

# **KENDRIYA VIDYALAYA NO 1 TIRUPATI (SHIFT -1)**

## **COMMITTEES 2020-21**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2020– 21. As such all the staff members are hereby informed to note the nature of the office and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the In –charges or in absence of In –charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically will be the In –charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the In – charge, the member in the committee will complete the handing and taking over procedure.

### **ACADEMIC AND ADMINISTRATIVE SUPPORT: SECONDARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGN</b>
1.	Dr. Hemant Pandya	Vice-Principal	Member	
2.	Mr. P. Luther	PGT-English	Member	
3.	Mr. EVLN Vamsi Krishna	PGT-Maths	Member	
4.	Mr. Shahazad Arabi	PGT-Commerce	Member	
5.	Mr. R.Iliaz	PGT-Biology	Member	
6.	MS. Sonam Kanaujia	PGT-Hindi	Member	

### **ACADEMIC AND ADMINISTRATIVE SUPPORT:- PRIMARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGN</b>
1.		HM	I/C	
2.	Mr. P.S.Reddy	PRT	Member	
3.	Mrs. B.Madhuri	PRT	Member	
4.	Mr. K.J.Pillai	PRT	Member	

### **Duties:-**

- a) The committee will help the Principal in day to day administrative matters.
- b) The committee can go through the circulars received from KVS RO Hyderabad and KVS HQ New Delhi and other organizations and making necessary correspondence to KVS (MR) and other KVS (HQ) New Delhi and other organizations as per the directions of the Principal.
- c) Verification of students' attendance registers to ensure the collection of fees from all the students of their respective members of their subject.

- d) The committee further verifies the entries of fees particulars in the students attendance register. Any discrepancy observed must be brought to the notice of the Principal immediately.
- e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts(SF&VVN)
- f) Any other work assigned by the principal in day to day administrative matter.
- g) To ensure the attendance register, teacher's diary and daily diary is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- h) To inform the Principal about the lapses, deviations in the subject committee report.
- i) To ensure the maintenance and submission of anecdotal record under CMP as per guidelines to the Principal.

**NOTE:** As a subject convener, you will be held responsible for non – submission of the record to the Principal.

#### **ADMISSION – PRIMARY AND SECONDARY:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGN</b>
1.	Mr. EVLN Vamsi Krishna	PGT-Maths	I/C	
2.	Mrs. A.Ajitha	PGT-Computers	Member	
3.	Mr.Rajnedra Prasad Ludam	TGT-Librarian	Member	
4.	Mr.K.J.Pillai	PRT	Member	
5.	Class Teachers, I-A,B,C	PRT	Member	

#### **Duties:-**

- a) Issue and registration of admission forms as per the schedule given by KVS.
- b) Scrutiny of registration forms as per the admission guidelines given by KVS
- c) Preparation of provisional list of selected candidates for all the classes.
- d) To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- e) To take the approval of VEC before the release of the merit list.
- f) Maintenance of admission registers.
- g) Admission of candidates based on KV TC as per KVS norms.
- h) Local transfer admissions.
- i) Admissions as per RTE Act.
- j) Maintenance of admission records as per KVS guidelines in the prescribed Performa.
- k) Details of admission uploading on the website.

#### **EXAMINATIONS (INTERNAL)**

##### **A – SECONDARY**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>	<b>SIGN</b>
1.	Mr.P.Luther	PGT-English	In-charge	

2.	Mr.R.Ravi Kumar	TGT-Maths	Member	
3.	Mr.Vijay Kumar RT	TGT-English	Member	
4.	Mrs.Pooja Sharma	TGT-Hindi	Member	
5.	Mr. K.S.Pillai	Sub-Staff	Member	

### EXTERNAL EXAMS – AIEEE/JEE etc.

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. Iliyas	PGT-Biology	I/C	
2.	Mr.Yogendra kumar	TGT- Hindi	Member	

