



**पी एम श्री केन्द्रीय विद्यालय क्रमांक - १, नौसेनाबाग,
गाँधीग्राम पोस्ट, विशाखपट्टनम- ५३०००५
PM SHRI KENDRIYA VIDYALAYA NO.1 NAUSENABAUGH,
GANDHIGRAM POST, VISAKHAPATNAM-530005**



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भारत सरकार
शिक्षा मंत्रालय

School Code: 59305

Affiliation Code: 100015
Phone Number: 0891-2577549

Government of India

Ministry of Education

F. 1536/ KV1NSB/2026-27/1

DATE: 28TH March' 2026

COMMITTEES FOR THE SESSION 2026-27

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the ACADEMIC SESSION 2026-27. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. In absence of the in charge the next member of the committee automatically will be the in-charge and so on but all the members will be equally responsible. In charge will write the names of the members in the Committee register and allot the works to the members accordingly and will fix the responsibility. The handing and taking over of the charges of departments shall be completed immediately (after 31st March, 2026), in the first week of the April, 2026 and compliance report on handing and taking over of charges must be submitted immediately in the office). In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

**1. (i) ACADEMIC ADVISORY AND ADMINISTRATIVE SUPPORT
(SR. SECONDARY & SECONDARY): -**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Umadevi	PGT-Physics	i/c	
2	Mr. R. Srinivas	PGT-English	Member	
3	Dr. Ragam Venkata Rao	PGT-Maths	Member	
4	Mr. Syed	PGT-Economics	Member	
5	Mrs. Kirti Gupta	PGT-CS	Member	
6	Ms. Soni Rai	PGT-Hindi	Member	

(ii) ACADEMIC ADVISORY AND ADMINISTRATIVE SUPPORT: PRIMARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Jhansy Rani	PRT	i/c	
2	Mrs. Alka	PRT	Member	
3	Mr. Madini Rajesh	PRT	Member	

Duties & Responsibilities: -

- a) The committee will help the principal in day-to-day administrative matters.
- b) The committee can go through the circulars received from KVS RO, Hyderabad, KVS (HQ) New Delhi and CBSE and other departments.
- c) Verification of students' attendance registers to ensure the collection of fees from all the students.
- d) The committee further verifies the entries of fees particulars in the student's attendance register. Any discrepancy observed must be brought to the notice of the principal immediately.
- e) To assist the undersigned in preparation of Budget estimates (SF & VVN) annual accounts (SF&VVN)
- f) Any other work assigned by the principal in day-to-day administrative matter.
- g) To ensure the attendance register, teacher's diary, LESSON PLAN, STP is written as per norms, guiding the respective subject teachers in the subject committee meeting as a Convener of the subject committee.
- h) To inform the principal about the lapses, deviations in the subject committee report.
- i) Checking of Attendance register, Class Diary by I/C.
- j) Maintaining record of supervised and remedial classes.
- k) Responsibilities of academic meeting every month, most preferably on last working day.
- l) Monitoring for smooth running of academic classes.
- m) To prepare Annual Calendar & Vidyalaya Plan (As per KVS Guidelines)
- n) To prepare INSTITUTIONAL PLAN for effective mobilisation of resources.
- o) To take effective measures for implementation of "Compensation of Academic Loss Programmes" (CLAP)
- p) To organise "TARUNOTSTAVA" as per KVS guidelines
- q) To take appropriate steps for School Readiness Programme for the new coming students.
- r) To organise capacity building programmes/in-house training of newly recruited staff.
- s) To prepare Students Diary as per KVS guidelines.
- t) To ensure the implantation of B2B (Back to Basics), CCE (Continuous & Comprehensive Evaluation), CBL, NISHTHA and other academic activities as per instructions.
- u) To ensure the implementation of PISA (Programme of International Students Assessment) as per instructions of KVS.
- v) To organise various activities under CAL and TAL as per KVS g guidelines.
- w) To maintain records of training/orientation/workshop attended by teachers and organise In-house training for teachers.

2. ADMISSION: -
A) ADMISSION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Ragam Venkata Rao	PGT-Maths	I/C	
2	Mrs. Kirti Gupta	PGT-CS	Member	
3	V Satyam Naidu	PGT -Physics	Member	
4	Mr. Ganesh-1	PRT	Member	
5	Ms. Harika	Computer Instructor-I	Member	
6		Computer Instructor-II	Member	
7	Mr. Rajesh -BV	PRT	Member	
8	Ms. Mehzbeen -2 to 5	PRT	Member	
9	Class Teachers, I-A, B, C & BV			

Duties and Responsibilities: -

- Registration of admissions as per the schedule given by KVS both online and offline
- Scrutiny of registration forms as per the admission guidelines given by KVS
- Verification of provisional list of selected candidates for all the classes.
- To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.
- To take the approval of VEC before the release of the merit list.
- Maintenance of admission registers.
- Admission of candidates based on KV TC as per KVS norms.
- Local transfer admissions.
- Admissions as per RTE Act.
- Maintenance of admission records as per KVS guidelines in the prescribed Performa.
- Details of admission uploading on the website.
- Proper maintenance of admission records.
- Strict compliance of any instruction from KVS on admission.

B) Help Desk/ADVERTISEMENT/PUBLICITY (Admissions)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Kirti Gupta	PGT-CS	i/c	
2	Mr. Madini Rajesh	PRT	Member	
3	Ms. Harika	Computer Instructor-I	Member	
4		Computer Instructor-II	Member	

Responsibilities: -

- To make wide publicity in the form of frequent announcement in Morning Assembly, notification in school website, notices to government offices, display of banners at the school gate and other cost-effective methods.
- Help to the parents while registration process in admission.

