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KENDRIYA VIDYALAYA, STEEL PLANT

Sector – I, UkkuNagaram

VISAKHAPATNAM (A.P) – 530 032

**VIDYALAYA COMMITTEES-2019-20**

The following Staff-Committees are formed to assist the Principal, for achieving the desired

results in the assigned areas under secondary duties.

| **S/N** | **Committee with its main tasks** | **In-charge & Members Secondary** |
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| **01** | **ACADEMIC COUNCIL**  1. To convene Subject-committee meetings, regularly  2. To ensure timely completion of syllabus  3. To ensure timely conduct of periodical assessments, tests & exams and evaluation thereof as per CCE as well as CBSE, wherever applicable.  4. To ensure proper teaching in all the classes as per CCE/CBSE/CMP pattern  5. To assist Principal in all Academic related matters  6. Assisting in Contract teacher appointment & motivating quality performance. | 1. Ms. A Sujatha Devi, PGT(Eng.)  2. Mr.KedarYadav,PGT(Hindi)  3. Ms. G.Sabitha , PGT(Maths)  4. Mr.P.V.RamanaMoorthy, PGT(Phy.)  5. Mr. K. Ramanaya, PGT(Eco.)  6. Mr. D. Vikram Varma, HM  7. Ms. G. Bhanumathi, PRT  8.Ms. Poonam Awasthi, PRT  9.Ms. P.Padmaja, PRT |
| **02** | **ADMISSION COMMITTEE**  1. 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.Ms. A Sujatha Devi, PGT(Eng.) I/C  2.Mr. D. Vikram Varma, HM, I/C  3.Ms. Nitika Sharma, TGT(ART)  4.Ms. Jaya Kumari, PRT  5.Ms. Summan Ujjanwal, PRT |
| **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. | **SECONDARY**  1. Ms. G.Sabitha , PGT(Maths), I/C  2.Ms. Febin E Jalal, PGT(CS)  3.Mr. IVK Surya Rao, TGT(Maths)  4.Ms. U. Renuka, TGT(Hindi)  5.Ms. Rupa Veni, Counseller  **PRIMARY**  1.Ms. Bhanumathi, PRT I/C  2.Ms. Nisha Devi, PRT  3.Ms.Alka, PRT |
| **04** | **CBSE and EXTERNAL EXAMS.**  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. | **SECONDARY**  1.Mr. P.V. RamanaMoorthy, PGT(Phy) I/C  2.Ms. Alka Rani Mishra, TGT (Bio)  3. Dr. S Arun, PGT(Comm.) |
| **05** | **C.C.A (Internal)**  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. | **SECONDARY - Coordinators**  1.Mr. Kedar Yadav,PGT(Hindi) I/C  2.Mr. J.S. Yadav, TGT(SKT)  **PRIMARY**  Ms. Aarti , PRT I/c  Ms. Poonam Awasthi, PRT |
| **06** | **C.C.A (External)**  1. To scrutinize invitations received for participation in any programme / camp.  2. To make arrangement for proper training of the participants.  3. To encourage participants to participate and bring laurels.  4. To arrange for escorts for escorting the participants for safe participation.  5. To conduct external prog. Like Bourn Vita Quiz, Brain Bee etc. | **SECONDARY**  Ms. KalpanaDey, TGT (Eng) I/C  Ms. M. Padma, TGT (Eng)  3.Mr. ADHVV Satyanarayana,TGT(P&HE)  4. Ms. Nitika Sharma, TGT(ART)  **PRIMARY**  1.Aman Bharti, PRT |
