

Committees

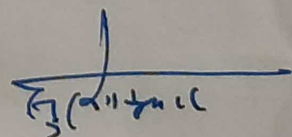
KENDRIYA VIDYALAYA :: NO1 SRIVIJAYA NAGAR

In-charge of various Departments/committees During 2022-23

क्रम संख्या	समन्वयकों के नाम	प्रभारी एवं सदस्य	कार्य निधारण
1	राजभाषा कार्यन्वयन समिति	श्रीमती तन्द्रा दासगुप्ता कुमारी साधना श्री एन. सुरेश, एस.एस.ए.	राजभाषा कार्यन्वयन के अनुसार कार्यों को शत प्रतिशत हिंदी में करवाना सुनिश्चित करना तिमाही राजभाषा रिपोर्ट भेजना
2	ACADEMIC ADVISORY COMMITTEE	MR. SURESH KUMAR MRS. TANDRA DASGUPTA Mr. N APPA RAO DR. VIJAY KUMAR MR G. S. RAO MR M. MALIK	<ul style="list-style-type: none"> Plan monthly schedule for academic improvement. Supervision & Checking of academic work as per Direction of Principal. Result oriented planning- Feedback - Re-Planning...
3	CCT/ PISA /LAT /FLN	MR. MURLI KRISHNA MR. I SRINIVAS RAO MR. M. MALIK	<ul style="list-style-type: none"> Plan Activities as per CCT & NIPUN. Plan and prepare Teaching Aids as per need. <p>Maintenance of records of various activates as per CCT & NIPUN.</p>
4	ADMINISTRATIVE SUPPORT	MR. B C S V SUBRAHMANYAM MR M MALIK	<ul style="list-style-type: none"> Timely & efficiently reply of all letters/ reports to RO./etc Information & Checking of Vidyalaya Plan. Assist Principal in office work SCRUITANY OF TRANSFER FORMS
5	ADMISSION & RTE CELL	MR MURALI KRISHNA DR VIJAY KUMAR MR M MALIK	<ul style="list-style-type: none"> Admissions to all classes as per KVS norms. Maintenance of Admission registers All admissions related works. Implementation of RTE acts in letter and spirit.
6	CBSE EXAMINATION	DR VIJAY KUMAR MR. B C S V SUBRAHMANYAM	<ul style="list-style-type: none"> All works related with CBSE in time. AFFILIATION OASIS REGISTRATION LOC IX TO XII Discussing latest guidelines in Academic Advisory Committee Meeting.
7	INTERNAL EXAMINATION	MR G S RAO MR KUNA RAMANAYYA MR. I SRINIVAS RAO MR. DUMPALA DURGAPRASAD MRS. Y KIRANMAYI MRS. A J AKSHAMI	<ul style="list-style-type: none"> Planning and conducting of Exams /Tests /Assessments /Pre-boards in time. Distribution of Progress Cards & split-up syllabus in time. Maintenance of CCE record

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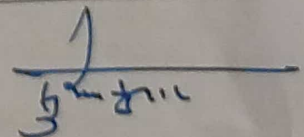
8	EXTERNAL EXAMINATION/ NIOS EXAMINATION	DR VIJAY KUMAR MR. SUBRAHMANYAM	<ul style="list-style-type: none"> All works related with external Exam in time. Conduct of Exams as per Norms.
9	STAFF MEETING/ PTM	MR N APPA RAO MRS W VANDANA RAO	<ul style="list-style-type: none"> TO ORGANISE THE MEETING TO PREPARE AND CIRCULATE THE MINUTES OF MEETING
10	OLYMPIADS	MRS. A. MANGAVENI MR G S RAO MRS P. SAHITHYA	<ul style="list-style-type: none"> All works related to Olympiads. Arrange extra classes to promote learning. Conduct of Exams as per Norms.
11	TIME TABLE	MR. SUBRAHMANYAM MR. VISWANADHAM MRS. LAKSHMI JANARDHANI MRS. A. LAKSHMI	<p>Preparation of all types of time table.</p> <ul style="list-style-type: none"> Monitoring of bell timing, Checking & reporting to the Principal on teachers attending the class. Allotting arrangement period , recess duty, after school hr duty, specific areas duty etc. Verification & certifying Part-time teacher salary statement. Checking the class-room displayboard.
12	UBI FEE COLLECTION	MR. KURMARAO RUPPA MRS A LAKSHAMI	<ul style="list-style-type: none"> Verification and compliance of HQ instructions.
13	CCA	MRS. TANDRA DASGUPTA Mr. N APPA RAO MISS SADHANA	<ul style="list-style-type: none"> Conducting all CCA as per KVS norms and Calendar of Activities. Important announcements in assembly. Maintenance/Updating of Display Boards. Proper functioning of Student Council. Class room decoration. Annual Report. Availability of greeting cards, birthday cards and invitation cards.
14	ACP	MRS VANDANA RAO MR G KRISHNA	<p>TO CONDUCT CLASSES AS PER DIRECTION</p> <p>TO SEND MONTHLY REPORTS</p>