3. EXAMINATIONS (Internal):
A – SR. SECONDARY & SECONDARY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Ravi Kumar	TGT-Maths	In-charge	
2	Mr. Syed Sadiq	PGT - Eco	Member	
3	Mr. V Annayya Sastry	TGT-Maths	Member	
4	Mr. G V K Kameswara Rao	TGT-Science	Member	
5	Ms. Saba Dastgeer	TGT-Maths	Member	
6	Ms. Harika	Computer Instructor-Secondary	Member	

B – PRIMARY:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Alka	PRT	I/C	
2	Mrs. Jhansi Rani	PRT	Member	
3	Mrs. Pritee	PRT	Member	
4	Mrs. Sunanda	PRT	Member	
5		Computer Instructor-Primary	Member	

Duties & Responsibilities: -

- To prepare an action plan for conducting monthly tests for classes-XII and finalize test/examination for other classes as per CBSE norms and KVS guidelines/instructions.
- To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.
- To procure the result register, progress reports, and other stationery well in advance by giving requisition to the principal well in advance.
- To conduct various tests/LAT/SLATE/ CYCLE Test as per guidelines.
- Declaration of results as per the KVS schedule.
- To maintain and place all the records pertaining to examination before the member of panel inspection team.
- To issue the notices, circulars of the examinations to the staff from time to time.
- To visit website of KVS, Regional Office, Hyderabad and CBSE regularly for the examination notices, circulars.
- To discuss and submit the report, circulars with the principal time to time and to take action and follow up regularly.
- To update examination details on website of the Vidyalaya.
- Proper maintenance of all examination records.
- Support to the CBSE Examination Department whenever required relating to CBSE Works.

4. EXMAS CONDCUTED BY EXTERNAL AGENCIES

4.1 CBSE REGISTARTION AND CONDCUT OF EXAMINATION

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Satyam Naidu	PGT-Physics	I/C	
2	Mr. R Srinivas	PGT-English	Member	
3	Ms. Kirity Gupta	PGT-CS	Member	
ALL CLASS TEACHERS OF CLASS 9TH, 10TH, 11TH & 12TH				

4.2 NEET/CTET/JEE/UPSC/.. Any other exams Approved by KVS/CBSE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Uma Devi	PGT-Physics	I/C	
2	Mr. Satyam Naidu	PGT-Phy	Member	
3	Dr. Ragam Venkata Rao	PGT-Maths	Member	
4	Mr. Madini Rajesh	PRT	Member	

4.3 NAS/SAS, Olympiads: Olympiad Exams: Science, Maths, SOF, CYBER, GREEN, INSPIRE, JNNSMEE, JIGYASA, RAA, PRERNA, RSBVP etc.

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G Laxmi	PGT-Chem.	I/C	
2	Mr. Satyam Naidu	PGT-Phy.	Member	
3	Mrs. Kirti Gupta	PGT-CS	Member	
4	Mrs. Gurpreet Saini	TGT-Science	Member	
5	Mrs Alka	PRT	Member	
6	Mr. Madini Rajesh	PRT	Member	
7	Ms. Mehzbeen	PRT	M	

Duties & Responsibilities: -

1. To visit the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
2. Class IX to XII registration, filling of the forms and completing the formalities in time bound manner.
3. Correspondence for school affiliation and renewal of affiliation.
4. Maintenance and submission of records of result analysis of CBSE exam to KVS Regional Office and KVS Head Quarter in time.
5. Maintaining the record of shortage of attendance and correspondence with parents of class X & XII.
6. Fixing the practical time table in liaison with subject teachers and external examiners.

7. Conducting the CBSE board exam as per the CBSE norms.
8. Updating changes in the evaluation system in the School website.
9. Keep records of PTA meeting of class-X & XII.
10. To maintain the record and send the data from time to time to the concerned.
11. Settlement of claims in respect of advance received from the CBSE for different examination in a time bound manner.
12. To perform all works pertaining to CBSE.
13. Implementation of the CBSE circulars, circulated from time to time and Examination Bye-Laws.
14. To look after the works of CBSE UDAAN scholarship for girls as per provisions.
15. Proper maintenance of all CBSE records.
16. To implement various programmes/activities of CBSE.
17. Filling Application form for examinations which were conducting by CBSE/NTA/ Any other Government Agency as per the directions of KVS/CBSE/ guidelines as per the Government organisation.
18. Conducting examinations as per the guidelines of KVS/CBSE/ concerned Government organisation.
19. Announcements in assembly relating to Olympiad examination notifications.
20. Registration for Olympiad examinations as per the guidelines.
21. Conducting of Olympiad examinations.
22. Submission of Olympiad examination documents to the concerned agency within the stipulated time.
23. Announcement results relating to Olympiad examinations.

**5. TIME TABLE AND ARRANGEMENT:
A –SECONDARY**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Harikrishna	PGT-Chemistry	I/C	
2	Dr. Ragam Venkata Rao	PGT-Maths	Member	
3	Mr. G A Kiran Prakash	TGT-Lib	Member	
4	Mr. P Rambabu	Sub- Staff	Arrangement circulation	

B – PRIMARY:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Tejeshwar Rao	PRT	I/C	
2.	Mr. Ganesh	PRT	I/C	
3	Ms. Jhansi Rani	PRT	Member	
4	Ms. Shipra	PRT	Member	
5		BV caretaker	Arrangement circulation	

Duties & Responsibilities: -

- a) To prepare the class time table and teachers time table as per KVS norms.
- b) To prepare the special time table for after school hours, Autumn break, Winter break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.
- c) To prepare the special time table for remedial teaching (Slow bloomers in all classes) and framing of ICT Time table, Resource Room Time table, Games & Sports Time Table, Yoga Time table and other academic time table.
- d) To give arrangement work for the teachers.
- e) To display copy of arrangement periodically in the notice board.
- f) Verification of part time teachers/contractual teachers' salary statements and to affix their signature as a token of verifying the number of days attended by part time teachers.

6. SAMAGAM PORTAL, PIMS PORTAL & SIS Dashboard

S.NO	NAME	DESIGNATION	DUTIES	SIGN
1	Mrs. Kirti Gupta	PGT CS	Overall i/c of Portals	
2	Ms. Harika	Comp. Instructor-I (For secondary)	School & Employee Profile, Enrolment	
3	Mr. Hari Krishna	PGT (Chem.)	APAR, Transfer, Staff sanction, CPD	
3		Comp. Instructor-II (For Primary)	BV & Primary section Data collection	
4	Mrs. Durga	DEO	ATTENDANCE	
5				

7. WEBSITE/ SOCIAL MEDIA UPDATION COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Kirti Gupta	PGT CS	I/C	
2	Ms. Harika	Comp. Instructor-I	Member	
3		Comp. Instructor-II	Member	
4	Mr. G A Kiran Prakash	TGT-Library	Member	
5	Mr. Ganesh	PRT	Member	

Duties & Responsibilities: -

- a) Timely updating the school website
- b) Maintenance of WEBSITE
- c) Updating the activities conducted in the Vidyalaya in School Website, Face book, Twitter, X, Other Social Media sites to reach the public.