### CBSE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. Iliyas	PGT-Biology	I/C	
2.	Dr. G.Yadagiri	PGT-Chemistry	Member	
3.	Ms.G.Sandhya Rani	TGT - English	Member	
4.	Mr. Rajendra Prasad Luadam	TGT-Librarian	Member	

### PISA

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. Munish Kumar	TGT-Maths	I/C	
2.	Mr.D.Bhimappa	TGT-English	Member	
3.	Ms. Deepika Sharma	TGT-Science	Member	
4.	Ms. Divyashree HN	TGT-Maths	Member	

### B- PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. M.Narayana Nayak	PRT	I/C	
2.	Mr. P.S.Reddy	PRT	Member	
3.	Ms. Sunita Yadav	PRT	Member	

#### Duties:-

- To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes. Conducting P.D I, II, III, IV, SA – I, SA – II as per KVS norms.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.
- To conduct the test as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.

- g) To issue the notices, circulars of the examinations to the staff from time to time. \
- h) To visit KVS, Regional Office, Hyderabad and CBSE websites regularly for the examination notices, circulars.
- i) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.
- j) To update examination details on website regularly.
- k) To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
- l) Registration for Problem Solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.
- m) Correspondence for school affiliation.
- n) Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS Head Quarter in time.
- o) Maintaining the record of shortage of attendance and correspondence with CBSE board.
- p) Framing the practical time table in liaison with other subject teachers.
- q) Conducting the CBSE board exam as per the CBSE norms.
- r) Updating school website regularly.
- s) To conduct the exams as per the norms
- t) To maintain the record and send the data from time to time to the concerned.

**NOTE:** all the members will work with full cooperation and coordination in all these three Examination department irrespective of the In-charge ship.

**TIME TABLE:**

**A -SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. Shahazad Arabi	PGT-Commerce	I/C	
2	Mr. Rajendra Prasad Ludam	TGT-Librarian	Member	
2	Ms. Divyashree HN	TGT-Maths	Member	
	Mr. R.Iliaz	PGT-Biology	Arrangement	
3	Mrs. Kavamma	Sub- Staff	Arrangement circulation	

**B - PRIMARY**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. K.Jagannadha Pillai	PRT	I/C	
2.	Mr. R.Jagan Mohan Reddy	PRT	Member	
3.		PRT	Member	

**Duties:-**

- a) To prepare the class time table and teachers time table as per KVS norms.
- b) To prepare the special time table & after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS..
- c) To prepare the special time table for remedial teaching (weak students in all classes).
- d) To give arrangement work for the teachers.
- e) To display copy of arrangement work in the notice board.

- f) Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.
- g) To maintain the arrangement register.

**NOTE:** undersigned reserve the right to change the class Teacher ship and co-class Teacher ship anytime during the year.

**WEBSITE UPDATING/ETCLT/EDUCOM / SHAALA DARPAN**

S.N O	NAME	DESIGNATION	MEMBER	SIGN
1.	Mrs. A. Ajitha	PGT (Comp Sc.)	I/C	
2.		Computer Instructor I	Member	
3.		Computer Instructor II	Member	
4	Mr. C.Dasaradh	DEO	Member	
5.		Computer Instructor I- Shift-2	Member	

**Duties:-**

- a) To update the Vidyalaya website from time to time as per the directions of KVS. No column should be left blank in the Vidyalaya website. The required information can be collected from the teachers / departmental in charges.
- b) Separate registers can be maintained for all the classes where the list of articles contributed by the students should be recorded. In a similar fashion separate registers are to be maintained for teachers also where the list of articles contributed by teachers should also be recorded.
- c) To invite quotations from reputed firms for AMC of computers.
- d) To take initiative to see that all the computers are in functional condition.
- e) To provide the data (subject specific) to the PGT(Comp. Sci.) and helping him in updating the data from time to time.