| **07** | **LOCAL EXCURSIONS**  1. 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 | **SECONDARY**  Mr. ADHVV Satyanarayana, TGT(P & HE) I/C  Mr. V. Narasimham, TGT(Sci)  Mr. K. Ramanaya, PGT(Eco.)  Mr. Srinivasa Rao, Sports Coach  Mr. Nilamadhab Reddy, Comp. Inst.  **PRIMARY**  Mr. D. Vikram Varma, HM  Mr. N.V. Ramana Rao, PRT  Mr.Pankaj Meena, PRT  Ms. Dhana Lakshmi, Sports Coach  Mr. I.Jagadhesh babu |
| **08** | **LIBRARY MAINTENANCE**  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. | **SECONDARY**  Mr. S R Swain, Librarian I/C Mr. Kedar Yadav, PGT (Hindi)  Ms.M.Lalithaamba PGT(Bio)  Ms.Indu yadav, PGT(Chem)  Mr.J.S. Yadav, TGT(SKT)  Ms. M. Padma, TGT(Eng)  **PRIMARY**  Ms. Jaya Kumari, PRT I/c  Mr. Aman Bharti, PRT |
| **09** | **MORNING ASSEMBLY**  **1.**To conduct morning assembly program appropriately within the prescribed time limit.  **2.**To perform this task each class to be allotted one week on rotation basis.  **3.**To inform and guide the class Teachers & Monitors regarding presentation  **4.**Announcements  **5.**Celebrate/ Observe important day | **SECONDARY**  Mr. J.S.Yadav, TGT (Skt), I/C  Ms. Kalapana Dey, TGT(Eng)  Mr. ADHVV Satyanarayana,TGT (PHE)  Ms. Nitika Sharma, TGT(ART)  Mr. Pawan Kumar, TGT(WE)  Mr. S.G.Srinivasa Rao,Sports Coach  **PRIMARY**  Ms. Aarti, PRT, I/C  Ms. Poonam Awasthi, PRT  Ms. Dhana Lakshmi, Sports Coach  Ms. Manisha, Dance Coach  \*All class teachers and Co-Class teacher |
| **10** | **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. | **SECONDARY**  Ms. M. Lalithamba, PGT(Bio), I/C  Ms. Febin E Jalal, PGT(CS)  Mr. S. R. Swain, Library  **PRIMARY**  Ms. P. Padmaja, PRT I/C  Ms. Geetanjali Sharma, PRT  Mr. Pankaj Meena, PRT |
| **11** | **HINDI (RAJ BHASHA)**  1. To develop communicative Hindi skill.  2. To create awareness regarding importance of Hindi as RajBhasha.  3 To popularize usage of Raj Bhasha in KV.  4. To celebrate RajBhasha Divas/week/fortnight/month in a befitting manner.  5. To arrange Seminars etc. | **SECONDARY**  Mr. KedarYadav,PGT(Hindi) I/c.  Mr. A.K. Mishra, TGT(Hindi)  Mr. J.S. Yadav TGT(Skt)  Mr. Pawan Kumar, TGT(WE)  Ms. M. Lalithamba, PGT(Bio)  Ms. Indu Yadav,PGT(Chem)  **PRIMARY**  Ms. PoonamAwasthi, PRT  Ms. Maria Minz, PRT |
| **12** | **FURNITURE**  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. | **SECONDARY**  Mr. A.K. Mishra, TGT(Hindi), I/C  Mr. KedarYadav, PGT(Hindi)  Mr.ADHVV SatyanarayanaTGT (PHE)  **PRIMARY**  Ms. N.V. Ramana Rao, PRT  Ms.Dhana Lakshmi, Sports Coach |
| **13** | **FEE RECONCILIATION(UBI Web Portal)**  1.To thoroughly verify the amount of quarterly fee receipts  2.To verify the registers  3.To bring to the notice of the Principal, anomalies if any for timely rectification | **SECONDARY**  Mr. Jitendra Karna, ASO  Mr. Pawan Kumar, TGT(WE)  Ms. Febin E Jalal, PGT(CS)  Mr. Nilamadhab Reddy, Comp. Inst  **PRIMARY**  Mr. D. Vikram Varma, HM  Ms. P. Padmaja, PRT  Ms. D. Bijaya Lakshmi, PRT  Mr. I. Jagadhesh Babu |