8. FURNITURE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. V Annayya Sastry	TGT-Maths	I/C	
2	Mr. R Ravi Kumar	TGT-Maths	Member	
3	Ms. Babita	TGT-WE	Member	
4	Ms. Pooja Lodhi	TGT-P&HE	Member	
5	Mr. G A Kiran Prakash	TGT-Lib	Member	

Duties & Responsibilities: -

- To maintain the stock register of furniture and keep the record of room wise/dept. wise distribution of furniture.
- To take initiative to see that the broken furniture is repaired regularly.
- To prepare the list of broken furniture which are to be condemned.
- To see the arrangement of furniture during school functions like – sports day, Republic Day, Annual Day, Independence Day or any other function and replace the same to their original place after the function is over.
- To see any shortages, deficiency of furniture and report to the Principal.
- To maintain properly the keeping of extra furniture in the store room/proper place.
- To submit the requisition for the new furniture as per KVS norms in the beginning of the academic session.

9. IMPEMETATION OF RAJ BASHA

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms. Soni Rai	PGT-Hindi	I/C	
2	Mrs. Jyoti Dalal	TGT-Hindi	Co i/c	
3	Mrs. Sonia	PRT	Member	
4	Mrs. Shikha Verma	PRT	Member	
5	Mrs. Shipra	PRT	Member	
6	Mrs. Durga	DEO		

Duties & Responsibilities: -

- To implement the decision taken during Nagar Raj Basha committee meeting
- To attend Nagar Raj Basha committee as and when required
- To send periodical report to the KVS RO Hyderabad, KVS New Delhi, Nagar Rajbasha committee
- To take initiative to see that correspondence is made in Hindi.
- To observe HINDI PAKHWADA in true sprit for promotion of Hindi
- To ensure the implementation of various activities of Raj Bhasha
- To ensure the implementation of “Rajbhasha Adhiniyam-1963 and other guidelines by preparing a Annual Calendar of Activities. A record of Day Wise work on Rajbhasha will be maintained.

10. MAINTENANCE AND REPAIR OF SCHOOL BUILDING & STAFF QUARTERS, WATER & ELECTRICITY.

A. School:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G A Kiran Prakash	TGT-Lib	i/c	
2	Mrs. Srijanya	PGT-Chemistry	Member	
3	Ms. Pooja Lodhi	TGT-P& HE	Member	
4	Mrs. Preeti D	PRT	Member	
5	Ms. Shabnam	PRT	Member	

B. Staff Quarters

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G A Kiran Prakash	TGT-Lib	i/c	
2	Mr. R Hari Krishna	PGT-Chemistry	Member	
3	Mr. Saba Dastgeer	TGT (Maths)	Member	
4	Ms. Pooja Lodhi	TGT-P&HE	Member	
5	Mr. P Rambabu	Sub-staff	Member	

Duties & Responsibilities: -

- To maintain a register related with deficiencies noted in the Vidyalaya building and staff quarters.
- To undertake maintenance of school building and staff quarters on war footing basis in time bound manner.
- To ensure the cleaning of overhead tanks in school building and staff quarters
- To ensure the chlorination of water stored in tanks after cleaning
- To utilize the fund received from KVS in judicious way towards the repair and maintenance of the staff quarters.
- To maintain stock registers of WATER & ELECTRICITY
- To ensure availability of Drinking Water at all points.
- To ensure safety of electric point & supply of electricity to each and every points and smooth functioning of all electrical fittings and appliances.
- To address immediately and promptly any electrical hazards, danger points and to ensure that there should not be any damaged switch, naked wire etc
- To have liaison with each staff, including conservancy staff for smooth supply of water and electricity.
- Making of estimate with the help of technical person as per instruction of KVS.
- Maintenance of records of work done and fund used.

11. SUBJECT COMMITTEE (SECONDARY & SENIOR SECONDARY)

Subject	In-charge	Designation	Members
English	Mr. R Srinivas	PGT-English	All TGT-English
Hindi & Sanskrit	Ms. Soni Rai	PGT-Hindi	All TGT-Hindi & All TGT-Sanskrit
Mathematics	Dr. Ragam Venkata Rao	PGT-Maths	All PGT-Maths & All TGT-Maths
Science	Mrs. G Umadevi	PGT-Physics	All PGT-Physics, Chemistry, Biology, Computer Science, All TGT- Science PGT- Computer Science, All Computer Instructors
Social Science	Mr. Syed Naqvi	PGT-Economics	PGT-Economics, All TGT-Social Science
CS & IP	Mrs. Kirty Gupta	PGT -CS	TGT (WET) Computer Instructors I &II Vocational Instructor

Duties & Responsibilities: -

- a) Subject conveners should convene the meeting with member of their own faculty at least once in every fortnight after the school hours. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting. The agenda of the meeting to be approved by the Principal before the meeting.
- b) Subject conveners will discuss the following issues during the meeting:
 - i) Guidance regarding the maintenance of teacher diary
 - ii) Coverage of syllabus as per the split-up syllabus approved by KVS
 - iii) Conducting the practical for classes IX to XII as per the split-up syllabus approved by KVS
 - iv) Demo classes by rotation during the subject committee meeting
 - v) Uses of computers and other audio-visual aids in teaching learning process
 - vi) Plan of evaluation of home assignment
 - vii) To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.
 - viii) Plan of action for slow bloomer students & bright students
 - ix) Remedial teaching for weak students
 - x) Decoration of bulletin boards in corridors / class rooms with educational charts.
 - xi) Club activity / Science and social exhibition
 - xii) Any other academic intervention for the subject and academic progress of the students

NOTE: As a subject convener, you will be held responsible for non – submission of the record to the principal.

12. RUPANTAR/ AWAKENED CITIZEN'S PROGRAMME/AURBINDO SOCIETY

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1.	Mrs Sravani	TGT (Sst.)	I/C	
2.	Mrs. Srijanya	TGT (English)	member	
3	Mrs. Shipra	PRT	member	
4.	All teachers who have undergone ACP training.			
5.	All teachers who have undergoing ACP training.			

