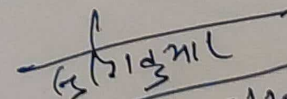


KENDRIYA VIDYALAYA, KURNOOL
COMMITTEE FOR THE YEAR 2021-2022

S.No	NAME OF THE COMMITTEE	NAME OF THE MEMBERS	EXPLANATION OF THE DUTIES
1	राजभाषा कार्यान्वयन समिति	श्री महेश कुमार मीना (प्रभारी) श्री नसीमुद्दीन श्री जे वेंकटेश्वर राव	<ul style="list-style-type: none"> राजभाषा नियम के अनुसार कार्यको शत प्रतिशत हिन्दी में करना तिमाही प्रगती रिपोर्ट तैयार करना न.रा.का.स. की बैठकों में भाग लेना
2	ACADEMIC ADVISORY COMMITTEE	Mr.P.Anjaneyulu I/C Mr.V.Jagadeeshwar Reddy Mr.C.Satyanarayana	<ul style="list-style-type: none"> Plan monthly schedule for academic improvement. Supervision & Checking of academic work as per the Direction of Principal. Result oriented planning- Feedback - Re-Planning...
3	ADMISSIONS & RTE CELL	Mrs.P.Anjaneyulu I/C Mr.Kuruva Karun Mr Naseemuddin Mr Prashanth Mr.Vijay Kokate	<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.
4	ADMINISTRATIVE SUPPORT	Mr.Shaik Shavali Mr.J.Venkateswara Rao	<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
5	EXAMINATIONS INTERNAL/CBSE/EXTERNAL/NIOS etc.	Mr.Shaik Shavali I/C Mr.V.Jagadeeshwara Reddy Mr.K.Jayashankar	<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 All works related with CBSE in time
6	TIME TABLE	Mr.S.S.Suryanarayana I/C Mr. Neeraj Gautham Mr. Vineet Kumar	<ul style="list-style-type: none"> Preparation of all types of time table. 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 display board.


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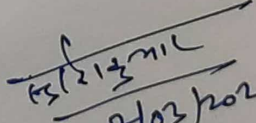
7	CCA	Mr. Mahesh Kumar Meena I/C Mr.E Ranganna Mr Mohan Kumar Mrs. Swarnalatha	<ul style="list-style-type: none"> • Conducting all CCA as per KVS norms and Calendar of Activities. • Important announcements in assembly. • Maintenance/Updating of Display Boards. • Proper functioning of Student Council. • Annual Report. • Availability of greeting cards, birthday cards and invitation cards
8	OLYMPIADS	Mrs.M.Vijayalakshmi I/C Mr.S.S.Suryanarayana Mr.V V SatyaNarayana Mr Tomanlal Sahu	<ul style="list-style-type: none"> • All works related to Olympiads. • Arrange extra classes to promote learning. • Conduct of Exams as per Norms.
9	UBI FEE COLLECTION	Mr.Kuruva Karun I/C Mr.Vijay Kokate All Class Teachers	<ul style="list-style-type: none"> • Verification and compliance of HQ instructions.
10	SBSB / FIT INDIA	Mr K Karun I/C Mr S Srinivasulu Mr Manoj Gautam All Class Teachers	<ul style="list-style-type: none"> • As Per instruction of KVS
11	ICT	Mr.Kuruva Karun I/C Toman Lal sahu Comp Instructor	<ul style="list-style-type: none"> • Digitization of all records as per the instructions of KVS
12	PISA	Mr V V Satyanarayana I/C Mr.K.Jayashankar All Teachers	<ul style="list-style-type: none"> • Plan and prepare Tests as per KVS RO. • Maintenance of records of various Tests.
13	HOUSES		<ul style="list-style-type: none"> • Conducting all CCA as per KVS norms and Calendar of Activities. • Conducting Morning Assembly as per KVS norms and Calendar of Activities. • Participation in Inter House Competitions. • Develop Healthy Competition among students.
14	VDYALAYA PATRIKA AND PUBLICATION	Mr E Ranganna I/C Mr.Mahesh Kumar Meena Mr. Mohan Kumar Mr.C.Satyanarayana Mrs.Shahnaz	<ul style="list-style-type: none"> • Preparation of student-diary, School Magazine, • News/CMP Letter, invitation- cards, Class magazine (By Class Teachers). • Teacher's Diary, Observation Register, Daily Diary and other published materials.
15	GUIDANCE COUNSELLING & INCLUSIVE EDUCATION	Mr. P Anjaneyulu I/C Mrs M Vijaya Lakshmi Mr. V V Satyanarayana Mrs. Kavitha Yadav Mr.C.Satyanarayana Mrs Shahnaz Mrs Vismaya	<ul style="list-style-type: none"> • Regular sessions of Guidance and counseling. • Arrangement of Guest Lectures.