| **14** | **AWAKENING CITIZEN PROGRAMME (ACP)**  1.To inculcate values among students and spread the teaching of Swami Vivekananda. | **SECONDARY**  Ms. M.Lalithamba,PGT(Bio),I/C  Mr. J.S. Yadav, TGT(Skt)  Mr. A.K.Mishra, TGT(Hindi)  Ms. Kalapana Dey, TGT(Eng)  Ms. P.Padma, TGT(Eng)  Ms. K.Viajaya Kumari, TGT(SST)  Ms. Basnti Murmu, TGT(SST)  Ms. Alka Rani Mishra, TGT(Sc.) |
| **15** | **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 | **SECONDARY**  Mr. J.S. Yadav, TGT(Skt) I/c.Mr. A.K. Mishra, TGT(Hindi)  Mr. P.V. RamanaMoorthy,PGT(Phy)  Ms. Basanti Murmu,TGT(Sst).  Ms. Nitika Sharma, TGT(Art)  \*All Scouts& Guides trained teachers  **PRIMARY**  Mr. N.V. Ramana Rao, PRT  Ms. P. Padmaja, PRT  Ms. Ruchi Madan,PRT  Ms. Geetanjali Sharma, PRT  \*All Scouts& Guides trained teachers |
| **16** | **SANITATION, CLEANLINESS, GARDENING AND BEAUTIFICATION UNDER SWACHH BHARAT**  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.  4. To arrange decoration on all occasions, by involving talented students.  5.To look after the maintenance of horticulture environment.  6. To monitor regular removal of undesirable growth of grass bushes or fallen twigs, leaves etc.  7. Add to the beauty of garden by planting seasonal plants.  8. To involve students in maintenance of garden.  9. Instruct the gardener to shape/trim the hedges regularly.  10.Maintenance of Aquarium | Ms. Nitika Sharma, TGT(Art)  Mr. Pawan Kumar,TGT(WE)  Ms. Suman Ujjanwal, PRT  Ms. Aarti, PRT  **SWACHH VIDYALAYA**  Ms. Basanti Murmu ,TGT(Sst)  Ms. Geetanjali Sharma, PRT  Ms. Alka ,PRT  Ms. Devi Sri, Nurce  Ms. P.Dhana Lakshmi, Sports coach  **Harit** **VIDYALAYA**  Ms. Lalithamba, PGT(Bio)  Ms. Alka Rani Mishra, TGT(Sci)  Mr. N.V. Ramana Rao, PRT  Mr. Pankaj Meena, PRT |
| **17** | **WEB SITE UPDATION** | **ADMINISTRATOR:**  Mr. MVRSSVLN Sastry, Principal  **SECONDARY**  Ms. Febin E Jalal, PGT(CS)  Mr. Pawan Kumar ,TGT(WE)  Mr. Nilamadhab Reddy, Comp Inst.  **PRIMARY**  Ms. D. Bijaya Lakshmi, PRT  Ms. Ruchi Madan , PRT  Mr. I. Jagadhesh Babu, Comp Inst. |
| **18** | **RESOURCE ROOM**  **TLM** | Ms. Ruchi Madan, PRT  Ms. Suman Ujjanwal ,PRT |
| **19** | **DISCIPLINE**  1. To plan an effective program for ensuring overall discipline.  2. To execute the program by monitoring in on daily basis.  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 | **SECONDARY**  Ms.A.Sujatha Devi,PGT(Eng.)  Mr. ADHVV Satyanarayana,TGT (PHE) I/c.  Ms. Kalpana Dey, TGT(Eng)  Ms. Alka Rani Mishra, TGT(Sci)  Mr. J.S. Yadav, TGT(Skt)  Mr. S.G.Srinivasa Rao,Sports Coach  **PRIMARY**  Ms. PoonamAwasthi, PRT  Ms. Ruchi Madan, PRT  Ms. Geetanjali Sharma, PRT  Ms. P.Dhana Lakshmi, Sports Coach  \* As per schedule Lunch Time  \*All House Masters & Members  \*All class teachers |
| **20** | **SOCIAL SCIENCE LAB / AV ROOM**  1. To review the existing stock  2. To popularize the use of the available teaching-aids.  3. To seek colleagues suggestions for improving the existing stock.  4. To recommend condemnation of all unserviceable articles.  5. To recommend for new purchases, if required. | **SECONDARY**  Mr. K. Ramanayya ,PGT(Eco) I/c  Ms. K VijayaKumari, TGT(SST)  Ms. Basanti Murmu, TGT(SSt)  Ms. M. Sujatha, TGT(SSt) |