CBL & CBA

S.NO	SUBJECTS	CBL	CBA	SIGN
1.	MATHS	Mr. Ravi Kumar	Mr. Ravi Kumar	
2.	ENGLISH	Mrs. Reena Yadav	Mrs. Reena Yadav	
3	SCIENCE	Mrs. Gurpreet	Mrs. Gurpreet	
4	SOCIAL SCIENCE	Ms. Sravani	Ms. Sravani	
5	HINDI	Mrs. Jyoti Dalal	Mrs. Jyoti Dalal	

RUPANTAR PROGRAMME

S.NO	PROGRAMME ALLOCATION	INCHARGE MEMBERS	SIGN
1	PROJECT INCLUSION COORDINATOR	Mrs. SONIA (I/C) Mrs. Sarita	
2	AURO SCHOLAR COORDINATOR	Mrs. Sravani (i/c) Ms. Shipra Yadav	
3	PROJECT BASED LEARNING	Mehzbeen (Grade 1-2) M. Rajesh (Grade 3-5)	

Duties & Responsibilities: -

- To organize programmes of Awakened Citizen's Programme as per KVS instructions
- To send the report on ACP to Ramakrishna Mission, New Delhi regularly
- To organize activities on value education.

13. CAREER GUIDANCE & COUNSELLING / ARRANGING GUEST LECTURE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Srinivas	PGT-English	I/C	
2	Mr. Syed	PGT - Eco	Member	
3	Mrs. Srijanya	TGT-English	Member	
4	Ms. Gurpreet	TGT-Science	Member	

Duties & Responsibilities: -

- To arrange guest lectures on important occasions by inviting Scientist, Doctors and others dignitaries.
- To arrange Vocational guidance and counselling to the students by inviting reputed personalities in the concerned field.
- To pay the remuneration to invitee in consultation with principal
- To arrange counselling session and invite counsellors as and when required.
- To display variety of information relating to career and guidance on Display Board.
- To collect information regarding various careers and arrange counselling for the students as per talents and aptitude.

14. Local Purchase Committee & GeM Committee (Accounts Committee).**A. Local Purchase Committee:**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Umadevi	PGT (Phy)	I/C	
2	Mr. Syed Naqvi	PGT-Economics	Member	
3	Mrs. K. A. Srijanya	TGT (English)	Member	
4	Mrs. Gurpreet	TGT (Bio)	Member	
5	Mrs. Jhansi Rani	PRT	Member	
6	Ms. Preeti Dahiya	PRT	Member	

B. GeM Committee

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G Srinivasa Rao	SSA	I/C	
2	Mrs. G Umadevi	PGT-Physics	Member	
3	Mrs. Kirti Gupta	PGT-CS	Member	
4	Mr. Satyam Naidu	PGT-Maths	Member	
5	Mr. G A Kiran Prakash	TGT-Library	Member	
6	Mrs Pooja Lodhi	TGT (PE)	Member	
6	Mr. Ganesh	PRT	Member	

Duties & Responsibilities: -

1. All the Department in charges will give a requisition to purchase committee after approval from principal.
2. Procurement of goods and services as per the requirement of the Vidyalaya from time to time through GeM Portal.
3. The purchase committee will verify the necessity of the required items and budget sanctions concerned head limits.
4. The purchase committee will forward the requisition to GeM Committee.
5. Gem Committee will verify the availability of items in GeM Portal.
6. All records pertaining to procurement of goods and services from GeM portal to be maintained systematically.
7. If items are available in GeM portal then item will be placed in GeM portal.
8. If the cost of the item is more than 25,000/- then the items will be procured after generating comparative statement.
9. If the items are not available in GeM portal, then non-available certificate will be generated and it will be attached along with the requisition. Then such items will be procured as per the Guidelines of GFR-2017.

15. A. SCOUTS & GUIDES

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G V K Kameswara Rao	TGT-Science	I/C	
2	Mr. G A Kiran Prakash	TGT-Library	Member	
3	Ms. Saba Dastgeer	TGT-Maths	Member	
4	Ms. Babita	TGT-WE	Member	

B. CUBS & BULBULS

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Tejeshwar Rao	PRT	I/C	
2	Mrs. Alka	PRT	Member	
3	Ms. Ganesh	PRT	Member	
4	Ms. Shabnam	PRT	Member	
5	Mrs. Shipra	PRT	Member	

C. NCC

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G A Kiran Prakash	TGT - Library	I/C	
2	Ms. Pooja Lodhi	TGT – P& HE	Member	
3	Mr. Syed Naqvi	PGT(Eco.)	Member	

Duties & Responsibilities: -

- a) To ensure minimum enrolment (50%) CUBS AND BULBUL and 30% in scouts and guide.
- b) To organize investiture ceremony for the new recruits (Class-III &VI)
- c) To conduct the class on every Friday for one hour.
- d) To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwitiya charan / Tritiya Charan / Chaturdha Charan
- e) To issue the merit certificate after the conduct of test
- f) Celebration of thinking day
- g) To procure the uniform for Scouts / Guides who are involved in for the 1st time and institutional ceremony.
- h) To conduct Annual Camp in the Vidyalaya.
- i) To implement the Annual activities of BS&G of KVS, Hyderabad Region in true spirit.
- j) To organize all NCC activities as per schedule and guidelines
- k) To make all correspondence in respect of NCC

16. Safe Arrival and Departure of students**COMMITTEE CHECKING OF LATE COMERS MAIN GATE DUTY – 08.00 AM TO 08:25 AM, (STUDENTS SHOULD BE IN THE LINE IN THE MORNING ASSEMBLY)**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms. Pooja Lodhi	TGT (P&HE)	I/C	
2		Sports Coach 1 & 2	Member	
3		Nurse	Member	
4		Special Educator	Member	

ONE MOD EACH FROM PRIMARY AND SECONDARY WILL BE ON DUTY ON MAIN GATE AT 8 AM AND OTHER MOD WILL BE IN SCHOOL PREMISES.

