

KENDRIYA VIDYALAYA NO.1:: VIJAYAWADA

DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2023-24

The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extra-curricular activities for session 2022-23. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals. The duties, responsibilities/activities are mentioned below.

S.No	DEPT/COMMITTEE/CLUB	INCHARGE/CONVENER / MEMBER	DUTIES/RESPONSIBILITIES/ ACTIVITIES
1	ACADEMIC SUPERVISION	1. Mr. Adishesha sharma-Principal 2. Mr Y. Srinivas Rao (HM I/C)	1. Supervision of secondary and primary respectively 2. Taking rounds to check the class rooms activities 3. Observations of class room teaching and submission of report to the principal for comments. 4. Any other related work assigned by the Principal
2	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	1. Mr. Adishesha sharma-Principal 2. Mr. K Naga Mohan Rao, PGT-Eng 3. Mr. B.S.V. Sita Ram, PGT-Phy 4. Mr. M Sasi Kumar, PGT-Che 5. Mrs. M Anuradha, TGT-Sst 6. Mrs. Rita Chawan, TGT-Hindi 7. Mr. Md. Naseem, TGT-PHE 8. Mr. T. Srinivas Rao, TGT-WE 9. Mr. Seshagiri Rao, PRT 10. Mrs. M Lalitha, PRT	1. This committee will suggest and chalk out all action plan for academic and co – curricular activities. 2. This committee will function as advisory board for Vidyalaya’s activities. 3. Members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4. Decision of the committee will be final and binding on all students. 5. Any other related work assigned by the Principal.

3	<p>ACADEMIC ADVISORY COMMITTEE</p> <p>a) PRIMARY</p> <p>b) SECONDARY & SR. SECONDARY</p>	<p>1) Mr. Y Srinivas Rao H.M I/c</p> <p>2) Mr. Seshagiri Rao, PRT</p> <p>3) Mrs. M Lalitha, PRT</p> <p>4) Mr. M Bhaskara Rao, PRT</p> <p>1 Mr. A.V.D Prasad, PGT-CS, I/c</p> <p>2. Mr. K Nagamohan Rao, PGT-Eng</p> <p>3. Mr. K.V. Joshi, PGT-Maths</p> <p>4. Mrs. Shahida Parveen, TGT-Eng</p> <p>5. Mr. K. Yagna Narayana, TGT-Maths</p> <p>6. All the subject committee conveners.</p>	<p>1. To get the Split-up of syllabus subject wise and class wise on or before 31st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS).</p> <p>2. To list out the names of weak students (on the basis of PT-1) and prepare action plan on or before 15th Aug- 2022 and to ensure that action is taken as per plan.</p> <p>3. To prepare and inform to subject teachers about the special time-table of all holidays, breaks (Autumn & Winter) and vacation including Morning Assembly time of Vidyalaya for remedial classes.</p> <p>4. To suggest positive and practical plan for the improvement of the academic competency of the students.</p> <p>5. Weak student's monthly progress will be checked separately through prescribed Proforma.</p> <p>6. Any other related work assigned by the Principal</p>

4	<p>CO-CURRICULAR ACTIVITIES</p> <p>A. Morning assembly organization:</p> <p>B. Celebration of festivals & Important days</p> <p>C. CCA</p>	<p>Secondary and Sr. Secondary:</p> <ol style="list-style-type: none"> 1. Mr.K. Naga Mohan Rao, PGT-Eng Co-ordinator 2. Mrs. Shahida Parveen, TGT-Eng 3. Mrs. Rita Chawan, TGT-Hindi 4. Mrs. JGL Kumari, TGT-Maths 5. Mr. J Prasanna Kumar, TGT-Lib 6. Mr. LSVS Santosh Kumar, TGT-SKT 7. Mrs Devi Prasanthi, TGT-Hindi 8. Mrs Jyothi, TGT-Eng 9. Mrs. Bhagya Lakshmi, TGT-Sci <p>Primary:</p> <ol style="list-style-type: none"> 1. Mrs.M Lalitha, PRT, Co-ordinator 2. Mr. M Bhaskara Rao, PRT 3. Mr R Vidya sagar 4. Ms Divya 5. Ms Surya Sri 6. Mr.Anan Babu 	<p>MORNING ASSEMBLY ORGANIZATION:</p> <ol style="list-style-type: none"> 1. To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning 2. Children’s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her by provide a greeting card to all birth day students and to wish them by presenting birthday song. 3. News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Non-controversial items only) 4. Thought for the day should be very short and thought provoking. 5. Organizing assembly programme during inspection and on special days. <p>CELEBRATION OF FESTIVAL & IMPORTANT DAYS:</p> <ol style="list-style-type: none"> 1. To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. 2. Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. 3. To encourage the students & staff to participate in these programmes & assign duties for them.
---	--	--	---

4. Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit.

