**KENDRIYA VIDYALAYA NTPC RAMAGUNDAM**

VIDYALAYA COMMITTEES

w.e.f.: 11.11.2019

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| **S.No.** | **Name of Committee** | **Name of Teachers** | **Duties** |
| **1.** | **ACADEMIC advisory committee** | Mr Sharawan Kumar, Principal  Mr P Chandra Shekhar, PGT(Phy)  Mrs K Hima Bindu, PGT(Eco)  Mr S Sardar Basha, PGT(Eng)  Mr N Brahmaiah, PGT(Maths)  Mr Yunus Khan, PGT(hindi)  Mrs S Padmavathi, PRT | Supervise all academic activities of the VidyalayaSuggest remedial/corrective measures for the improvement |
| **2.** | **ADMISSION** | Mrs K Hima Bindu, PGT(Eco), I/C  Mr S Arumugam, PGT(Comm)  Ms Lalita, PRT | Recommend Granting admission to students based on applications received and as per KVS Admission Guidelines. Maintain proper record of all registrations and admission. Submit monthly report on students enrolment position and student vacancy position to the office and the I/C Website. |
| **3.** | **ADVENTURE/**  **EXCURSION** | Mr N Brahmaiah, PGT(Maths)  Mrs G Padma, PGT(Chem)  Mrs S Padmavathi, PRT | Plan yearly picnics, adventure activities and excursions.Arrange the planned programmes taking care of the security of the children and usefulness to the students. |
| **4.** | **ALUMNI** | Mrs Savita Rani, PGT(CS) | Maintain a database of alumni and keep in contact with them.Organize alumni meetings when required. |
| **5.** | **CAMPUS BEAUTIFICATION**  **& GARDENING** | Mrs T Meenakshi, PGT(Bio)  Mrs Jyoti, TGT(Sci)  Mrs Preeti Sahu, TGT(AE) | Place recommendations on giving a better image for the Vidyalaya. Maintain all the gardens of the Vidyalaya with the help of the gardener. Plant seasonal flowering plants recommend purchase of flowering plants, manure and fertilizers. |
| **6** | **CAREER GUIDANCE & COUNCELLING** | Mrs K Hima Bindu, PGT(Eco)  Mr S Sardar Basha, PGT(Eng) | Provide career guidance for students time to time or when the students require. |
| **7.** | **Subject Committee Conveners** | 1. Mr P Chandra Shekhar, PGT(Phy)- Science & CS 2. Mrs K Hima Bindu, PGT(Eco)- Social Science 3. Mr Shaik Sardar Basha, PGT(Eng)- English 4. Mr N Brahmaiah, PGT(Maths)- Maths 5. Mr Yunus Khan, PGT(Hindi)- Hindi & Skt 6. Mrs S Padmavathi, PRT- CMP | To conduct the Monthly meetings for improvement in teaching learning process, implementation of decisions and follow up work. |
| **8.** | **CCA & Morning Assembly** | Mr S sardar Basha, PGT(English)  Mr Yunus Khan, PGT(Hindi)  Mr Sandeep Kumar Gothwal, TGT(Hindi)  Mrs Malathi Annaldas, TGT(WE)  Mr V P Mishra, PRT(Music**)**  Concerned House Master/Class Teacher | Organize daily morning assembly in a presentable manner ensuring maximum participation of studentsOrganize and conduct co- curricular activities ensuring maximum participation of students with a view to bringing out the innate talents and encouraging them for further enrichment. |
| **9.** | **COMPUTER / IT /EDP** | Mrs Savita Rani, PGT(CS)  Mr U Chandra Shekhar, Computer Instructor | Maintain the Computer Labs in a neat and tidy manner. Ensure proper working of all computer systems and peripherals. Help in proper digital documentations of the Vidyalaya as per requirements. |
