**Kendriya Vidyalaya No.2, Nausenabaugh**

**VIDYALAYA COMMITTEES-2023-24 (w.e.f. 24.07.2023)**

| **S/N** | **Committee with its main tasks** | **In-charge & Members** |
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| **01** | **ADMISSION COMMITTEE**  1.To help the parents in online admissions and to  issue application forms  2. To receive the filled-in forms & register  3. To scrutinize received forms and required documents thoroughly  4. To recommend admissions strictly as per KVS guidelines.  5. To maintain KV TCs as per KVS rules  6. To apprise the Principal every minute detail | 1. Mr. M Simhachalam , PGT (Maths)  2. Mr. P Kumar Swamy, TGT(Eng)  3. Mrs. Santosh Devi, TGT(Hindi)  4. Mrs. Laxmi , PRT |
| **02** | **C.C.A& Morning assembly**  1. Planning the activities for the entire year.  2. To organize and conduct various co-curricular activities.  3. To nominate student leaders for various duties and to train them for good performance.  4. To celebrate/observe all important days in a befitting manner.  5. To celebrate Annual day.  6. To make House Division in a proportionate way. | 1. Mrs. K. Soujanya Singh  2. Mrs. T Malati  3. Mrs. K Padma |
| **03** | **INTERNAL-EXAMINATIONS**  1. To plan schedule of all Tests / Exams / Evaluations / Assessments as per KVS Guidelines — To be conducted internally during the academic session as per KVS guidelines.  2. To Ensure conduct of tests / Exams / Assessment etc. as per CBSE and CCE as and when applicable.  3. Declaration of assessment and evaluation well in time.  4. To ensure that Computers located elsewhere except the Dept. of Exam are not used for Exam related work.  5. To ensure that no information of confidential nature is stored on the NET SHARED DRIVE of the Exam Dept. Computer. | 1. Mrs. P Renu,PGT (Hindi)  2. Mr. S B K Rajulu,TGT(Maths)  3. Mrs. Santosh Devi,TGT(Hindi) |
| **04** | **EXTERNAL EXAMS & CBSE**  1. To liason with CBSE for students’ admission in to Board Examinations  2. To organize the Board Centre (at the Vidyalaya)  3. To maintain all relevant records and the Board’s stationery  4. To safely keep the Certificates issued by the Board for delivery to the identified students.  5. To conduct other external examinations as proposed by Govt. of India/related organization sanctioned by KVS. | **CBSE, IGNOU, NIOS, NCERT**   1. Mr. K Anand Babu , (CBSE) 2. Mr. Srinivas Muthineni (IGNOU) 3. Mr I Prabhakar (Member) |
| **05** | **TIME-TABLE**(incl. arrangement)  1. It is the most important task in any educational institute to frame an ideal time-table for effective teaching process  2. To keep the time-table ready well in time for starting the academic calendar  3. To periodically review the time- table in view of transfers/long leave etc.  4. To ensure that no class is kept without teacher by preparing daily arrangement.  5. To cater for staff on leave and vacancy as per KVS norms.  6. To maintain the record of part time teachers in all aspects. | 1. MR. K Anand Babu  2. Mr. S B K Rajulu  3. Mr. D Ramana Rao |