CO-CURRICULAR ACTIVITIES (INTERNAL):

1. To prepare an action plan for internal and external CCA activities for the session and complete in time.

2. They will also have to suggest practical plans for improvement of CCA activities.

3. To check the preparation of CCA.

4. To plan for prize distribution.

5. To send the important news items from time to time related to CCA to newspaper agencies for publications.

6. The preparations for different CCA activities should be under the personal Supervision of House Masters and Associate House Masters.

7. To send the information regarding the prize winners to the Web site committee to up load in our school web site.

CO-CURRICULAR ACTIVITIES (EXTERNAL):

1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.

2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations

3. To make announcement of the prize winners in the morning assembly and

	<p>VALUE EDUCATION</p>	<p>Secondary and Sr. Secondary:</p> <ol style="list-style-type: none"> 1. Mrs. M Anuradha, TGT-SST Co-ordinator 2. Mrs. Shahida Parveen, TGT-Eng 3. Mr. K Yagna Narayana, TGT-Maths 4. Mr. Nagendra Kumar, TGT-Maths 5. Guidance and Counsellor <p>Primary:</p> <ol style="list-style-type: none"> 1. Mrs.M Lalitha, PRT, Co-ordinator 2. Mr. M Bhaskara Rao, PRT 3. Mr. Shahul Ahmmed, PRT 4. Mrs. Santhoshi, PRT 5. Ms Niharika, PRT 	<p>maintaining record of prize winners.</p> <ol style="list-style-type: none"> 4. To send the information regarding the prize winners to the Web site committee to up load in our school web site. 5. Any other related work assigned by the Principal. <p>VALUE EDUCATION</p> <ol style="list-style-type: none"> 1. To prepare compact programmes for developing good habits and moral value among the students. 2. To award the students with certificate & prizes on the observation of good habits & behavior of students 3. To present moral stories in the assembly (at least one in a week). 4. To encourage teachers to present moral talk to the students in morning assembly

6	ADMISSIONS	<ol style="list-style-type: none"> 1. Mr. BSV Sitaram, PGT-Phys I/c 2. Mr. Loknath Nayak, TGT-SST 3. Mr. T Srinivas Rao, TGT-WE 4. Mr. Seshagiri Rao, PRT 5. Mr. Ravi Kumar, COMP Ins. (For Technical Assistance) 	<ol style="list-style-type: none"> 1. To admit the students by following admission procedure as per guidelines issued by KVS (HQ). 2. To issue & collect the admission registration forms after thorough scrutiny. 3. To make a plan to set the question papers required for fresh admission for class IX and above. 4. To complete the formalities of admission as per KVS instructions. 5. To see that all the entries of the newly admitted students written in the admission register without error. 6. Uploading the TC data, Enrolment position in website 7. Any other related work assigned by the Principal.
7	<p>TIME TABLE PREPARATION</p> <p>a) SECONDARY & SR. SECONDARY and ARRANGEMENT REGISTER</p> <p>b) PRIMARY and ARRANGEMENT REGISTER</p>	<ol style="list-style-type: none"> 1. Mr. K.V.Joshi, PGT-Maths I/c 2. Mr. Loknath Nayak, TGT-SST 1. Mr. Seshagiri Rao, PRT I/c 2. Mrs. M Lalitha, PRT 	<ol style="list-style-type: none"> 1. Time – table Incharge & Asst. In charge will frame the time-tables as per KVS rules. 2. To Make arrangement for the teacher on leave and on duty. 3. To prepare and inform to subject teachers about the special time – table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan. Any spl. time table as when required. 4. To ensure the ringing of bell in time 5. Any other related work assigned by the Principal.