**FURNITURE:**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. N.Ravichand	TGT-Art	I/C	
2.	Mr.S.D.Meena	TGT - SST	Member	
3.	Mr. P.Subramanyam Reddy	PRT	Member	
4.	Mr. Badal	PRT, Shift-2	Member	
5.	Mr. K.S.Pillai	Sub staff	Member	

**Duties:-**

- a) To maintain the record of room wise/dept. wise distribution of furniture.
- b) To take initiative to see that the broken furniture is repaired regularly.
- c) To Prepare the list of broken furniture which are to be condemned.
- d) To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).
- e) To see any shortages, deficiency of furniture's and report to the Principal.
- f) To ensure regularly that no furniture is lying in the corridors or in the open space.
- g) To store and stock the broken or old furniture properly.
- h) To maintain the stock register.

## CLEANLINESS OF VIDYALAYA BUILDING AND PREMISES:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mr. Sunil Kumar	TGT-Ph&E	I/C	
2.	Mr. B.Gopi	TGT-Wet	Member	
3.	Mrs. Seema Kuamri Meena	TGT-Sanskrit	Member	
4.	Mr. N.Ravichand	TGT-Art	Member	

### Duties:

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b) To ensure the provision of dustbins in all the class rooms.
- c) To appraise the Principal about the cleanliness of school building from time to time.
  - a) To supervise the work of the people deployed under housekeeping.
  - b) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
  - c) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
  - d) To clear the wild bushes and thorny plants those are growing in different parts of school campus.
  - e) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
  - f) To ensure cleanliness of area around the staff quarters.
  - g) To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.
  - h) In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.

## GARDENING AND HARIT VIDYALYA & NATURE CLUB/ ECO CLUB

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Deepika Sharma	TGT- Science	I/C
2.	Mr. R.Iliaz	PGT-Biology	Member ( HARIT VIDYALAYA )
3.	Ms. Priyanka Patil	TGT-Science	Member

### Duties:

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Preparation of placards in different areas of garden.
- f) Numbering of tress and potted plants.
- g) Celebration of Vanamahostava in consultation with aprincipal and forest dept.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden in the campus.

- j) To keep in touch with forest Dept. to procure saplings to be planted in various parts of school campus.

#### **SCIENCE CLUB:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Dr. G.Yadagiri	PGT (Chemistry)	I/C
2.		PGT(Physics)	Member
4.	Mr. R.Iliaz	PGT (Bio)	Member
5.	Mrs. Ajitha	PGT(Comp.sci )	Member
6.	Ms. Deepika Sharma	TGT(Biology)	Member
7.	Ms. Priyanka Patil	TGT(Biology)	Member

#### **Duties:-**

- To motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities based method in teaching learning process.
- To encourage the children to give online projects by using computers.

#### **SOCIAL SCIENCE CLUB:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Dr.hemant pandya	Vice-principal	Member
2.	Mr. Shahazad Arabi	PGT-Commerce	I/C
3.	Ms. A.R.Sunita Bai	TGT-SST	Member
4.	Mr.K.Vikram	TGT-SST	Member
5.	Mr.Shiv Dayal Meena	TGT-SST	Member

#### **Duties:-**

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in cluster level Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To encourage the students to submit online projects on project Think.com.
- To ensure project based learning in all the classes.

#### **FITTINGS AND ELECTRICAL REPAIRING OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER:**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. B.Gopi	TGT(WE)	I/C
2.	Dr.G.Yadagiri	PGT-Chemistry	Member
3.	Ms.Sunita Yadav	PRT	Member
4.	Mr. M.Narayana Naik	PRT	Member
5.	Mr.G.Ramesh	Sub-Staff	Member

**Duties:-**

- a) To maintain a register related with deficiencies noted in the Vidyalaya building.
- b) To undertake maintenance on war footing basis.
- c) To procure the material required by following purchase procedure.
- d) To employ skilled labour for various works in consultation with principal and to make the payments as per the State/central Govt. norms.
- e) To maintain the labour register.
- f) To ensure the proper functioning of Aqua guard installed in school building
- g) To ensure the cleaning of over head tanks in school building
- h) To ensure the chlorination of water stored in tanks after cleaning