| **10.** | **DISCIPLINE** | **SECONDARY SEC.:** Mrs K Hima Bindu, PGT(Eco) I/C  Mr P Chandra Shekhar, PGT(Phy)  Mr N Brahmaiah, PGT(Maths)  Mrs T Meenakshi, PGT(Bio)  Ms Arti Sharma, TGT(Eng)  Mrs Neelam Sain TGT(Hindi)  **PRIMARY SEC**.  Mrs S padmavathi, PRT (I/C)  Mrs S Nagamani, PRT  ALL CLASS TEACHERS & HOUSE MASTERS | \  Monitor the functioning of the Council of Volunteers. Maintain discipline during morning assembly as well as during any special programmes. Check Uniform & Cleanliness of students. Checking the late comers in the morning. Proper dispersal of students after morning assembly. Supervise students during recess. |
| **11.** | **EXAMINATION Home** | **SECONDARY SEC.:**  Mrs T Meenakshi, PGT(Bio), I/C  Mr S Arumugam, PGT(Comm)  Mrs Chetna Trivedi, TGT(Maths)  Mrs Haritha Alugolu, TGT(Maths)  **PRIMARY SEC.:**  Mrs S Padmavathi, PRT (I/C) Ms  Lalita, PRT | Conduct all examinations as per the KVS guidelines and instructions received from authorities.Prepare Result analysis in a timely manner with cooperation from concerned teachers.Any related duties as may be assigned by the Principal. |
| **12** | **CBSE** | Mr N Brahmaiah, PGT(Maths)  Mr S Arumugam, PGT(Comm)  Mrs Savita Rani, PGT(CS)  Mrs Arti Sharma, TGT(Eng)  Class teachers of classes IX to XII. | Registration of students for classes IX & XI, Submission of LOC for X & XII, Practical and Theory exams, Internal assessment and other CBSE related work. |
| **13.** | **FURNITURE** | Mr S Arumugam, PGT(Comm) I/C  Mr Yunus Khan, PGT(Hindi)  Ms Arti Sharma, TGT(Eng)  Mrs S Nagamani, PRT | Supervise and ensure proper upkeep of all furniture of theVidyalaya.Report any breakage of furniture, window panes, floor etc and make all efforts to identify the faulty student. |
| **14.** | **LIBRARY** | Mr S Arumugam, PGT(comm.)  Library committee members:  Mr P Chandra Shekhar, PGT(Phy)  Mrs K Hima Bindu, PGT(Eco)  Mr S Sardar Basha, PGT(Eng)  Mr N Brahmaiah, PGT(Maths)  Mr Yunus Khan, PGT(Hindi)  Mrs S padmavathi, PRT | Keep the Vidyalaya Library in a presentable manner by arranging the furniture and books in proper order.Keep stock of all the books and display list of new arrivals in notice boards and in Library display board as soon as they are procured.Suggest useful books from all streams which could be of use for students as well as teachers. The suggestions from students could also be sought while making recommendations. |
| **15.** | **MAGAZINE/ News Letter** | Mr S sardar Basha, PGT(Eng), I/C  Mr Yunus Khan, PGT(Hindi)  Mrs Arti Sharma, TGT(Eng)  Ms Ingita Mukhija, TGT(Eng)  Mrs Neelasm Sain, TGT(Hindi)  Mr Sandeep Kumar , TGT(Hindi)  Mrs Shraddha Chaturvedi, TGT(skt)  Mrs. S Padmavathi, PRT | Collect articles from students and teachersScrutinize the articles received and arrange them for timely publication of the Vidyalaya PatrikaCollect photographs of all activities arranged in/by the Vidyalaya for publication in the Vidyalaya  Patrika . |
| **16.** | **MAINTENANCE OF BUILDING** | Mrs Malathi Annaldas, TGT(WE)  Mrs Preeti Sahu, TGT(AE) | Ensure timely maintenance of the Vidyalaya BuildingRecommend maintenance, repair and construction work required for the Vidyalaya, Supervise the work as and when they are undertaken. |
