 | ADMISSION COMMITTEE | PRINCIPAL, NODAL OFFICER, MANAGER, LIBRARIAN |
| 21 | ANTI-RAGGING CELL & ANTI MOBILE SQUAD | Dr. RENUKA P. C. V.(Principal) U. P. HARIDAS (Manager), ASA P.(Senior Asst. Prof.), V. M. SUNDARESANUNNI (Secretary), N. C. T. RAJAGOPAL (Management Committee Member) LAL K. V. (P.T.A. President) SYAMKUMAR G.B. (Sub Inspector of Police) |
| 22 | GRIEVANCE CELL | Dr. RENUKA P. C. V.(Principal) U. P. HARIDAS (Manager), ASA P.(Senior Asst. Prof.) |