**MEDICAL CHECKUP:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sunil Kumar	TGT(P&HE)	I/C
2.	Mr. Shiv Dayal Meena	TGT-SST	Member
3.	Mrs. Seema Kumari Meena	TGT-Sanskrit	Member
4.	Mrs. Kavamaa	Sub staff	Medical room I/C (Maintenance and taking care)
5.		Nurse	Member
6.	All class teachers		

**Duties:**

- a) To procure the required number of medical cards in the beginning of the academic session.
- b) To distribute the medical cards to the class teachers based on strength.
- c) To arrange the medical check up twice in a year (in the month of August and Feb)
- d) To ensure the follow up action after the medical check up.
- e) To ensure emergency medical assistance to the child.
- f) To procure the first aid material and giving first aid to the students in case of bumps, cuts, minor injures
- g) To provide medical assistant to the students during sports day, annual day and other important functions.

**BEAUTIFICATION OF SCHOOL BUILDING – PAINTINGS AND DRAWINGS:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. N. Ravichand	TGT- Art	I/C
2.	Mr. B. Annapurna	PRT-Music	Member

**Duties:-**

- a) To display the quotations in the corridors and class rooms.
- b) To fix bulletin board in the class room for display of educational charts.
- c) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- d) To ensure the display of material in the bulletin boards.

**EDUCATIONAL TOURS / EXCURSION:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Dr. G. Yadagiri	PGT-Chemistry	I/C



2.	Mr.M.Narayana Naik	PRT	Member
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**Duties:**

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.

**SPORTS COMMITTEE:**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sunil Kumar	TGT (PHE)	I/C
2.	Ms. A.R.Sunita Bai	TGT-SST	Member
3.	Mr. Akhilesh Vishvakarma	PRT	Member

**Duties:**

- To prepare annual plan for the conduct of the inter house competition in Sports / Games
- To prepare the list of prize winner in various inter house competition
- To procure the prizes for the prize winners
- To plan the celebration of annual sports day in consultation with principal
- To encourage the students to participate in the competitions organized by the state Govt.

**Safe Arrival and Departure of students**

COMMITTEE CHECKING OF LATE COMERS (STUDENTS AND TEACHERS) MAIN GATE DUTY – 06:50 AM TO 07:15 AM, (STUDENTS SHOULD BE IN THE LINE IN THE MORNING ASSEMBLY)

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sunil Kumar	TGT-Ph&E	I/C
2.	Mr. B.Gopi	TGT-WE	Member
3.	Mr. N.Ravichand	TGT-Art	Member
		Computer Instructor I	Member
		Computer Instructor II	Member
4.	All the Class and Subject Teachers		Member

**Duties :**

- To check personal turn of students during assembly
- To check the late comers during morning assembly
- To check the girls and boys uniform daily.
- To check the bags once in a week.
- To confiscate the mobiles and other prohibited appliances.
- To ensure discipline
- To refer the problematic cases to the counsel or for diagnosis
- To inform the parents immediately

1. To prepare class /vehical wise list and maintain the reports of private vehicle including licence /mobile number,students /parents also to be make aware regarding safety and security of student
2. The gates will be closed sharp at 07:00 AM.
3. No teachers and students will be allowed to enter.
4. All subject teachers of VIII th period ensure safe departure in proper time

### DISCIPLINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. Sunil Kumar	TGT-Ph&E	I/C
2.	Mr. P. Luther	PGT-English	Member
3.	Mrs. Sandhya Rani	TGT-English	Member
4.	Mr. Munish Kumar	TGT-Maths	Member
5	Mrs. B.Madhuri	PRT	Member
6.	All the Class and Subject Teachers		Member