| **06** | **DISCIPLINE**  1. To plan an effective program for ensuring overall discipline.  2. To execute the program by monitoring by daily.  3. To liaison with the parents of indisciplined students  4. To develop a VOLUNTEER- FORCE of students for occasional duties.  To ensure discipline in all the programmes conducted | 1.Mr. M. Balaji  2.Mr. B Sreedhar  3. Mrs. K. Soujanya Singh  4. Mrs. D. Padma Naidu  5. Mrs. G. Triveni  All class Teachers &  Co-Class Teachers for  day to day Discipline |
| **07** | **Maintenance, Repair and Development of Vidyalaya** | 1. Mr. Srinivas Muthineni  2. Mr. I. Prabhakar  3. Mr. Boby Abraham |
| **08** | **BEAUTIFICATION AND GARDENING**  .1. To arrange decoration on all occasions, by involving talented students.  2. To look after the maintenance of horticulture environment.  3. . To monitor regular removal of undesirable growth of grass bushes or fallen twigs, leaves etc.  4. . Add to the beauty of garden by planting seasonal plants.  **5. .**To involve students in maintenance of garden.  **6. .**Instruct the gardener to shape/trim the hedges regularly | 1. Mr. K. Janardhana Rao  2. Mr. Boby Abraham  3. Mr. T V R Murthy  4. Mr. I. Prabhakar  5. Ms. Priya Kumar |
| **09** | **Career Guidance and Counseling**  1.To counsel the slow-learners.  2. To liaison with parents of such students.  3. Suggesting remedial measures.  4. To counsel the disciplined students. | 1. Mrs. Soujanya Singh  2. Ms. Maya Kanwar  3. Mrs. Hyma |
| **10** | **Educational Excursion & Transport Arrangements**  To identify nearby places of educational importance  2. To prepare a time-table for students’ excursions periodically  3. To liaison with the VSP Authorities to obtain transport for students’ excursions  4. To escort and guide the students on the excursions  5. To take utmost care of the Students’ safety during Excursions | 1. Mr. B Sreedhar  2. Mr. K. Janardhana Rao  3. Mr. Bobby Abraham  4. Mr. I Prabhakar |
| **11** | **FURNITURE& FIXTURES**  1. To verify all articles as per Stock register.  2. To monitor the use of articles so as to ensure long life.  3. To recommend condemnation of unserviceable articles.  4. To recommend for purchase of necessary articles. | 1. Mr. B Sreedhar  2. Mrs. D.Padma Naidu  3. Mr. I. Prabhakar  4. Mr. Boby Abraham  5. Mr. J Simhachalam |
| **12** | **SCOUTS & GUIDES & CUBS & BULBULS.**  1. To plan an effective schedule for imparting the training to the students  2. To popularize the movement among the students, so as to have more participants  3. To inculcate spirit of discipline among the students.  4. To prepare the students for the Testing camps, viz., DWITIYA- SOPAN, TRITIYA-SOPAN/RAJ-PURSKAR & RASHTRAPTHI- PURSKAR etc., as per schedule given by KVS  5. To escort and take utmost care of the students during the camps | **Overall, In charge:**  Mr. I Prabhakar   1. **Scout wing in charge** –   Mr. S.P. Donka   1. **Guide wing in charge** -   Mrs. Padma Naidu |
| **13** | **HOUSE MASTERS**  1. To give scope to all the members of the House to grow.  2. To identity the latent talent and potential of each member.  3. To give equal opportunity to all the members to show case their talent.  4. To provide necessary guidelines to the students in presentation of various items properly and effectively.  5. To demonstrate utmost care and sincere interest in the Intra House Competitions to select ensure participation of students for Inter-House/External Competitions.  6. To provide necessary positive encouragement to achieve highest turnout in holistic personality development. | **1.(Godavari)**  **2. (Kaveri)**  **3. (Ganga House)**  **4.(Brahmaputra)**   * To be decided by CCA in charges in consultation with Principal |