| **17.** | **NAEP** | Mrs T Meenakshi, PGT(Bio)  Mr Yunus Khan, PGT(Hindi) | Provide guidance for students by organizing programs, seminars etc. Train /help teachers in dealing with adolescents Any related duties as per instruction from KVS. |
| **18.** | **NCC** | Mr. N Brahmaiah, PGT(Maths) (I/C)  Mr Sandeep Kumar , TGT(Hindi) | Ensure enrolment of students as per allotted strength of the unit Arrange training parades by contacting the PI staff of the concerned battalion Ensure participation in courses. |
| **19.** | **PA SYS., SANITATION, ELECTRICAL- INSTALLATION, WATER, AQUA GUARD** | **SECONDARY SEC.:**  Mrs Malathi Annaldas, TGT(WE)  Mr P Chandra Shekhar, PGT(Phy) | Ensure proper installation and operations of PA system during morning assembly and during special programmes. Supervise proper functioning of all electrical installations and sanitation in toilets. Report any damage to the installations in time. Recommend purchase of items in PA System and electrical and sanitary equipment. |
| **20.** | **PHOTOGRAPHY** | **SECONDARY SEC.:** Mrs Savita Rani, PGT(CS)  Mrs Preeti Sahu, TGT(AE)  Mr U Chandra Shekhar, Computer Instructor | Keep photograph of all activities and special occasions of the Vidyalaya in print as well as in digital format.Ensure updating the photographs in Vidyalaya website in a timely manner. Display selected photographs of activities on display panel. |
| **21.** | **RAJBHASHA** | Mr Yunus Khan, PGT(Hindi)  Mr Sandeep Kumar, TGT(Hindi)  Mrs Neelam Sain, TGT(Hindi)  Mrs Shraddha Chaturvedi, TGT(skt) | Encourage the use of HINDI in day to day life and official tasks.  Submission of quarterly report to KVS as wella as only ne submission of report to Rajbhasha department of central govt.  Quarterly meetings of Rajbhasha committee and workshops. |
| **22.** | **Clubs** | **Eco club**: Mrs T meenakshi, PGT(Bio)  Mrs Jyoti, TGT(Sci)  **Integrity Club:**  Mrs K Hima Bindu, PGT(Eco)  Mrs Archana Kumari, TGT(Sci)  **Literary club:**  Mr S Sardar Basha, PGT(Eng)  Ms Arti Sharma, TGT(Eng)  Ms Ingita Mukhgija, TGT(Eng)  **Maths Club:**  Mr N Brahmaiah, PGT(Maths)  Ms Chetna Trivedi, TGT(Maths)  **Art:**  Mrs Preeti Sahu, TGT(AE) | Organize the club involving interested studentsArrange visits to places of scientific interests, science exhibitions, demonstrations and other activities to develop scientific attitude and spirit among students. |
| **23.** | **SCOUT/GUIDE** | **SECONDARY SEC.**  **Guide Section:**  Mrs G Padma, PGT(Chem)  Mrs Savita Rani, PGT(CS)  Mrs Malathi Annaldas, TGT(WE)  Mrs Preeti Sahu, TGT(AE)  **Scout Section:**  Mr S Arumugam, PGT(Comm)  Mr Yunus Khan, PGT(Hindi)  **PRIMARY SEC.**:  Cubs and Bulbuls  Mr V P Mishra, PRT(Music), I/C  Mrs S padmavathi, PRT | Ensure adequate enrollment of students as scouts and guides.Give training to the scouts and guides as per guidelines.Ensure participation in all activities as per instructions from KVS |
| **24.** | **SPORTS** | Mr Sandeep Kumar, TGT(Hindi)  Mr M Kistaiah, Sports Coach  Mr A Ganapathi, Yoga Tr | Provide guidance for students by organizing sports and games activities at Vidyalaya level as well as cluster and national level.Ensure participation of students in all Games as per instructions from KVS. |