### Duties :

- a) To observe the behavior of students inside and outside class room
- b) To ensure provision of out pass in all classes and their utilization
- c) To initiate proper action as per KVS norms against indiscipline students
- d) To confiscate the mobiles and other prohibited appliances.
- e) To take the regular meeting of student councils, prefect, monitors.
- f) To ensure discipline
- g) To refer the problematic cases to the counsel or for diagnosis
- h) To inform the parents immediately

### SUBJECT COMMITTEE (PRIMARY, SECONDARY & SENIOR SECONDARY)

SUBJECT	INCHARGE	DESIGNATION	MEMBER	DESIGNATION
English	Mr. P.Luther	PGT(English)	Mrs. G.Sandhya Rani Mr. D.Bhimappa Mr. Vijay Kumar RT	TGT(English) TGT(English) TGT(English)
Mathematics	Mr. EVLN Vamsi Krishna	PGT(Maths)	Mr.R.Ravi Kumar Mr.C.Munish Kumar Ms.Divyashree HN	TGT(Maths) TGT(Maths) TGT(Maths)
Hindi	Mrs.Sonam kanojiya	PGT(Hindi)	Mr.Yogendra kumar Mrs. Pooja sharma Mrs. R.Deepthi Mrs. Semma Kumari Meena	TGT(Hindi) TGT(Hindi) TGT(Hindi) TGT(Sanskrit)
Science	Mr. Iliaz	PGT(Biology)	Dr. G.Yadagiri Ms. Deepika Sharma MS. Priyanka Patil Mrs. A.Ajitha	PGT(Chemistry) TGT(Biology) TGT(Biology) PGT(Computers) PGT(Physics) Computer Inst.1
Social Science	Mr.Shahazad Arabi	PGT(Comm.)	Mr.Shahazad Arabi Ms.A.R.Sunita Bai Mr.K.Vikram Mr.Shiv Dayal Meena	PGT(Eco) PGT(Comm.) TGT(S.ST) TGT(S.ST) TGT(S.ST)
Primary		HM	All PRT's	

**Duties:**

- a) Subject conveners should convene the meeting with member of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting is to be submitted to the principal on the last day of the month. Subject convener must invite the Principal/VP also for the meeting.

Monday – English

Tuesday – Hindi

Wednesday – Maths

Thursday – Science/ Friday-Social Studies

Friday- Computer Science/IP

Saturday- Library/Sports /Discipline

- b) Subject conveners will discuss the following issues during the meeting:
- i. Guidance regarding the maintenance of teacher diary
  - ii. Coverage of syllabus as per the split up syllabus approved by KVS
  - iii. Conducting the practical for classes IX to XII as per the split up syllabus approved by KVS
  - iv. Demo classes by rotation during the subject committee meeting
  - v. Uses of computers and other audio visual aids in teaching learning process
  - vi. Plan of evaluation of home assignment
  - vii. To discuss guidelines regarding, setting of question paper, blue print, marking s(Chemistry)e as per KVS norms.
  - viii. Plan of action for weak students & bright students
  - ix. Remedial teaching for weak students
  - x. Contribution towards project Think.com by the teacher & students.
  - xi. Decoration of bulletin boards in corridors / class rooms with educational charts.
  - xii. Club activity / Science and social exhibition

**LIBRARY COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Dr. Hemant Pandya	Vice-Principal	Member
2.	Mr. Rajendra Prasad Ludam	TGT-Librarian	I/C
3.	Mr. R.Ravi Kumar	TGT-Maths	Member
4.	Mrs. Deepthi R	TGT-Hindi	Member
5.	Mr. Vijay Kumar RT	TGT-English	Member
6.	Mrs. B.Madhuri	PRT	Member
7.	Ms. Sunita Yadav	PRT	Member

**Duties:**

- a) The meeting(s)is/are to be convened at least once in a month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions

**IMPLEMENTATION OF RAJ BASHA**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms. Sonam Kanaujia	PGT(Hindi)	I/C
3.	Mr. K.Siva Prasad Rao	ASO	Member
4.		UDC	Member
5.		LDC	Member

**Duties:**

- To implement the decision taken during Nagar Raj Bhasha committee meeting
- To attend Nagar Raj Bhasha committee as and when required
- To send periodical report to the KVS RO Mumbai, KVS New Delhi, Nagar Rajbhasha committee
- To take initiative to see that correspondence is made in Hindi.