16	STUDENTS' COUNCIL	Mr.Mahesh Kumar Meena I/C Mr.S S Suryanarayana Mrs Kavitha Yadav Mrs Parul Chanchal	<ul style="list-style-type: none"> • Proper grooming & functioning of council • Investiture Ceremony • Monitoring, checking, Guidance & its execution as per decorum of the Vidyalaya.
17	DISCIPLINE	Mr P Anjaneyulu I/C Mrs M Vijaya Lakshmi Mr Shavali Mr. K Karun Mr S S Babu Rao Mr S Srinivasulu Mrs Parul Chanchal 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.
18	GRIEVANCE REDRESSAL COMMITTEE	Mr.P.Anjaneyulu I/C Mrs M Vijaya Lakshmi Mr.C.Satyanarayana	<ul style="list-style-type: none"> • Bring the matter in to the notice of the Principal. • Timely redressal of grievances.
19	CORPORAL PUNISHMENT MONITORING CELL	Mrs.M.Vijayalakshmi I/C Mr.C.Satyanarayana	<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
20	GAMES& SPORTS/ ADEVENTURE & EDUCATIONAL TOUR	Mr.S S Babu Rao Mr Prashanth Mr Neeraj Gautam Mr S Srinivasulu Ms L Vismaya Mr Babita Rani	<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.
21	VIDYALAYA WEBSITE	Mr.Kuruva Karun I/C Comp Instructor	<ul style="list-style-type: none"> • Updating KV Website as per the KVS direction. • Enrollment of Staff and Students. • Proper Utilization of Programs.
22	ALUMNI ASSOCIATION	Mr.V.Jagadeeswar Reddy I/C Mr.C.Satyanarayana	In touch with Ex-KV Kurnool Students , prepare data base of their activity including their professions & contact No.
23	PARENT TEACHERS MEETING	Mr.S S Suryanarayana I/C Mr. V J Reddy All Class Teachers	<ul style="list-style-type: none"> • Conducting all PTMs as per KVS norms • Preparing Agenda for PTM • Maintaining records • Aesthetic Planning

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24	LIBRARY COMMITTEE	Mr.S.Sreenivasulu I/C Mr.Mahesh Kumar Meena MR. E Ranganna , Mr. C Saryanarayana Mrs. L Vismaya	As per the library policy implemented by KVS. • Promotion of Reading Habits.
25	CLUBS	Science: Mr.P Anjaneyulu & All Science Teachers. ECO Club: Mrs M Vijaya Lakshmi & TGT Science MATHS CLUB: Mr.Shaik shavali & ALL Maths Teachers Adventure: Mr.S S Babu Rao , PET, Readers Club : Mr. S.Sreenivasulu , Mrs Parul Chanchal , Mrs Kavita Ydav	Clubs Work to be carried out- • Conduct various activities. • Submission of Brief report. • Maintenance of Record
26	FURNITURE	Mr. E Ranganna I/C Mr Mohan Kumar	• 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.
27	MAINTENANCE & REPAIRS	Mr Vineet Kumar I/C Mr. S S Suryanarayana Mr S Srinivasulu Mr. C Satyanarayana Mr. S M Vali	• Vidyalyaya Infrastructure development. • Paint & White-wash of School Building. • Certification of bills after measurement and specification. • Monitoring of wiring and electrical appliances & timely repair. • 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.
28	SECURITY AND CONSERVANCY	Mr Shaik Sha vali I/C Mr Vineet Kumar	• Checking the duties of securities. • Maintenance of attendance registers • Verifying and certifying the bills.
29	MEDICAL CHECK UP & FIRST AID	Mrs.M.Vijayalakshmi I/C TGT (Science) Mrs. Babita Rani & Nurse	• Arrangement of Medical Checkup for all students twice in a year. • Collection of Medical Certificates from class teacher.

30	PHOTO & VIDEO RECORDING	Mr.S.Sreenivasulu I/C Mr. Manoj Gautam	<p>Photo-Video for all occasions & maintaining record in soft & hard copy event-wise in a chronological sequence for the session.</p> <ul style="list-style-type: none"> • Display on Display Boards /in event/gathering.
31	SCOUTS&GUIDES / CUB & BULBULS	Mr.S.S.Babu Rao I/C Mr K Jayasankar Mrs.L Vismaya Mr Manoj Gautam 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.
32	SWACH VIDYALAYA ABHIYAN & BEAUTIFICATION	Mrs.M.Vijaya Lakshmi I/C TGT (Bio) Mr S Srinivasulu Mr Prashanth Mr Vijay Kotake	<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.
33	TEACHING AIDS	Mr.S.S.Babu Rao	<ul style="list-style-type: none"> • Verification of items. • Proper Use of Teaching aids. • Purchasing of items as per need & budget Estimation.
34	SUBJECT COMMITTEE	English : E Ranganna Hindi: Mr M K Meena Science:Mr.P.Anjaneyulu Maths:Mr.Shaik Sha vali Social Science: Mr.V J Reddy	<p>In the meeting, conveners should discuss the following points on the priority basis required during that month.</p> <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. • Club activities. • Exhibitions. • Plan for preparation of subject magazines.
35	CHECKING AND UPLOADING OF TC	Mr.J.Venkateswara Rao I/C Computer Instructor	<ul style="list-style-type: none"> • Verify the TC made by office. Upload in website.