Duties & Responsibilities: -

- a) To check personal turn of students during assembly
- b) To check the late comers during morning assembly and inform the parents immediately
- c) To check the girls and boys uniform daily.
- d) To check the bags once in a week.
- e) To confiscate the mobiles and other prohibited appliances.
- f) To ensure discipline
- g) To refer the problematic cases to the counsel or for diagnosis
- h) To counsel the late comers and coordinates with the parents.
- i) To prepare class /vehicle wise list and maintain the reports of private vehicle including licence /mobile number, students /parents also to be make aware regarding safety and security of student
- j) The gates will be closed sharp at 08:30 AM.
- k) All subject teachers of VIIIth period ensure safe departure in proper time

- l) All concerned should perform their duties and responsibilities with utmost vigilance and sincerity
- m) Class Teachers of Classes I & II will accompany the students during the safe arrival & dispersal of all students*
- n) The teacher on duty will supervise the safe arrival and dispersal of all students on the day.
- o) Report before the arrival of the students and leave after their safe arrival
- p) To pay utmost attention and vigilance on this sensitive matter.
- q) To strictly adhere all safety guidelines issued by CBSE and KVS from time to time.
- r) To attend all late comers on the day and record their names in the late comers register with details of the reason of late coming.
- s) Informing the class teachers about the late comers.
- t) To keep contact with parents to find out the reasons of late comers and make them understand about it for effective education of their children

17. PMSHRI Implementation

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Umadevi (Records)	PGT-Physics	I/C	
2	Mr. G Srinivasa Rao (Fin.)	SSA	Member	
3	Mrs. Kirty (Accounting & Booklet)	PGT-CS	Member	
4	Mr. R Srinivas (Booklet)	PGT-English	Member	
6	Mr. Syed (Accounting)	PGT-Economics	Member	
7	Mr. Ganesh (Primary i/c)	PRT	Member	
8	Mrs. Jhansi (Booklet)	PRT	Member	

Duties & Responsibilities: -

1. Preparing committees as per the requirements of PMSHRI Scheme.
2. Procurement of Items as per the requirements of PMSHRI Scheme.
3. Updating of procurements in PMSHRI Website.

18. Toy Library/ Teaching Aids/Resource Room/TLM

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. CH Sravani (Sec.)	TGT- S.St.	i/c	
2	Mrs. Jhansy Rani (Overall i/c)	PRT	i/c	
3	Mr. Ganesh (Resource room/TA)	PRT	Member	
4	Mrs. Preeti Dahiya (TLM)	PRT	Member	
5	Ms. Archana Singh (Toy lib.)	PRT	Member	

Duties & Responsibilities: -

- a) To keep all records of TA
- b) To procure the teaching aids as per requirements
- c) To mobilize the resources to improvise teaching aids
- d) To ensure the proper use of teaching aids in T-L process
- e) Proper upkeep of the teaching aids

**19. INTERNAL COMPLAINTS COMMITTEE ON SEXUAL HARASSMENT/
IMPLEMENTATION OF POCSO ACT, 2012 & INTERNAL COMPLAINTS COMMITTEE
ON SEXUAL HARASSMENT OF WOMEN EMPLOYEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Umadevi	PGT-Physics	I/C	
2	Mr. Srinivas	PGT-English	Member	
3	Mrs. Gurpreet Saini	TGT-Science	Member	
4	Mrs. K A Srijnaya	TGT-English	Member	
5	Mrs. Jhansi	PRT	Member	

Duties & Responsibilities: -

1. IMPLEMENTATION OF POCSO ACT
2. If any complaint related to immoral behaviour towards any students/staff member is received by the committee, the following steps should be taken immediately at Committee level.

VIDYALAYA LEVEL

1. A written complaint may be obtained from the students/parents.
2. Case may be brought to the notice of Chairman, VMC.
3. A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher.
4. A committee may be constituted comprising of two or three gents/lady teachers and executive committee members to conduct the preliminary inquiry.
5. The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.
6. The committee may ask about the behaviour of the accused teacher towards other girl students and other teachers and their statements may also be recorded.
7. Views of the Principal may discuss the issue with the accused teacher and his statement may be recorded.
8. The committee may discuss the issue with the accused teacher and his statement may be recorded.

9. The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercises of Vidyalaya level has to be completed within three days from the date of the receipt of the complaint.
10. The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumors and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.
11. Committee should open the suggestion boxes once in a month, collect the written material, convey the committee meeting and submit the report accordingly. All document should be recorded in the file and maintain the record properly.

20. CCA (SR. SECONDARY & SECONDARY), Morning Assembly-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Jyoti Dalal	TGT-Hindi	I/C	
2	Mrs. Reena Yadav	TGT-Hindi	Co I/C	
3	Ms. Arti Singh	PRT-Music	Member	
4	Ms. Babita	TGT-WE	Member	
5	Mr. G A Kiran Prakash	TGT-Library	Member	
6	Ms. Pooja Lodhi	TGT-P&HE	Member	
8		Sports Coaches	Member	

* All House Masters and Associates on Duty.

House Incharges (Secondary)

S.NO	NAME OT THE HOUSE	Housemaster INCHARGE	MEMBER	SIGN
1	SUBHASH	Mrs. G LAXMI	I/C	
2	TAGORE	Mr. SYED	I/C	
3	ASHOKA	Mrs. SONI RAI	I/C	
4	RAMAN	Mrs. BHAVNA	I/C	

CCA (PRIMARY), Morning Assembly-

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Arti Singh	PRT (Music)	I/C	
2	Mrs Sonia	PRT-Music	Member	
3	Ms. Shabnam	PRT	Member	
4	Mrs. Sarita	PRT	Member	
5		Computer instructor-II	Member	

House Incharges (Primary)

S.NO	NAME OT THE HOUSE	House master	MEMBER	SIGN
1	SUBHASH	ARCHANA YADAV	i/c	
2	TAGORE	SHIPRA	i/c	
3	ASHOKA	SHIKHA	i/c	
4	RAMAN	MEHZBEEN	i/c	

All House Masters and Associates on Duty.

Duties & Responsibilities: -

- To see that morning assembly programme is to conduct within stipulated time.
- To evaluate the various items of morning assembly programme on five-point scale – Excellent; Very Good; Good; Average; Below Average
- To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.
- To arrange the PA system, musical instrument etc. well in advance before the start of morning assembly.
- Annual Planning of CCA activities –House wise.
- Allocation of Houses to Teachers.
- Purchase and distribution of CCA prizes & medals.
- Maintaining CCA Activities register.
- To take measures to observe/celebrate all National Days, KVS Foundation Day.
- To take measures to observe/celebrate all important days.
- To prepare the CCA calendar of activities and implement the same
- To organize the preparation of CCA in planned way so that academic will not be disturbed.
- To take attendance in morning assembly. All class teachers will submit the attendance in the Consolidated Attendance Register and the Teacher on Duty must verify the same.
- To check the uniforms of students.
- Random Checking of class rooms during assembly.
- Maintaining of result of CCA activities.