8	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)	<ol style="list-style-type: none"> 1. Mrs. M Anuradha, TGT-SST I/c 2. Mr. K Yagna Narayana, TGT-Maths 3. Mr.J Prasanna Kumar, TGT-LIB 	<ol style="list-style-type: none"> 1. To conduct NAEP programme as per KVS direction. 2. Chalk out yearly plan to conduct NAEP activities. 3. To invite experts in the field for NAEP programme. 3. Report of conducted activities should to send to KVS RO for its information. 4. Any other work related and assigned by the Principal.
9	SCOUTS & GUIDES CUBS & BULBUL	<ol style="list-style-type: none"> 1. Sri BSV Sitaram, PGT-Phy I/C 2. Smt M Anuradha, TGT-SST 3. Sri M Bhaskara Rao, PRT 4. Smt M Lalitha, PRT 5. All other Scout Guide master trainees 	<ol style="list-style-type: none"> 1. To prepare seasonal plans with tentative dates & months for organizing activities. 2. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year. 3. To give proper training to the students for Guard of Honour and for other activities. 4. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya , Regional level and National level. 5. To prepare the students for Dwitiya, Tritiya, Chaturth Sopan and Rajya puraskar, Rastrapathi puraskar, Golden Arrow etc. 6. Any other related work assigned by the Principal. 7. All the teachers should compulsorily come in uniform on the specific day.
10	AWAKENED CITIZEN PROGRAMME (ACP)	<ol style="list-style-type: none"> 1. Mrs. Shahida Parveen, TGT-Eng I/C 2. Mr. K Yagna Narayana, TGT-Maths 3. Mrs Rita Chawan, TGT-Hindi 4. Mr Loknath Naik, TGT-SST 5. All other ACP trained teachers 	<ol style="list-style-type: none"> 1. To complete the ACP classes as per the guidelines and maintaining proper record of it. 2. Any other related work assigned by the Principal

11	<p>NON-SCHOLASTIC TRAINING PROGRAMME</p> <p>a) ART & CRAFT</p> <p>b) MUSIC & DANCE</p> <p>c) GAMES & SPORTS</p> <p>d) GUIDANCE AND COUNSELLING</p>	<p>1. Mr. T. Srinivasa Rao I/C</p> <p>2. Art Teacher</p> <p>Mr PVKD Sharma, PRT-Music I/C</p> <p>1. Mr Md. Naseem, TGT-PHE I/C</p> <p>2. Mr J Prasanna Kumar, TGT-LIB</p> <p>3. Mrs J G L Kumari, TGT-Maths</p> <p>4. Mr Nagendra Kumar, TGT-Maths</p> <p>5. Mrs Hellen, TGT-Eng</p> <p>6. Mrs Bhagya Lakshmi, TGT-Sci</p> <p>7. Mr Seshagiri Rao, PRT</p> <p>8. Mrs M Lalitha, PRT</p> <p>9. Mr M Bhaskara Rao, PRT</p> <p>10 Mr R Vidya sagar, PRT</p> <p>11. Ms Diyva</p> <p>12. Ms Manju</p> <p>1. Guidance and Counsellor</p> <p>2. Mr J Prasanna Kumar, TGT-Lib</p>	<p>1. To complete the formalities to appoint coaches and start coaching classes well in advance.</p> <p>2. To prepare yearly plans (month wise).</p> <p>3. To supervise the activities as per the plan.</p> <p>4. To provide proper guidance to coaches concerned and to students.</p> <p>5. To submit quarterly progress report of the activities & yearly report at the end of the session.</p> <p>6. To train the students for Vidyalaya level, Regional Level, National Level sports or other competitions.</p> <p>7. Conducting Sports day</p> <p>8. Planning the Yoga programmes, Mass drill etc.</p> <p>9. Any other related work assigned by the Principal</p> <hr/> <p>1. Provide proper guidance to students for their future plan & action.</p> <p>2. Employment News, magazines and newspaper information should also be placed on Notice board for students & staff.</p> <p>3. Experts should also be invited from time-to-time to provide proper guidance to the students.</p> <p>4. Addressing the student's psychological problems and providing possible solutions</p> <p>5. Career guidance by experts about various opportunities after X and XII</p> <p>6. Emotional support to students on various problems</p> <p>7. Any other related work assigned by the Principal</p>
----	--	---	---