| **21** | **GAMES, SPORTS & YOGA**  1. To plan an effective program as per class time-table for training the students in Games & Sports to execute the program effectively.  2. To prepare students for Cluster level/Regional level competitions by ensuring proper practice to the selected students.  3. Arranging escorts and giving proper instructions to escorts & participants.  4. Taking No Objection Certificates from parents and appraising them in detail.  5. To plan and organize internal competitions & Sports Day etc.  6. Verifying the sufficient stock available for games or not.  7. To recommend for Condemnation of all unserviceable articles.  8. Give new requisitions for new articles well in advance. | **SECONDARY**  Mr.DHVVSatyanarayana,TGT(PH) I/c  Ms. BasantiMurmu, TGT(SSt)  Mr. S.G.Srinivasa Rao, Sports Coach  Ms. M.Kausalya, Yoga Tr.  **PRIMARY**  Mr. Aman Bharati, PRT  Ms. Geetanjali Sharma, PRT  Ms. Pooja Kathuria , PRT  Ms. P. Dhana Lakshmi, Sports Coach |
| **22** | **EXHIBITION & FIELD TRIP**  1. To plan & execute a School- Level Exhibition well in time, so as to ensure students’ participation at Regional & National level Exhibitions  2. To guide talented students in creating novel exhibits  3. To procure & provide necessary materials to students as per KVS rule.  4. Arranging escorts for taking utmost care of the students’ safety during the Exhibitions.  5. To arrange for escorting the students to the exhibitions, outside | **SECONDARY**  Mrs. M.Lalithamba, PGT(Bio) Ms. K VijayaKumari,TGT(Sst)  Mr. V. Narasimham, TGT(Sci)  All PGTs & TGTs (Science), TGT(SSt)  **PRIMARY**  Mr. N V Ramana Rao, PRT  Mr.pankaj Meena , PRT  \*All teachers with Science & Social background |
| **23** | **MONTHLY REPORTS** | **SECONDARY**  Ms. A. Sujatha Devi, PGT (Eng.)  Mr. Jitendra Karna,ASO  Ms.Febin E Jalal, PGT(Comp)  Mr.Nilamadhab Reddy,Comp.Inst.  **PRIMARY**  Mr. D.Vikram Varma, HM  Ms.G.Bhanumati, PRT  Mr.I Jagadish Babu, Comp.Inst. |
| **24** | **FIRST-AID**  1. To provide first-aid in case of emergency on all working days  2. To plan and procure necessary inputs for first-aid  3. To provide training to students in first-aid, so as to have a batch of student-volunteers. | **SECONDARY**  Mr.ADHVV Satyanarayana,TGT(PHE)I/c Ms. BasantiMurmu, TGT(SSt)  Ms. Devi Sree, Nurse,  Mr. S.G.Srinivasa Rao, Sports Coach  **PRIMARY**  Ms. P. Padmaja, PRT I/c  Ms. P. Dhana Lakshmi,Sports Coach  Mr. Aman Bharati, PRT  \*All Scout & Guide Masters |
| **25** | **AEP**  1. To educate and create awareness regarding adolescence related problems, effects and solutions.  2. To counsel students.  3. Assist them in overcome problems.  4. To arrange for parents’ meeting/Seminar/Counseling sessions and other activities as per AEP guidelines. | **SECONDARY**  Mrs. M.Lalithamba, PGT(Bio) I/C  Mrs. KalpanaDey,TGT(English)  Mrs. Alka Rani Mishra, TGT(Sci)  Mr. S R Swain,Librarian |