21. UBI PORTAL (FEE COLLECTION) COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Kirti Gupta	PGT-CS	I/C	
2		Computer Instructor-I & II	Member	
3	Mrs. Gana Laxmi	PGT-Chemistry	Member	

Duties & Responsibilities: -

- All works of UBI Portal (Fee Collection) as per KVS guidelines without fail.
- TC Uploading.
- Verification of TC who was transferred from other KV.

22. ALUMINI COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Srinivas	PGT -English	I/C	
2	Mrs. G Umadevi	PGT-Physics	Member	
3	Mrs. Kirti Gupta	PGT-CS	Member	
4	Mrs. K A Srijanya	TGT-English	Member	
5	Mrs. Gurpreet Saini	TGT-Science	Member	
6	Mr. P Rambabu	Sub-Staff	Member	

Duties & Responsibilities: -

- To maintain records of all alumni and their career progression
- To organize Alumni Meet in school to encourage students
- To take cooperation of alumni in development of school.
- Updating Alumni list in School Website.

23. SUBMISSION OF TEACHERS DIARY, LESSON PLAN, CLASS DIARY

S.NO	NAME	SECTION	SIGN
1	Mrs. G Umadevi	SECONDARY	
2	Mrs. Jhansi	PRIMARY	

Collection of Teacher dairy Every Fortnight and its correction

24. TRANSFER PORTAL AND ITS UPDATION

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Hari Krishna	PGT-Physics	i/c	
2	Mr. Syed Naqvi	PGT-Economics	Member	

Duties and Responsibilities

1. Strict Adherence to Transfer Guidelines
2. Confidentiality & Data Security
3. Transparency & Fairness.
4. Timely Execution
5. Accuracy of Data
6. Communication with Staff.
7. Compliance with Orders
Follow directions issued by Regional Office and KVS (HQ) without deviation.

25. ELECTORAL PROCESS, REGISTRATION & information to staff

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. V A SASTRY	TGT-Maths	i/c	
2	Mr. Syed Naqvi	PGT-Economics	Member	
3	Mr. M. Rajesh	PRT	Member	

1. **Mandatory Government Duty**

Election duty is compulsory and takes precedence over all other assignments.

2. **Impartiality & Neutrality**

Maintain complete political neutrality; no bias, influence, or favoritism is permitted.

3. **Secrecy of Voting**

Ensure absolute secrecy of the ballot/EVM process at all stages.

4. **Strict Compliance with Instructions**

Follow guidelines issued by the Returning Officer, District Election Officer, and ECI without deviation.

5. **Punctuality & Discipline**

Report on time for training, distribution, polling, and counting duties.

6. **Awareness of Role**

Clearly understand your assigned role (Presiding Officer, Polling Officer, Micro Observer, etc.).

7. **Use of Election Materials**

Handle EVM/VVPAT, statutory forms, and other materials carefully and as per training.

26. U-DISE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. V GANA LAXMI	PGT (Chem.)	i/c (Overall)	
2.	Mrs. Srijanya	TGT (English)	Member	
3.	Ms Harika	Computer Instructor-I	Member	
4.	Mr. Madini Rajesh	PRT (Primary)	i/c (Primary)	
5	Ms. Shikha Verma	PRT	Member	
6		Computer Instructor-II	Member	
7	Mr. P Rambabu	Sub-Staff	Member	

Duties and Responsibility

- All works related to State government intimation, U-DISE, SD MIS etc
- Accuracy is Paramount**
All data entered must be correct, verified, and supported by records.
- Timely Submission**
Complete data entry and submission strictly within prescribed deadlines.
- Data Confidentiality**
Maintain confidentiality of login credentials and student/staff information.
- Compliance with Guidelines**
Follow instructions issued by UDISE+, District/State authorities, and KVS/CBSE (if applicable).
- Coordination with Staff**
Work in coordination with class teachers, office staff, and Principal for data collection.
- Regular Updates**
Ensure periodic updating of student enrolment, staff details, and infrastructure data.
- Error-Free Reporting**
Cross-check data before final submission to avoid discrepancies.

27. STRENGTHING OF PRIMARY EDUCATION (CMP)/ TLM:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Jhansy Rani	HM	I/C	
2	Mrs. Alka	PRT	Member	
3	Mrs. Preeti Dahiya	PRT	Member	
4	Mrs. Sonia	PRT	Member	

Duties & Responsibilities: -

- To ensure the implementation of CMP as per KVS norms.
- To take the requirement of TLM from teachers well in advance every month.
- To procure TLM for the local market by taking an amount of Rs. 2000/- every month.
- To ensure the distribution of TLM to all the teachers as per requirements.
- To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.
- To maintain the register reflecting the number of work sheets prepared by the teachers subject wise.
- To update the status of the resource room once in every quarter.

28. CONDEMNATION COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G. Umadevi	PGT-Physics	I/C	
2	Mrs. Babita	TGT (WE)		
3	Mr. Hari krishna	PGT-Chem.		
4	Mr. R. V. RAO	PGT-Maths		
5	Mrs. Jhansy Rani	PRT		

* **All stock/ Department In-charges-Members**

Duties & Responsibilities: -

- As per KVS guidelines.
- To initiate condemnation, process every year after 31st March (after Annual Stock Verification)

29. PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Babita	TGT-WE	i/c	
2	Mr. G A Kiran Prakash	TGT-Library	Member	
3	Mr. Tejeshwar Rao	PRT	i/c	
5	Mr. S Ganesh	PRT	Member	
4	Ms. Mehzbeen	PRT	Member	

Duties and Responsibility:

1. Arrangement of PA system in Morning Assembly, CCA and other activities.
2. Arrangement of PA System for PTA Meetings.
3. Arrangement of PA System for Programmes which is to be conducted in the Vidyalaya/ Outside of the Vidyalaya

30. E-Class Room / Computer Labs / Internet Facility

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Kirti Gupta	PGT-CS	I/C (S)	
2		Computer Instructor-I		
3		Computer Instructor-II		
4.	Mrs. Babita	TGT (WE)	Member	
5.	Mr. Ganesh	PRT	i/c (P)	

Duties & Responsibilities: -

1. Providing Internet facility at each smart class room and Department.
2. Checking Smart Class Room functionality.
3. Proper upkeep and maintenance of internet facility
4. To expedite the works to make the whole Vidyalaya an Internet Zone
5. To ensure that internet facility is accessed to all labs, resource rooms, Smart Class Rooms, Office etc.