**SCOUTS / GUIDES and CUBS/BULBULS**

S.NO	NAME	DESIGNATION	MEMBER
1.	A.R.Sunita Bai	TGT-SST	I/C(SCOUTS – CUBS)
2.	Mr. K.Vikram	TGT-SST	Member
3.	Mr. M.Narayana Naik	PRT	I/C – GUIDES - BULBUL
4.	Mr. K.J.Pillai	PRT	Member
5.	Mr. Akhilesh Visvkarma	PRT	Member
6.	Ms. Sunita Yadav	PRT	Member

**Duties:**

- To ensure minimum enrolment (50%) in the movement before 31<sup>st</sup> August
- To organize investiture ceremony for the new recruits
- To conduct the parade after school hours and class on every Thursday.
- To train the students  
for Pratham / Dwitiya / Tritiya /Raj Puraskar / Rastrapati / Pratham charan / Dwitiya charna / Tritiya Charan / ChaturdhaCharan
- To issue the merit certificate after the conduct of test
- Celebration of thinking day
- To procure the uniform for Scouts / Guides who are involved in Guard of Honour.

**NAEP /DISHA CLUB**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.P.Luther	PGT-English	Member
2.	Mrs.G.Sandhya Rani	TGT-English	I/C
3.	Mr.EVLN Vamsi Krishna	PGT-Maths	Member
4.	Mr.D.Bhimappa	TGT-English	Member

**Duties:**

- Box meant for general complaints / suggestion, should be opened on the last working day of the month
- Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened
- Corrective, measures are to be taken immediately in consultation with principal

## CCA & MORNING ASSEMBLY PROGRAMME

S.NO	NAME	DESIGNATION	MEMBER
A.	<b>SECONDARY</b>		
1.	Mr. D.Bhimppa	TGT-English	I/C
2.	Mrs.R.Deepthi	TGT-Hindi	Member
3.	Mr.Yogendra Kumar	TGT-Hindi	Member
4.	Mr.Sunil Kumar	TGT-PET	Member
5.	Mrs. B. Annapurna	Music Teacher	Member
<b>B.</b>	<b>Primary</b>		
1.	Mrs. B.madhuri	PRT	I/C
	Mr. Akhilesh	PRT	MEMBER
2.	Mrs. B. Annapurna	Music Teacher	Member

### Duties:

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument well in advance before the start of morning assembly.

### VIDYALAYA E - MAGAZINE (नवांकुर-II) /STUDENT'S DIARY

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. Sonam Kanojiya	PGT (Hindi)	I/C
2.	Mrs. Pooja Sharma	TGT(Hindi)	Member
3.	Mrs. G.Sandhya Rani	TGT(English)	Member
4.	Mr. Vijay kumar RT	TGT(English)	Member
5.	Mrs. Seema Kumari Meena	TGT(Skt)	Member
6.	Mr. Yogendra Kumar	TGT-Hindi	Member
		Computer Instructor 1	Member

### Duties:-

- Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- Editorial board will collect the article from the students. Articles are to be screened, proof reading must be done. Article are to be arranged section wise( English section, Hindi section, drawing and painting etc.
- Editorial board should take concerted efforts to bring about magazine by the end of the July 2020.
- Editorial board can invite the article from teacher's side also.
- School magazine should contain total 82 pages ( 30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.

- f) The editorial board should make concerted effort to bring about the school magazine in time.

**GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)/SUGGESTION BOX and GRIEVANCES CELL FOR SC/ST/OBC/MINORITIES AND PHYSICALLY HANDICAPTS and STAFF GRIEVANCE CELL COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Dr.Hemant Pandya	Vice-Principal	I/C
2.	Mr.P.Luther	PGT-English	Member
3.	Mr.R.Iliaz	PGT-Biology	Member
4.	Mrs.G.Sandhya Rani	TGT-English	Member
5.	Ms. Sonam Kanaujia	PGT-Hindi	Member
6.	Mrs B. Madhuri	PRT	Member

**Duties:-**

2. If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents is received by the committee, the following steps should be taken immediately at Committee level.
  1. Committee should open the suggestion boxes every week, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.
  2. The boxes should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of the accused committee member.

**P A SYSTEM- MORNING ASSEMBLY AND OTHER FUNCTIONS**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. B.Gopi	TGT(WE)	I/C
2.	Mrs. B.Annapurna	PRT(Music)	Member
3.	Mr.B.Chandra Sekhar	Lab Attendant	Member

**STAFF ROOM COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs.G.Sandhya Rani	TGT-English	I/C
2.	Mrs.Seema Kuamari Meena	TGT-Sanskrit	Member

**INTEGRITY CLUB**

S.NO	NAME	DESIGNATION	MEMBER
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1.	Ms.Deepika Sharma	TGT(Science)	I/C
2.	Mr.Shiv Dayal Meena	TGT(S.St)	Member

### OLYMPIADS

S.NO	NAME	DESIGNATION	MEMBER	OLYMPIADS
1.	Mrs.A.Ajitha	PGT (Comp. Sci.)	I/C	Cyber
2.	Mr.EVLN Vamsi krishna	pGT (Maths)	I/C	Maths
3.	Ms.Deepika Sharma	TGT (Science)	I/C	Green

### PRIMARY RESOURCE ROOM

S.NO	NAME	DESIGNATION	MEMBER
1.		HM	I/C
2.	Mrs.B.Madhuri	PRT	Member
3.		Computer Instructor-II	Member

### TEACHING AIDS

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr. K.Vikram	TGT(S.St)	I/C

### MODERATION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER
1.	Dr. Hemant Pandya	Vice-Principal	Member
2.	Mr. P. Luther	PGT-English	I/C
3.	Mr. EVLN Vamsi Krishna	PGT-Maths	Member
4.	Mr. Shahazad Arabi	PGT-Commerce	Member
5.	Mr. R.Iliaz	PGT-Biology	Member
6.	Ms. Sonam Kanaujia	PGT-Hindi	Member

### HOUSE MASTER (Secondary)

S. NO	House Name	House Master	DESIGNATION	MEMBER
1.	Shivaji (Blue House)	Mr.C.Munishkumar	TGT-Maths	Ms.Divyashree HN Mr.Vijay Kumar RT
2.	Tagore (Red House)	Ms.Deepika Sharma	TGT-Science	Mr.Shiv Dayal Meena Mr.D.Bhimappa
3.	Azad (Yellow House)	Mr.K.Vikram	TGT-SST	Ms.Pooja Sharma Mrs.Seema Kumari Meena
4.	Raman (Green House)	Mr.R.Ravi Kumar	TGT-Maths	Ms.ARS Sunitha bai Ms.Priyanka Patil

### HOUSE MASTER (Primary)

S.NO	House Name	House Master	DESIGNATION	MEMBER
1.	Shivaji (Blue House)	Mr.RJM Reddy	PRT	

	House)			
2.	Tagore (Red House)	Mr.PS Reddy	PRT	
3.	Azad (Yellow House)	Mr.MN Naik	PRT	
4.	Raman (Green House)	Mr.KJ Pillai	PRT	

### **FUN DAY (Primary)**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs.B.Madhuri	PRT	I/C
2.	Mr.KJ Pillai	PRT	Member
3.		PRT	
4.		PRT	