| **26** | **HOUSE**:  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.  Mr.Kedar Yadav, PGT(Hindi) ,CCA I/C  Mr.J.S.Yadav, TGT(Skt.), CCA Associate I/C  Ms.Kalpana Dey,TGT(Eng.), CCAExternal I/C  Ms.M.Padma,TGT(Eng.), CCA Associate I/C  Mr.ADHVV Satyanarayana, TGT(P& HE)Member  Ms.Nitika Sharma, TGT(Art), Member. | **SHIVAJI HOUSE**  **SECONDARY**  Mr. K.Annayya. Sastry TGT(Maths) HM  Mr. K. Ramanaya,PGT(Eco) AHM  Mr. V. Narshimham, TGT(Sc.) AHM  Mr. S.R. Swain, Library, AHM  Ms. U.Renuka, TGT(Hindi) AHM  Ms. M.Lalithamba, PGT(Bio), AHM  **PRIMARY**  Ms. Alka , PRT HM  Mr. .N.V Ramana Rao, PRT AHM  Ms. Summan Ujjanwal , PRT AHM  **TAGORE HOUSE**  **SECONDARY**  Mr. I V K Surya Rao, TGT(Maths) HM  Ms. K. Vijaya Kumari TGT(Sst) AHM  Ms. Indu Yadav, TGT(Chem.) AHM  Ms.K. Vanishree, TGT(Eng.) AHM  Ms. Febin E Jalal, PGT(Cs) AHM  Ms. G. Sabitha, PGT(Maths) AHM  **PRIMARY**  Ms. Ruchi Madan, PRT HM  Ms.N.jaya Kumari, PRT, AHM  Ms.Nisha Devi, PRT, AHM  **ASHOKA HOUSE**  **SECONDARY**  Mr.A.K.Mishra, TGT(Hindi) HM  Ms. Alka Rani Mishra, TGT(Sc.) AHM  Ms. Leelavathi, TGT(Sc.) AHM  Ms. RupaVeni,Counseller AHM  Mr.P.V. Ramana Moorthy AHM  Mr. Pawan Kumar, TGT(WE) AHM  **PRIMARY**  Mr.Aman Bharti,PRT, HM  Ms.P.Padmaja, PRT AHM  Ms.Rashmita Patro, PRT, AHM  **RAMAN HOUSE**  **SECONDARY**  Ms. BasanthiMurmu, TGT(SSt) HM  Ms. Dr.S. Arun, PGT(Comm) AHM  Ms. M.Sujatha, TGT(Sst) AHM  Ms. A. Sujatha Devi, PGT(Eng) AHM  Ms. M.Kausalya, Yoga Tr. AHM  **PRIMARY**  Ms.Pooja Kathuria, PRT HM  Mrs. Mariam Minz, PRT, AHM  Ms.Damayanthi, PRT AHM |
| **27** | **GUIDANCE & COUNSELLING**  1. To counsel the slow-learners.  2. To liaison with parents of such students.  3. Suggesting remedial measures.  4. To counsel the disciplined students.  5. To extend guidance to bright students.  6. To provide career guidance to students of higher classes.  7. To organize seminars on Guidance & Counseling | **SECONDARY**  Mr. P.V. RamanaMoorthy, PGT(Phy)  Ms. M.Lalithamba, PGT(Bio)  Mr. D.Vikram Kumar Varma,HM  Ms. Alka Rani Mishra,TGT(Sc.)  Mr. S.R. Swain, Librarian  Ms.Rupaveni, Counsellor |
| **28** | **LABS / CLUBS (ACTIVITIES, OLYMPIADS & QUIZ)** |  |
| **28**  **(A)** | **COMPUTER LABS**  **(Smart Classes, AUTODESK, Computer Labs, Website Updation& Computer Aided Teaching, Cyber Olympiad)**  1. To review the existing stock  2. To popularize the use of the Hi-tech lab., for Computer- aided teaching, by bringing awareness among the teachers about the facility in the KV  3. To arrange for training of the teachers in using all the modern equipment  4. To seek advice from well informed colleagues for further improvement  5. To recommend condemnation of all unserviceable articles  6. To recommend for any new additions, if required. | **SECONDARY**  Ms.Febin E Jalal, PGT(CS)  Mr.Nilamadhab Reddy, Comp Inst.  **Primary**  Ms.D.Bijaya Lakshmi, PRT  Mr. I. Jagadesh Babu, Comp Inst.  \*Duties including update of internal boards. |