16	VIDYALAYA PATRIKA AND PUBLICATION	MRS. TANDRA DASGUPTA Mr. N APPA RAO MR. PEDADA SRINIVASA RAO MR. G KRISHNA MR. M MALIK MRS. PADMA PRIYA. M	<ul style="list-style-type: none"> Preparation of student-diary, School Magazine, News/CMP Letter, invitation- cards, Class magazine (By Cl. Trs). Teacher's Diary, Observation Register, Daily Diary and other published materials.
17	GUIDANCE COUNSELLING & AEP	Mrs. VANDANA RAO MRS. TANDRA DASGUPTA DR. VIJAY KUMAR MRS. A LAKSHMI	<ul style="list-style-type: none"> Regular sessions of Guidance and counseling. Arrangement of Guest Lectures.
18	MORNING ASSEMBLY	MRS. TANDRA DASGUPTA Mr. N APPA RAO MR. M U B MURTHY MRS. SHAILJA KRISHNA Class Teachers.	<ul style="list-style-type: none"> Arrangements of Morning assembly as per KVS norms. House wise Competitions. Important day celebrations. Important announcements in assembly. Practice of Yoga and PT as per KVS norms. PA system maintenance.
19	INCOME TAX AND SCRUITANY OF BILLS	MR. N SURESH, SSA MR. B C S V SUBRAHMANYAM	ALL WORK RELATED TO TAX
20	DISCIPLINE	MR. M U B MURTHY MR. VENKAT MRS. MALINI JAYANTI MRS. LAKSHMI JANARDHANI ALL CLASS TEACHERS	<ul style="list-style-type: none"> Smart Uniform & Look overall conduct & Language of students Checking of students' uniforms, late comers, and students missing class/assembly. Behavior of students inside and outside the class-room. Timely reporting in the Vidyalaya. Students coming out in the middle of class. Monitoring of the movement of students in a line during Arrival and Departure time. Monitoring prohibition of Corporal Punishment. Guidance and Counseling.
21	GRIEVANCE REDRESSAL COMMITTEE/ INTERNAL COMPLAINT COMMITTEE	MRS. TANDRA DASGUPTA MR. SUBRAHMANYAM MRS. A LAKSHAMI MR. M MALIK	<ul style="list-style-type: none"> Bring the matter in to the notice of the Principal. Timely redressal SEXUAL HARASSMENT CASES IN THE WORKPLACE
22	CORPORAL PUNISHMENT MONITORING CELL	MRS. TANDRA DASGUPTA MR. M MALIK	<ul style="list-style-type: none"> Monitoring prohibition of Corporal Punishment. Guidance and Counseling. Bring the matter in to the notice of the Principal. Timely redressal