12	MAINTENANCE OF SCHOOL CAMPUS a) SCHOOL BUILDING REPAIR & MAINTENANCE CIVIL AND ELECTRICAL b) STAFF QUARTERS REPAIR & MAINTENANCE CIVIL AND ELECTRICAL	1. Mr BSV Sita Ram, PGT-Phy, I/C 2. Mr M Sasi Kumar, PGT-Che 3. Mr Md Naseem, TGT-PHE 4. Mr T Srinivasa Rao, TGT-WE 5. Mr J Prasanna Kumar, TGT-LIB 6. Mr Loknath Naik, TGT-SST 7. Mr Seshagiri Rao, PRT	1. To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. 2. To plan & purchase the material required for the purpose of maintenance and repair. 3. Arrange to keep the Vidyalaya Campus neat & clean. 4. To take an action in time for the decent look of the Vidyalaya 5. To maintain the tube lights & fans etc. in proper condition 6. The committee members will look after the judicious use of water and electrical power in the school and staff quarters. 7. The committee will suggest the requirements in respect of maintenance and repair. 8. Any other related work assigned by the Principal.
13	BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS	1. Mr K.V. Joshi, PGT-Maths, I/C 2. Mrs. M Anuradha, TGT-SST 3. Mrs Rita Chawan, TGT-Hindi 4. Mrs JGL Kumari, TGT-Maths 5. Mr B.S. Yadav, TGT-SST	1. To prepare plan to beautification of the campus 2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens 3. To take up the plantations of trees in around the campus 4. To instruct and supervise the gardener to maintain the campus without any weeds etc. 5. Any other related work assigned by the Principal.
14	VIDYALAYA PATRIKA EDITORIAL BOARD CMP NEWS LETTER	1. Mr K Naga Mohan Rao, PGT-Eng, I/C 2. Mrs Shahida parveen, TGT-Eng 3. Mrs Rita Chawan, TGT-Hindi 4. Mr J Prasanna Kumar, TGT-LIB 5. Mr B.S. Yadav 1. Mr Y Srinivas Rao, PRT, HM I/C 2. Mrs M Lalitha, PRT	1. To encourage the students to write articles on different topics and collect the articles. 2. To edit all the articles written by the students 3. To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee. 4. To complete all administrative formalities for printing the magazines. 5. To collect messages from authorities. 6. To release the Magazine and CMP News Letter latest by 15.10.22. 7. Any other related work assigned by the Principal

15	CLEANLINESS OF THE SCHOOL	<ol style="list-style-type: none"> 1. Mr T Srinivasa Rao, TGT-WE, I/C 2. Mrs Pushpa Leela, Group-D 3. Mr M Ramu, Group-D 4. Mr Julien Babu, Group-D 5. Mr Banarjee, Group-D 	<p>Ground Floor: Office, Principal room and front Lobby</p> <p>Primary section: Ground floor, First Floor, Second Floor</p> <p>Secondary & Sr Sec section: Ground floor, First Floor, Second Floor</p> <p>Front road, Assembly ground and other areas to be cleaned –</p> <p>All toilets and bathrooms should be washed with Phenyl.</p> <p>Wet mop of all corridors, departments and steps</p> <ol style="list-style-type: none"> 1. The above said places will be cleaned after school hours/ before school starts and maintained by agency. 2. All Group D employees will supervise the cleaning work. 3. Any other related work assigned by the Principal
16	FURNITURE DEPARTMENT	<ol style="list-style-type: none"> 1. Mr Md. Naseem, TGT-PHE, I/C 2. Mr Loknath Naik, TGT-SST 3. Mr BS Yadav, TGT-SST 4. Mr M Bhaskara Rao, PRT 	<ol style="list-style-type: none"> 1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirements from the budget allotment. 3. Any other related work assigned by the Principal
17	<p>TEACHING AID CUM E-Content ROOM</p> <p>SECONDARY & SR. SECONDARY</p> <p>PRIMARY RESOURCE ROOM and C.M.P</p>	<ol style="list-style-type: none"> 1. Mrs M Anuradha, TGT-SST 2. Mrs Rita Chawan, TGT-Hindi 3. Mrs Ravi Kumar, Comp.Ins <ol style="list-style-type: none"> 1. Mr. Y Srinivas Rao, I/C 2. Mrs M Lalitha, PRT 3. Computer Instructor 	<ol style="list-style-type: none"> 1. To set an activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR) dated06/02/08 2. To plan and arrange for purchasing materials required for teaching aids Dept. 3. To plan and arrange for purchasing materials required for T.L.M. 4. Any other related work assigned by the Principal. <ol style="list-style-type: none"> 1. To execute the C.M.P. as per KVS directions. 2. To conduct periodical workshops and meetings to strengthen C.M.P. 3. To monitor the quality of worksheets prepared by the teachers and its execution as per plan. 4. To monitor the Teaching – Learning process and Methodology used by the teachers. 5. To conduct the various activities under C.M.P as per KVS directions. 6. To plan and arrange for purchasing materials required for T.L.M. 7. Any other related work assigned by the Principal.