| **14** | **Mathematics Club**  To issue Maths Lab Material and Maintain Records  2. To Plan and Organize Maths Club Activities.  3. To Train and organize Maths Olympiad etc | 1. Mr. K Anand Babu  2. Mr. M. Simhachalam  3. Mr. S B K Rajulu  4. Mr. Surya Prakash Donka  5. Mr. Rama Mohana Rao |
| **15** | **Eco-Nature Club** | 1.Mr K Janardhana Rao  2.Ms. Priya Kumar |
| 16 | **LIBRARY EXCLUSIVE COMMITTEE**  1. To popularize book reading habit among students & teachers.  2. To recommend new books for purchase.  3. To ensure library maintenance & attractive display of books.  4. To undertake physical stock verification of books as per Accession register, once a year  5. To arrange to dispose of the old newspapers, magazines etc., at reasonable price, as per KVS Rules, in the presence of all Committee members  6. To recommend proposals of condemnation of unserviceable books  7. Literary Club Activities etc. | 1. Principal  2. Librarian/Mrs. Santosh Devi  3. Mrs. M. Venkata Lakshmi (HM)  4. Mrs. K. Soujanya Singh (English)  5. Mrs. P. Renu (Hindi)  6. Mr. M. Balaji (Science)  7. Mr. Srinivas Muthineni (Humanities)  8. School Captains (Boys & Girls)  Primary & Secondary |
| 17 | **WEB SITE UPDATION** | 1. Mr. Arvind Kumar Shrivas (PGT CS) 2. Mrs. T Malati 3. Mr. P Kumar Swamy 4. Mrs. Vijaya Lakshmi, Comp Instructor 5. Ms. Durga, DEO |
| 18 | **Medical Room & Medical Checkup** | 1. Mr. B Sreedhar 2. Ms. Dhanya, Nurse |
| **19** | **Income Tax** | 1. Mr. Srinivas Muthineni, PGT(Comm) 2. Mr. S B K Rajulu 3. Mr. V Ram Mohan Rao |
| 20 | **Quarter Maintenance, Management & Allotment** | 1. Mr. Srinivas Muthineni  2. Mrs. T. Malati  3. Mr. Naveen Kumar  4. Mr. J Simhachalam  5. Mr. K Krishna |
| **21** | **NAEP , Counselling & Value Education & issues related with POCSO Act** | 1. Mrs. G Triveni  2. Mr. B. Sreedhar  3. Mr. Janardhan Rao  4. Mrs. P. Renu |
| **22** | **Media & Publicity** | 1. Mrs. K Soujanya Singh , PGT(Eng)  2. Mrs. T Malati, TGT(Hindi)  3. Ms. Anjali ,TGT (Eng) |
| **23** | **Rajbhasha- Kiryanvayan Samithi**  . To develop communicative Hindi skill.  2. To create awareness regarding importance of Hindi as RajBhasha.  3To popularize usage of Raj Bhasha in KV.  4. To celebrate RajBhasha Divas/week/fortnight/month in a befitting manner.  5. To arrange Seminars etc | 1. Mrs. Santosh Devi, I/C  2. Mrs. P Renu  3. Mrs. T Malati |
| **24** | **E – Class Room (maintenance and operation)** | 1.Mr. Arvind Kumar Shrivas  2. Mr. B Sreedhar |
| 25 | **WATER** | 1. Mrs. T Malathi  2. Mr. I Prabhakar  3. Mr. K Krishna  4. Mr. J Simhachalam |
| 26 | **ELECTRICITY** | 1. Mr. I.Prabhakar  2. Mr. M Balaji |
| 27 | **TELEPHONE AND INTERNET** | 1. Mr. Srinivas Muthineni, PGT(Comm)  2. Mr. S B K Rajulu, TGT(Maths)  3. Mr. P Kumar Swamy ,TGT(Eng) |