| **28.**  **(B)** | **MATHS LAB**  1. To issue Maths Lab Material and Maintain Records  2. To Plan and Organize Maths Club Activities.  3. To Train and organize Maths Olympiad etc | Ms.G.Sabitha, PGT(Maths) I/c  Mr. I.V.K.Surya Rao, TGT(Maths)  All Mathematics teachers |
| **28.**  **(C)** | **JUNIOR SCIENCE LAB**  1. To issue Science Lab Material and Maintain Records  2. To Plan and Organize Science Olympiads, NCSC, Jawaharlal Nehru Science Exhibition. 3. To plan and organize Science Club Activities etc. | Mrs. Alka Rani Mishra, TGT(Sci) I/c  Ms. M.Lalithamba, PGT(Bio)  All Science teachers |
| **28.**  **(D)** | **SOCIAL SCIENCE LAB**  1. To issue Social Science Lab Material and Maintain Records  2. To Plan and Organize Social Science Exhibition, UNO Test etc.  3. To Plan and Organize UNESCO Club Activities. | Mr.K.Ramanayya, PGT(Eco.), I/c  Ms. K. VijayaKumari, TGT(Sst)  Ms. BasantiMurmu, TGT(SSt)  Ms.M.Sujatha,TGT(Sst) |
| **29** | **CMP- (Monthly report in Primary)** | Mr. D. Vikram Varma, HM I/c  Ms. G. Bhanumathi, PRT |
| **30** | **VIDYALAYA PATRIKA** (including Class Magazine, CMP News letter)  1. VidyalayaPatrika is the show case of all achievements of the KV. Therefore, utmost care must be taken in bringing out this valuable document.  2. To plan well in advance for bringing out both Class magazine and VidyalayaPatrika within the specified time.  3. To invite contributions from the Students & staff by motivating words for exhibiting their creative talents  4. To review the content of the contributions received and to edit it if necessary to avoid any mistakes  5. To invite quotations for printing the magazine  6. To seek approval of the same  7. To get the printing work done  8. To arrange for ceremonious release of the magazine  9. To arrange for distribution to all | **SECONDARY**  Ms. A. Sujatha Devi, PGT (Eng.)  Mr. Kedar Yadav, PGT (Hindi)  Ms. KalpanaDey, TGT(Eng)  Ms.M.Padma, TGT(Eng) Mr. J.S. Yadav, TGT(Skt)  Mr. Nilamadhab Reddy, Comp Inst  **PRIMARY**  Ms. D. Bijay Lakshmi, PRT  Ms. PoonamAwasthi, PRT  \*All Language Teachers& Class Teachers |
| **31** | **LIASON WITH Dept. Of TRANSPORT & ARRANGEMENT OF BUS PASS** | Mr. ADHVV Satyanarayana, TGT(P & HE)  Mr. N V Ramana Rao, PRT |
| **32** | **BULLETIN BOARDS AND**  1.News Board  2.Hindi today’s Word  3.English today’s word  4.Notice Board  5.House Display Boards  6.Staff Room  7.Monitoring Board  8.Class Room Display Boards | **News Board**  Class on duty  **Hindi Today’s Word**  Ms.U.Renuka, TGT(Hindi)  Ms.Geetanjali Sharma,PRT  **English Today’s Word**  Ms. M. Padma, TGT (Eng.)  Ms. Ruchi Madan, PRT  **House Display Boards**  House Masters &Associates  **Class Room Display Boards**  All Class Teachers / Co-class teachers.  **Primary Display Boards**  Ms.Aarti, PRT  Ms. PoonamAwasti, PRT  **Display Board in and around Principal Chamber**  Ms.Nitika Sharma,TGT(Art)  Ms. Alka Rani Mishra, TGT(Sci) |

**PRINCIPAL**