18	<p>LIBRARY</p> <p>Primary Wing</p> <p>LIBRARY COMMITTEE</p>	<p>1. Mr J Prasanna Kumar, TGT-LIB I/C</p> <p>All the Class Teachers of Primary</p> <p>1. Mr J Prasanna Kumar, TGT-LIB I/C 2. Mrs JGL Kumari, TGT-Maths 3. Mr BS Yadav, TGT-SST 4. Mr Seshagiri Rao, PRT</p>	<ol style="list-style-type: none"> 1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students. 2. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library. 3. Prepare a list of books with the help of subject teachers by April every year & purchase them latest by June every year as per budget provision. 4. At least two programmes should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5. Issue of books to the students & staff and maintain issue register etc. 6. To collect requirements of staff and students and to procure the books. 7. To follow the KVS Library policy. 8. Library automation to be done & data base to be maintained by using latest software for library. 9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily. 10. Any other related work assigned by the Principal. <ol style="list-style-type: none"> 1. To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students. 2. To make a list of required books (Department wise) in the month of April and to purchase the books. 3. Students also must be encouraged to give the list of good books for purchase.
19	<p>RAJBHASHA KALYAN SAMITI</p>	<p>1. Mrs. Rita Chawan, TGT-Hindi, I/C 2. Mrs Devi prasanthi, TGT-Hindi 3. Mrs Parveen Fatima, TGT-Hindi</p>	<ol style="list-style-type: none"> 1. To follow Rajbhasha Kalyan Samiti guidelines 2. To create a Hindi atmosphere & to prompt Hindi in daily use. 3. To celebrate "Hindi Pakhwada" as per the KVS guidelines. 4. To send the report on Rajbhasha to RO time to time 5. Any other related work assigned by the Principal. 6. Ms. Parveen Fathima to write a Hindi word every day with its meaning on the display board at reception.

20	DISCIPLINE	<ol style="list-style-type: none"> 1. Mr . Adishesha sarma-Principal 2. Mr BSV Sitaram, PGT-Phy 3. Mrs M Anuradha, TGT-SST 4. Mrs Shahida Parveen, TGT-Eng 5. Mr Md Naseem, TGT-PHE 6. Mr BS Yadav, TGT-SST 7. Mr Y Srinivas Rao, HM I/C 8. Mrs M Lalitha, PRT 9. Mr M Bhaskara Rao, PRT 10. All class teachers 	<ol style="list-style-type: none"> 1. To enforce general instructions related to discipline are being followed by students or not. 2. Committee members will keep a strict watch on behavior of students in school campus. 3. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students. 4. If any member finds any misbehaviour by the students(s) it should be brought to the notice of all the members & the principal to take necessary action. 5. Committee will decide the course of action against the concerned students (s). 6. Any other related work assigned by the Principal
21	WEB SITE COMMITTEE	<ol style="list-style-type: none"> 1. Mr AVD Prasad, PGT-CS, I/C 2. Mr Ravi Kumar, Comp. Ins 3. Primary Comp. Ins 	<ol style="list-style-type: none"> 1. To Design the web site of the school with help of latest technology. 2. To collect the information as per the heads defined by KVS (HQ). 3. To Upload the information received immediately. 4. To upload frequently the creativity and achievement of the students and teachers. 5. To highlight the special features, Notifications and Important events in web site regularly. 6.. Any other related work assigned by the Principal
22	REDRESSAL OF GRIEVANCES, WOMEN AND SC/ST CELL	<ol style="list-style-type: none"> 1. Mr BSV Sitaram, PGT-Phy, I/C 2. Mrs M Anuradha, TGT-SST 3. Mr Md Naseem, TGT-PHE 4. Mrs JGL Kumari, TGT-Maths 5. Mr Loknath Naik, TGT-SST 6. Mr Y Srinivas Rao, I/C HM 7. Mr M Bhasakra Rao, PRT 8. Mrs M Lalitha, PRT 	<ol style="list-style-type: none"> 1. To open the grievances box kept in the vidyalaya once (2nd Friday) in every month. 2. Any complaints to be enquired and to report to higher authorities for n.a. 3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. 4. Any other work related and assigned by the Principal.