31. GAMES & SPORTS COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms. Pooja Lodhi	TGT-P& HE	I/C	
2	Ms. Saba D	TGT-Maths	Member	
3	Mr. Syed Naqvi	PGT-Economics	Member	
4	Mr. V Annayya Sastry	TGT-Maths	Member	
5		Sports coach	Member	
6		Sports Coach	Member	

Duties & Responsibilities: -

- a) To organize various games and sports activities as per KVS guidelines.
- b) To keep the playground neat and clean, free from any danger points.
- c) To Observe National Sports Day
- d) To procure various equipment of games and sports as per procedure and requirements.
- e) To encourage and motivate students good in games and sport.
- f) To take all out efforts for development of games and sports in school in each and every aspect

32. TEACHER ON DUTY COMMITTEE (MOD)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Umadevi (Sec)	PGT-Maths	I/C (S)	
2	Mrs. Jhansi (Pri.)	PRT	i/c(P)	
3	Mr. P Rambabu	Sub-Staff	Member	

Duties & Responsibilities: -

- Preparation of TOD/MOD list and list for safety check in every month
- Keep the Performa of TOD/ MOD after countersigned by the Principal.

33. INFORMATION ON RTI/ SC/ST/OBC/ MINORITIES / DIVYANG GREVIANCE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Srinivas	PGT-English	I/C	
2	Mr. G Uma devi	PGT-Physics	Member	
3	Mrs. Gurpreet	TGT-Science	Member	
4	Ms. Jhansi Rani	PRT	Member	

Duties & Responsibilities: -

- To deal all matters of RTI
- Maintain a register to record the applications received under RTI
- To take timely action and appropriate measures to forward the applications to PIO for further action in this regard.
- To compile the available information in the prescribed format related to the Vidyalaya on the basis of the application received and forward the same to PIO without any delay.
- To adhere all provisions of RTI, 2005

34. BALA (Building As Learning Aid)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Kiranpraksh	TGT- Lib	I/C	
2.	Mrs. Babita	TGT (WE)	Member	
3.	Mrs. Preeti Dahiya	PRT	Member	
4.	Ms. Shabnam	PRT	Member	

Duties & Responsibilities:

- Collecting Information from all the departments. & undertake the various works of Bala.

35. Monitoring Committee-Works of Outsourcing Staff

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Satyam Naidu	PGT (Physics)	i/c	
2	Mr. Srinivas	SSA	Member	
3	Mr. Kameshwar Rao	TGT (Science)	Member	
4	Mrs. Jhansy Rani	PRT	Member	
5	Mr. Ganesh	PRT	Member	

Duties and Responsibilities

- To supervise and monitor the works of all outsourcing staff (Security, Conservancy and Gardener)
- To verify the attendance of all the outsourcing staff
- To submit the report on performance of the outsourcing staff
- To deal all matters pertaining to the outsourcing staff and liaison with the agency engaging the outsourcing staff

36. DISPLAY BOARDS & HOUSE BOARDS

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	HOUSE BOARDS	HOUSE MASTERS		
2	DEPARTMENTAL BOARDS	Deptt. INCHARGES		
3	Jyoti	TGT-Hindi		
4	Reena Yadav	TGT-Eng		

Duties & Responsibilities: -

- Proper upkeep of the Display Boards
- To update the Display Board regularly with all relevant information.
- To encourage and motivate the students to use it as a matter of pride and belongingness.

37. PHOTOGRAPHY & VIDEOGRAPHY:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G A Kiran Prakash	TGT-Lib	I/C	
2	Mrs. Babita	TGT-WE	Member	
3		Computer Instructor-I	Member	
4		Computer Instructor-I	Member	
5	M. Rajesh	PRT	Member	

Duties & Responsibilities: -

- a) To ensure the photography/Videography as important occasions days/ functions.
- b) To paste important photographs on "Photo Gallery"
- c) To maintain a Photo Album and Video Album
- d) To upload important photos and videos in school website.
- e) Store All the photographs event wise in School Email Google Drive.

38. STAFF MEETING and OTHER MEETINGS

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Srijanya	TGT (Eng)	I/C	
2	Ms. Soni Rai	PGT-Hindi	Member	
3	Mr. G A Kiran Prakash	TGT-Library	Member	
4.	Mrs. Sarita	PRT	Member	
5.	Mr. P Rambabu	Sub-Staff	Member	

Duties & Responsibilities:

- a) To make necessary arrangement for staff meetings and other meetings.
- b) To record the minutes of the meeting

39. Moderation Committee:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. G Umadevi	PGT-Physics	Member	
2	Mr. R. V. Rao	PGT-Maths	Member	
3	Mr. Kameshwar Rao	TGT (Bio)	Member	
4	Mrs. Jyoti D	TGT (Hindi)	Member	

Duties & Responsibilities: -

1. Awarding additional marks for the students in the following cases as per the circular:
F.No110355/01/2019-20/KVS(HQ)/Sports/B0G/ 480

40. Vidyanjali Duties and Responsibilities

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Kiran Prakash	TGT (Lib)	I/C	
2	Dr. Ragam Venkata Rao	PGT-Maths	Member	
3	Mrs. Gurpreet Saini	TGT-Science	Member	

- a) To implement the Vidyanjali programme as per KVS guidelines. & all records pertaining to Vidyanjali to be maintained systematically.

41. STUDENTS COUNCIL COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Srinivas	PGT-English	I/C	
2	Mr. G Uma Devi	PGT (Physics)	Member	
3	Mrs Srijanya	TGT Eng	Member	
4	Mrs. Gurpreet Saini	TGT -Bio	Member	
5	Mr. Syed	PGT-Economics	Member	

Duties & Responsibilities: -

- Distribution of students of various house
- Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.
- Procuring badges for Captains Monitors, prefects etc.
- Conduct of investiture (Badge presentation Ceremony)
- Assigning duties to all members of the Student Council House Wise.
- Conduct of monthly meetings with the members of student's council.
- Maintenance of Students council register/record.
- Conduct of all activities as per this schedule plan.