Duties – maintained record and prepare plan for Vidyalaya

### **AWAKENING CITIZEN**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mr.C.Munish Kumar	TGT-Maths	I/C
2.	Mrs.G.Sandhya Rani	TGT-English	Member
3.	Mr.N.Ravichand	TGT-art	Member
4.		PRT	

Duties – maintained record and prepare plan for Vidyalaya

### **BACK TO BASIC**

S.NO	NAME	DESIGNATION	MEMBER
1.	Ms.Deepika Sharma	TGT-Science	I/C
2.	Ms.G.Sandhya Rani	TGT -English	Member
3.			Member
4.			

Duties – maintained record and prepare plan for Vidyalaya

### **UBI FEES VERIFICATION COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER
1.	Mrs. A.Ajitha	PGT-Computers	I/c
2.		Computer Instructor I	Member
3.		Computer Instructor II	Member
4.		DEO	Member

Duties – timely fees verification and related other works

### **CS -54 COMMITTEE**

S. NO	NAME	DESIGNATION	
1	Mr. EVLN Vamsi Krishna	PGT(Maths)	CLASS 9 TO 12
2	Mr.C.Munish Kumar	TGT(MATHS)	CLASS 6 TO 8
3	Ms.Divyashree HN	TGT(MATHS )	CLASS 1 TO 5

**Duty:**



- 1 Monthly fees verification in attendance register with UBI record.
2. Maintaining records etc

### **Audio – Visual Lab/LCD Projectors/Screen – E-Learning/E-Classrooms**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mrs. A.Ajitha	PGT-CS	Member
2.		Computer Instru-II	Member
3.	Classes where LCD Projectors installed the respective class teacher is In-charge		Member

#### **Duty:**

Responsible for safety and security of the LCD Projectors installed in 10 Classrooms. Daily monitoring of the same.

Taking feedback from the Class Teachers and Subject Teachers of these classes and submission of report to HM, Vice Principal and Principal.

### **CCTV/Fire Instrument/ Alarm System**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. B.Gopi	TGT(WE)	Member
2.	Mr.K.Vikram	TGT(SST)	Member
3.	Mr. B.Balasubramanyam Reddy	PRT	Member
4.	Mr. Chandrashekhar	Sub staff	Member

### **Computer Lab In-charges**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>LAB</b>
1.	Mrs. A.Jitha	PGT-Computers	Lab I
2.	Mrs. A.Jitha	PGT-Computers	Lab II
3.	Mrs. A.Jitha	PGT-Computers	Lab III

### **Income tax committee**

<b>S.No</b>	<b>NAME</b>	<b>DESIGNATION</b>	
1	Mr.Shahazad Arabi	PGT (COMM)	I/C
2	Mr.Rajendra ludam	TGT (LIB)	MEMBER
3	Mr. Akhilesh vishvakarma	PRT	MEMBER

### **DUTIES**

INCOME TAX CALCULATION OF EACH STAAF MEMBER AND COLLECTION OF TAX SAVING RECORD

COORDINATING BETWEEN OFFICE AND STAFF AND OTHER INCOME TAX RELATED WORKS

### **Children's Park**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MEMBER</b>
1.	Mr. RJM Reddy	PRT	Member
2.		PRT	Member

#### **Duty:**

Daily upkeep and monitoring of the Children's Park.

Ensuring safety and security of the students.

Ensuring proper maintenance of the children's park regularly.

<b>School Disaster Management Kit</b>		
<b>2020-21</b>		
<b>S.N.</b>	<b>NAME</b>	<b>SIGN</b>
1	I/C Medical /First Aid	
2	Mr.Sunil Kumar	
3	Mr.G.Ramesh	
4	Mrs.K.Kavamma (I/C – Medical Room )	
5	Staff Nurse	
6	1) Duty of area : Provide First Aid when needed during school hours 2) Maintenance of Medical Room and Medical First Aid Kit 3) Proper Guidance	