23	<p>CLUB ACTIVITIES</p> <p>a) LITERARY CLUB</p>	<p>Sec. & Sr. Secondary section:</p> <ol style="list-style-type: none"> 1. Mr. K Naga Mohan Rao, PGT-Eng I/c 2. Mrs. Shahida Parveen, TGT-Eng 3. Mrs. Rita Chawan, TGT-Hindi 4. All Language teachers <p>Primary section:</p> <ol style="list-style-type: none"> 1. Mr. Y Srinivasa Rao, I/C HM, I/c 2. Mrs. M Lalitha, PRT 3. Mr. M Bhaskara Rao, PRT 	<ol style="list-style-type: none"> 1. To prepare a plan to create literary atmosphere in Vidyalaya. 2. To prepare class wise magazines at least one in each subject 3. To prepare the students for participating in external & internal competitions. 4. To organize minimum two competitions/ seminars/ programmes etc. Based on Language in a year. 5. To guide the students to write articles to publish in Magazine and newspapers. 6. Any other related work assigned by the Principal.
	<p>b) MATHEMATICS CLUB</p>	<ol style="list-style-type: none"> 1. Mr K.V. JOSHI, PGT-Maths I/C 2. Mr K Yagna Narayana, TGT-Maths 3. Mrs JGL Kumari, TGT-Maths 4. Mr Nagendra Kumar, TGT-Maths 5. Mr Seshagiri Rao, PRT 	<ol style="list-style-type: none"> 1. To form a mathematics club & encourage students interested in mathematics to take up good projects. 2. To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz etc. 3. To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on the subject. 6. To guide the students to prepare articles to publish in Magazine and News papers. 7. Any other related work assigned by the Principal

	c) SCIENCE CLUB	<ol style="list-style-type: none"> 1. Mr AVD Prasad, PGT-CS, I/C 2. Mr BSV Sitaram, PGT-Phy 3. Mr M Sasi Kumar, PGT-Che 4. Mrs Bhagya Lakshmi, TGT-Sci 5. Mrs Shanti Priya, TGT-Sci 6. Mrs M Lalitha, PRT 	<ol style="list-style-type: none"> 1. To form a science club & encourage students interested in science to take up good projects. 2. To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc. 3. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on subject. 6. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 7. To guide the students to write articles to publish in magazine and News papers. 8. Any other related work assigned by the Principal.
	d) SOCIAL SCIENCE CLUB	<ol style="list-style-type: none"> 1. Mrs M Anuradha, TGT-SST 2. Mr Loknath Naik, TGT-SST 3. Mr BS Yadav, TGT-SST 4. Mr M Bhaskara Rao, PRT 	<ol style="list-style-type: none"> 1. To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities. 2. To prepare the students for participating in external & internal competitions. 3. To prepare at least one magazine class wise. 4. To organize at least two competitions/seminars/programmes etc. based on subject. 5. To organize Social Science Exhibition at Vidyalaya Cluster, Regional & National level and try to achieve remarkable achievements in these exhibitions. 6. To guide the students to prepare articles to publish in magazine and newspapers. 7. To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc. 8. Any other related work assigned by the Principal.
	e) HEALTH CLUB	<ol style="list-style-type: none"> 1. Mr Md Naseem, TGT-PHE 2. Staff Nurse 3. All the class teachers 	<ol style="list-style-type: none"> 1. To complete the SBSB activities as a part of health club 2. To propose and arrange adventure trips for the students 3. Any such trips from KVS side should be taken up with true spirit.
24	DISASTER MANGEMENT CLUB	<ol style="list-style-type: none"> 1. Mr Md Naseem, TGT-PHE 2. Mr T Srinivasa Rao, TGT-WE 3. Staff Nurse 4. All the class teachers 	<ol style="list-style-type: none"> 1. Training the students how to acts during Fire accident, Earth quake etc natural calamities occurs. 2. Sending required reports to RO time to time