| **25.** | **TIME-TABLE AND ARRANGEMENT** | SECONDARY SEC.: Mr. N Brahmaiah, PGT(Maths)  Mrs G Padma, PGT(Chem)’  Mrs Savita Rani, PGT(CS) **PRIMARY SEC.:**  Mrs S Nagamani, PRT  Ms Lalita, PRT | Prepare the time-table and modify it as and when a need arises.Daily arrangement against teachers on leave. |
| **26.** | **VIDYALAYA CLEANLINESS** | **First Floor:**  Mrs K Hima Bindu, PGT(Eco)  Mrs Archana Kumari, TGT(S St)  Mrs Arti Sharma, TGT(Eng)  **Ground Floor including open area in and around the building:**  Mr Yunus Khan, PGT(Hindi)  Mrs G Padma , PGT(Chem)  Mrs S Nagamani, PRT  All the class teachers/ Dept incharges for respective classes/ departments. | Supervise the Cleanliness of the Classes, corridors, water taps, walls and report any deficiency to the principal on daily basis Report any breakage of furniture , window panes, floor etc and make all efforts to identify the faulty student. |
| **27** | **Cleanliness of Toilets** | **Mrs Malathi Annaldas, TGT(WE) I/C**  **Mrs Jyoti, TGT(Sci)**  ( For 1st Floor Girls toilet near Bio lab)  **Mrs Archana Kumari, TGT(S St)**  (For Ist floor Girls toilet near Phy lab)  **Ms Ingita Mukhija, TGT(Eng)**  (ground floor girls toilet near Chemistry Lab)  **Mrs S Padmavathi, PRT**( For female staff toilet)  **Mr V P Mishra, PRT(Music)**  (For Boys toilet near Music room & Gents staff toilet)  **Mr Sandeep Kumar, TGT(Hindi)**  (For Boys toilet on First floor)  **Mrs Lalita, PRT**  ( Boys& Girls toilet in back side building) | To supervise the proper cleanliness of toilets daily 3 times in a day. |
| **28.** | **VIDYALAYA**  **WEBSITE** | Mrs Savita Rani, PGT(CS)  Mr U Chandra Shekhar, Computer Instructor | Update the Vidyalaya website with required and relevant information.Ensure proper usage of the website. |
| **29** | **Olympiads** | SOF :- Mrs Savita Rani, PGT(CS)  Maths : Mr N Brahmaiah, PGT(Maths)  Science Olympiads:  Mrs G Padma, PGT(Chem) | Registration of students in various Olympiads and further follow up. |
| **30** | **UBI Fee Verification and Shaala Darpan** | Mrs Savita Rani, PGT(CS)  Ms Arti Sharma, TGT(Eng)  Ms Ingita Mukhija, TGT(Eng)  Mrs Neelam Sain, TGT(Hindi)  Mrs Neeraj Mann, PRT  Ms Lalita, PRT  Mr U Chandra Shekhar, Computer Instructor  All the class teachers for their concerned class | Quarterly fee verification on UBI portal for the fee collection through UBI.  Regular updation of entries in Shaala Darpan portal |
| **31** | **SBSB/ Health and Medical Check up** | Mrs Savita Rani, PGT(CS)  Mrs Malathi Annaldas, TGT(WE)  Mrs S Padmavathi, PRT  Mr M Kistaiah, Sports Coach  Mr U Chandra Shekhar, Computer Instructor  PET  All the class teachers for their respective class. | Activities to be conducted and uploaded on the portal as per KVS Schedule. |
| **32** | **Staff Meeting** | Mrs Savita Rani, PGT(CS)  Mrs S Padmavathi, PRT  Ms Arti Sharma, TGT(Eng) -to write the minutes of meeting. | To conduct staff meeting as when required. |
| **33** | **Flag Hoisting** | Mrs G Padma, PGT(Chem)  Mr S Arumugam, PGT(Comm)  Mr S Narsimhulu, Sub Staff | Daily in the morning assembly. |

**Principal**