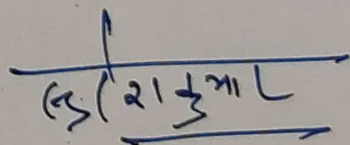

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36	EBSB CLUB	Mr.V.J Reddy I/C Mr M K Meena Mr E Ranganna Mrs Kavitha Mrs Parul Mr Mohan Kumar Mrs Swarnalatha	<ul style="list-style-type: none"> • Screening of students • Proper guiding and help • Preparing of projects • Preparing for competitions • Extempore, Quiz, Essay etc.
37	JNNSMEE	Mr.S S Suryanarayana I/C Mr Shaik Shavali All Science & Maths teachers	<ul style="list-style-type: none"> • Screening of students • Preparing of projects • Proper monitoring
38	INSPIRE AWARD	Mr P Anjaneyulu I/C Mr S S Suryanarayana	<ul style="list-style-type: none"> • Screening of students • Proper guiding and help
39	NATIONAL CHILDREN SCIENCE CONGRESS	Mr.M.Vijaya Lakshmi I/C Mr.S S Suryanarayana Mr Vijaya Kumar	<ul style="list-style-type: none"> • Screening of students • Preparing of projects • Proper monitoring
40	U-DISE	Mr.Kuruva Karun I/C Comp Instructor	<ul style="list-style-type: none"> • As per the direction.
41	FLAG HOISTING AND LOWERING	Mr. Vijay Kokate I/C Mr. Manoj Gautham	<ul style="list-style-type: none"> • Hoisting and Lowering of Flag daily as per the prescribed procedure. • Allotment of duties.
42	DISASTER MANAGEMENT	Mr.V J REDDY I/C Mr S S BABU RAO	<ul style="list-style-type: none"> • Procurement of sufficient no of fire safety equipments. • Refilling of equipments. • Proper monitoring and checking of equipments. • Pro-active approach keeping in view the Safety and security of students on top priority
43	PRIMARY RESOURCE ROOM	Mr.C.Satyanarayana	<ul style="list-style-type: none"> • Development of activity room as per CMP. • Proper utilization of Primary Park. • Maintenance of records of various activities as per CMP.
44	PURCHASE COMMITTEE	Mr. P Anjaneyulu I/C Mrs. M Vijaya Lakshmi Mr. Shaik Shavali Mr. Karun Mr. Vineet kumar Mrs. Shahnaaz	<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 by stock I/C.
45	AEP	Mrs.M.Vijayalakshmi I/C Mr. V V Satyanarayana Mrs. Kavitha Yadav	<ul style="list-style-type: none"> • Execution of Programme. • Timely submission of report.
46	RTI	I/C Concerned department	<ul style="list-style-type: none"> • Reply within time. • Providing correct information

7	SC/ST WELFARE SCHEME FOR STUDENTS	Mr.J.Venkateswar Rao	<ul style="list-style-type: none"> • Be aware of the Schemes and plan for the welfare. • Compliance to RO/HQ instructions.
3	ACP	Mr. V V Satyanarayana I/C Mr. S Srinivasulu Mr. V J Reddy Mr. K Jayashankar Mr Neeraj Gautham Mr. Mohan Kumar Mr S S Babu Rao Mrs. Parul Chanchal	<ul style="list-style-type: none"> • Execution of Programme. • Taking classes as per the time Table. • Timely submission of report.
	INTERNAL COMPLAINT COMMITTEE	Mrs. M Vijaya Lakshmi I/C Mr. P Anjaneyulu Mrs. Kavita yadav Mrs. Shahnaaz	<ul style="list-style-type: none"> • Receive complaints from female staff. • Suggestions

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 endeavors of Vidyalaya activity.
2. If handing and taking over of charge is involved, the concerned members are directed to do the same on or before 30.3.2021 and submit the report to the undersigned.
3. Work allotted (KARYA NIRDHARAN) is only suggestive. One can always add something to achieve excellence.


 PRINCIPAL 27/03/20