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23	ADEVETURE AND EDUCATIONAL TOUR SEEMA DARSHAN	Mr. P NELSON Mr. N V RAMANA RAO	<ul style="list-style-type: none"> • Planning of educational tours to the classes as per KVS guidelines.
24	GAMES AND SPORTS	MR. M U B MURTHY MR. VENKAT MRS. MALINI MR N V RAMANA RAO	<ul style="list-style-type: none"> • Planning the Vidyalaya sports activities. • Monitoring of block periods. • Purchasing of materials. • Arrangement of sport meets as per KVS norms. • Plan & co-ordinate Annual Sports.
25	VIDYALAYA WEBSITE	MRS. SANDHYA MRS NAVYA	<ul style="list-style-type: none"> • Updating KV Website as per the KVS direction. • Enrollment of Staff and Students. • Proper Utilization of Programs.
26	ALUMNI ASSOCIATION	Mr. N APPA RAO MR. G KRISHNA	In touch with Ex-KVins, prepare a data base of their activity including their professions & contact No.
27	PARENT TEACHERS MEETING	MR. G S RAO MRS Y KIRANMAYI All Class Teachers	<ul style="list-style-type: none"> • Conducting all PTMs as per KVS norms • Maintaining records • Aesthetic Planning
28	LIBRARY COMMITTEE	MRS VANDANA RAO MR N APPA RAO MRS. TANDRA DASGUPTA MR M MALIK MR. P SRINIVAS RAO MRS. P SAHITYA	<p>As per the library policy implemented by KVS.</p> <ul style="list-style-type: none"> • Promotion of Reading Habits.
29	CLUBS	Clubs Work to be carried out- <ul style="list-style-type: none"> • Conduct various activities. • Submission of Brief report. • Maintenance of Record <p>(a) Science : DR VIJAY KUMAR (b) ECO : Mrs. RITANJALI NAYAK (c) MATHS : Mr. G S RAO (d) Adventure: Mr. P NELSON (e) Readers Club: MRS. VANDANA RAO</p>	



30	FURNITURE	Mr. P NELSON MR N V RAMANA RAO	<ul style="list-style-type: none"> • Maintenance of Stock Register. • Inventories in each class, Dept, Library, Office, Labs etc. • Preparation of list of repairable & broken furniture. • Submission of requirements, if any.
31	MAINTENANCE & BASIC FACILITIES	Mr. P NELSON MR. VIJAY KUMAR MR. M MALIK MR. N V RAMANA RAO	<ul style="list-style-type: none"> □ Vidyalaya Infrastructure development. □ Paint & White-wash of School Building. □ Cerification of bills after measurement and specification,. □ Pro-active approach keeping in view the Safety and Security of Students □ Monitoring of wiring and electrical appliances & timely repair. □ Certification of bills. □ Pro-active approach keeping in view the Safety and Security of students □ Operation of Motor, Monitoring of water supply, Tank cleaning, Checking of Water filter etc. □ Pro-active approach keeping in view the Safety and security of students. □ Certification of billsetc.
32	SECURITY AND CONSERVANCY	MRS. TANDRA DASGUPTA Mr. P NELSON MR. SUBRAHMANYAM MRS. P SAHITHYA	<ul style="list-style-type: none"> □ Checking the duties of securities. □ Maintenance of attendance registers □ Verifying and certifying the bills.
33	MEDICAL CHECK UP & FIRST AID	DR VIJAY KUMAR MRS SUDHA RANI Nurse	<ul style="list-style-type: none"> • Arrangement of Medical Checkup for all students twice in a year. • Collection of Medical Certificates from class teacher.
34	PHOTO VIDEO & e- RECORDING, RECORDS OF ACHIEVMENTS	Mr. P K PANDA MR. S K MAHAPATRA MR Y V RATNAM	<ul style="list-style-type: none"> • Photo-Video for all occasions & maintaining record in soft & hard copy event-wise in a chronological sequence for the session. • Display on Display Boards /in event/gathering.
35	SCOUTS, GUIDES & CUB AND BULBULS	Mr. PEDADA SRINIVASA RAO Mrs. Y . KIRANMAYI All Scout & Guides, Adult Leaders.	<ul style="list-style-type: none"> • Registration for new enrolment before the date given by KVS RO. • Conduct of parade after school hours once in a week and class on every Thursday during zero periods. • Celebration of important days as per KVS guidelines.
36	SWACH VIDYALAYA ABHIYAN & BEAUTIFICATION	Mrs. P NESON Mr. M MALIK MRS VANDNA RAO	<ul style="list-style-type: none"> • Exploiting resources to beautify the overall ambience of the Vidyalaya. • Checking the work carried by the labors of Private Agency.
37	TEACHING AIDS	Mr. P K PANDA MR. M MALIK MRS PADMA PRIYA	<ul style="list-style-type: none"> • Verification of items. • Proper Use of Teaching aids. • Purchasing of items as per need & budget Estimation.