| 28 | **CLEANLINESS**  1. To monitor cleanliness and sanitation daily.  2. Give proper instructions to the sweepers regarding sweeping, mopping, dusting etc.  3. To liaison with other staff for their cooperation in keeping the school clean. | **1**. Mr. K Janardhana Rao I/C for boys facilities  2. Mr. P Kumar Swamy  3.Mrs. D Padma Naidu I/C for girls facilities  4.Mrs. Hyma  **Common Members:**  5. Mrs. Maya Kanwar  6. Mr. J Simhachalam |
| 29 | **MONITORING OF CORRESPONDENCE WITH R.O, CBSE, AND CHAIRMAN OFFICE** | 1. Mr. M. Balaji 2. Mr. K Anand Babu |
| 30 | **Verification of Bills(Part time teacher’s salary , bills of Security, Conservancy & Gardening Services) & Manpower Management** | **Bills of Security, Conservancy & Gardening Services)**   1. Mr. Srinivas Muthineni 2. Mr. S B K Rajulu 3. Mr. Naveen Kumar   **Part time teachers’ salary**   1. Mr. Srinivas Muthineni 2. Mr. K Anand Babu 3. Mrs. M Venkata Lakshmi |

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| 31 | **PTM/PTA** | 1. Mrs. G Triveni  2. Mr. P Kumar Swamy  3. Mrs. T. Malati |
| 32 | **Homework schedule** | 1. Mr. M Balaji  2. Mrs. M. Venkata Lakshmi |
| 33 | **Women’s Grievance Redressal Cell** | 1. Mrs. G Triveni  2. Mrs. Soujanya Singh.  3. Mrs. M. Venkata Lakshmi |
| 34 | **Anti-Ragging Cell** | 1. Mr. M. Balaji  2. Mrs. T |Malati  3. Mr. Boby Abraham |
| 35 | **Hindi Receipt/Dispatch Reg (Maintenance)** | 1. Mrs. Santosh Devi, TGT(Hindi)  2.Mr. K Krishna |
| 36 | **UBI Fee Portal , UDISE updation work** | 1. Mr. K. Janardhan Rao  2. Mr. M Simhachalam  3. Mrs. Vijaya Lakshmi , Comp. Instructor |
| 37 | VMC Meetings preparation, Agenda Point &  Minutes writing and typing, record maintenance. | 1. Mr. M. Balaji  2. Mr. Arvind Kumar Shrivas  3. Mrs. G Triveni |
| 38 | Vidyalaya plan (Planning, execution and  record maintenance) | 1. Mr. Arvind Kumar Shrivas  2.Mr. M. Balaji  3.Mrs. M. Venkata Lakshmi |
| 39 | Back to basics, EQUIP, bridge course,  Regional language implementation | 1. Mr .M.Balaji  2. Mrs. P. Renu  3. Mr. Surya Prakash |
| 40 | Paryavaran Mitra Project, Green School Project, IGBC | 1. Ms. Priya Kumar  2. Mr. Janaradhana Rao  3. Mr. T V R Murthy |
| 41 | Awakened Citizens Programme | 1. Mr. Surya Prakash Donka  2. Mr. K. Janardhana Rao  3. Mrs. T Malathi |
| 42 | Safety & security of Vidyalaya assets, Lock & key system  of vidyalaya, Mock drill of disaster management techniques | 1. Mr. I.Prabhakar  2. Mr. Boby Abraham  3. Mrs. Soujanya Singh |
| 43 | Language Lab Committee | 1. Mrs. Soujanya Singh  2. Mrs.P Renu  3. Mrs. T Malati  4. Mr. P Kumar Swamy  5. Ms. Anjali Singh |
| 44 | Record Keeping of Partnership Programme with state  government school | 1. Mrs. M Venkata Lakshmi 2. Mr. Boby Abraham 3. Mrs. Laxmi |
| 45 | Record Keeping of Suggestion Box | 1. Mrs. G Triveni  2. Ms. Maya Kanwar |
| 46 | Dispersal of the students, Lunch break duties | 1. Mr. Boby Abraham 2. Mr. D Ramana Rao 3. Mr. G Srinivas , Yoga Coach 4. Mr. Rajesh M |
| 47 | Staff room maintenance and upkeepment | 1. Mrs. T Malthi 2. Mrs. K Soujanya Singh 3. Mrs. Kulsum 4. Mrs. Kanaka Mahalaxmi 5. Ms. Bhargavi, German Language Coach |
| 48 | Maintainence of Biometric Attendance | 1. Mr. Arvind Shrivas 2. Mr. SBK Rajulu 3. Mr. I Prabhakar 4. Mr. K Krishna |
| 49 | Vidyalaya Academic Committee | 1. Mr. M Balaji 2. Mrs. K Soujanya Singh 3. Mrs. D Padma Naidu 4. Mrs. M Venkata Lakshmi 5. Mrs. Ch Malathi |

**PRINCIPAL**