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38	SUBJECT COMMITTEES	Science:DR VIJAY KUMAR Maths:Mr.G S RAO Social:Mr.P K PANDA Language: MR N APPA RAO MRS TANDRA DASGUPTA	In the meeting, conveners should discuss the following points on the priority basis required during that month. <ul style="list-style-type: none"> • Split up syllabus month wise and term- wise. • Plan of home assignments month wise • Project works term-wise. • Weightage of marks to each topic. • Evaluation Scheme. • Practical Work • Class-room activities and teaching aids. • Model question papers. • Gifted children identification. • Under achievers/slow learners identification strategies for effective monitoring for their improvement. • Educational trips/tours. • Club activities. • Exhibitions. • Examinations Result-UT/HY/SEE. • Plan for preparation of subject magazines.
39	ATL LAB	MR MURLI KRISHNA MRS A MANGAVENI	<ul style="list-style-type: none"> • TO ENSURE PROPER FUNCTIONING AS PER NORMS • PROPER UTILIZATION OF FUNDS AS PER NORMS
40	CHECKING AND UPLOADING OF TC	Mr. N SURESH MR. SAI, DEO	<ul style="list-style-type: none"> • Verify the TC made by office. Upload in website.
41	EBSB/SOCIAL SCIENCE EXHIBITION	Mr. P K PANDA MR SK MAHAPATRA MRS M BHARTI MRS B BHARTI MR AJAY KUMAR	<ul style="list-style-type: none"> • Screening of students • Proper guiding and help
42	JNNSMEE	DR. VIJAYA KUMAR Mrs. A. MANGAVENI	<ul style="list-style-type: none"> • . Screening of students • Preparing of projects • Proper monitoring
43	INSPIRE AWARD	Mr. KURMARAO RUPPA	<ul style="list-style-type: none"> • Screening of students • Proper guiding and help
44	NATIONAL SCIENCE CONGRESS	Mrs. A. MANGAVENI MRS. RITANJALI NAYAK	<ul style="list-style-type: none"> • . Screening of students • Preparing of projects • Proper monitoring
45	U-DISE/ PIMS	Mr. M. MALIK	<ul style="list-style-type: none"> • As per the direction.
46	FLAG HOISTING AND LOWERING	Mr. M U B MURTHY	<ul style="list-style-type: none"> • Hoisting and Lowering of Flag daily as per the prescribed procedure. • Allotment of duties.
47	FIRE SAFETY AND SECURITY	Mr.P NELSON	<ul style="list-style-type: none"> • Procurement of sufficient no of fire safety equipments. • Refilling of equipments. • Proper monitoring and checking of equipments. • Certification of bills

49	PURCHASE COMMITTEE	Department Incharges	<ul style="list-style-type: none"> Follow up action & the purchase of various items in different Dept. as per the budget allotted in SF and VVN and as per need.. Proper stock entry and use.
50	AEP	MRS. Tandra Dasgupta Mrs. W.Vandana Rao MR. P SRINIVASA RAO	<ul style="list-style-type: none"> Execution of Programme. Tmely submission of report.
51	RTI	Concerned department I/C	<ul style="list-style-type: none"> Reply within time. Providing correct information.
52	SC/ST/MINORITY WELFARE SCHEMES FOR STUDENTS	Mr. KURMA RAO RUPPA	<ul style="list-style-type: none"> Be aware of the the Schemes and plan for the welfare. Compliance to RO/HQ instructions.

Note -

1. In addition to these, any other task assigned by the Principal to be carried out promptly & in the right spirit. All staff members involved in the various committees are requested/directed to co-operate, coordinate and contribute in all endeavours of Vidyalaya activity.
2. Work allotted (KARYA NIRDHARAN) is only suggestive. One can always add something to achieve excellence.

(SURESH KUMAR)

PRINCIPAL