42. CHILD RIGHTS, DIVYANG, CwSN

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Kameshwar Rao	TGT-Biology	I/C	
2	Ms. Gurpreet Saini	TGT-Science	Member	
3	Valeema	Special Educator	Member	

Duties & Responsibilities: -

- To ensure the protection of Child Rights
- To ensure the protection of rights of divyang
- To make arrangement of ramp, Special toilet, wheel chair and other facilities for Divyang Students, if any
- To make proper arrangement for inclusive education

43. Committee to implement NDMA Guidelines on School Safety Policy/Fire Safety Extinguishers

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Kameshwar Rao	TGT-Biology	I/C	
2	Mr. Srinivas	TGT-english	Member	
3	Ms. Gurpreet Saini	TGT-Science	Member	
4	Ms. Pooja Lodhi	PET	Member	

Duties and Responsibilities

- To implement the NDMA Guidelines on School Safety Policy in letter and spirit
- To maintain records pertaining to implementation of NDMA Guidelines on School Safety Policy
- To organize various activates on School Safety Policy

4. To monitor and supervise the safety requirements regularly. A record in this respect will be maintained.

44. PTA & PSTM COMMITTEE (In coordination with Exam deptt.)

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Ravi Kumar	TGT-Maths	i/c (Secondary)	
2	Mr. V A Sastry	TGT (Maths)	Member	
2	Mr. Ragham Venklat Rao	PGT (Maths)	Member	
3	Mr. G A Kiran Prakash	TGT-Lib	Member	
4	Mrs. Alka	PRT	i/c (Primary)	
5	Mrs Sunanda	PRT	Member	

Duties & Responsibilities: -

- To conduct PTM every month to discuss various matters for the smooth functioning of the Vidyalaya as well as effective education of the students
- To adhere all stipulations of KVS in dealing with parents
- In-charge and class teachers to maintain relevant records pertaining to PTM.
- To communicate important information related to parents only.
- To organize PTA executive meeting to discuss some important aspects as per need.
- Compilation of Agenda for discussion for PTM.
- Co-ordination and counselling of parents and students for smooth functioning of the Vidyalaya.

45. EDUCATIONAL TOURS / EXCURSION:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Hari Krishna	PGT-Chemistry	I/C	
2	Mr. V Annayya Sastry	TGT-Maths	Member	
3	Mr. Ganesh	PRT (For Primary)	Member	
4	Mrs. Gurpreet Saini	TGT-Science	Member	
5	Mrs. P V Gana Lakshmi	PGT-Chemistry	Member	
6	Mrs. K A Srijanya	TGT-English	Member	

Duties & Responsibilities: -

- To plan education tours / excursions for all the classes as per KVS norms
- To ensure the safety of the students during the journey period and their stay at the venue.
- To provide hygienic food / potable water to the students who are participating in tour programme.
- To make provision of funds in the VVN budget.
- To Plan educational tours/ exposure visits as per the Guidelines of PMSHRI Scheme.

46. SCIENCE CLUB & MATHS CLUB

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Uma Devi	PGT (Phy.)	i/c	
2	Mrs. Kirty Gupta	PGT-Biology	Co i/c	
3	Mr. R Hari Krishna	PGT-Chemistry	Member	
4	Mrs. Gurpreet Saini	TGT-Science	Member	
5	Dr. Ragam Venkata Rao	PGT-Maths	Member	
6	Ms. Saba Dastgeer	TGT-Maths	Member	

Duties & Responsibilities: -

- Formation of Science Circle & Maths Circle with 25 students or more for each Circle.
- To motivate the students to prepare the exhibits based on theme given by KVS.
- To organize Vidyalaya level Science exhibition as per the time schedule given by KVS.
- To encourage more and more children to participate at Cluster level, Regional level and National level science exhibits / children science congress.
- To inculcate scientific temper among the students by adopting activities-based method in teaching learning process.
- To encourage the children to give online projects by using computers.

b) NATURE CLUB/ECO-CLUB/HERBAL GARDEN:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. P V Gana Lakshmi	PGT-Chemistry	I/C	
2			Member	
3	Mr. G V K Kameswara Rao	TGT-Science	Member	
4	Ms. Shipra Yadav	PRT	Member	
5	Ms. Shikha Verma	PRT	Member	

Duties & Responsibilities: -

- Preparation of plan and conduct of various programme accordingly
- Awareness programmes
- Plantation drives
- Competition on plantation and environmental awareness.
- Procuring Herbal Plants
- To maintain the HERBAL garden of the Vidyalaya
- Display Board with Herbal Plants available and its uses.

47. SOCIAL SCIENCE CLUB, EBSB, YOUTH PARLIAMENT

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. CH Sravani	TGT-Social. Science	I/C	
2	Mr. Syed Sadiq	PGT-Economics	Member	
3		TGT-Social Science	Member	
4		TGT-Social Science	Member	
5		TGT (Art)	Member	
6	Ms. Arti Singh	PRT-Music	Member	
7	Preeti Dahiya	PRT	Member	

* Students members to be nominated by the Committee

Duties & Responsibilities: -

- To motivate children to prepare projects/model based on country/state allotted to the region.
- To encourage more and more children to participate in Cluster level, Regional level and Nation level exhibition.
- To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.
- To ensure project-based learning in all the classes.
- To take action to observe: Constitution Day:
- To motivate the students to take part in various programmes of “Ek Bharat Shrestha Bharat”
- To organize Youth Parliament as per instruction.
- To promote awareness for AIDS and observance of World AIDS Day

48. DISCIPLINE COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms. Pooja Lodhi	TGT-P& HE	I/C	
2	Ms. Babitha	TGT-WE	Member	
3	Mr. G A Kiran Prakash	TGT-Lib	Member	
4	Mr. Syed Naqvi	PGT-Commerce	Member	
5	Mr. CH MS Kumar	PGT-Biology	Member	
6	Ms. Archana	PRT	Member	
7	Mrs. Tejeshwar Rao	PRT	Member	
8	Mrs. Preeti Dahiya	PRT	Member	

Duties & Responsibilities: -

- To check personal turn of students during assembly
- To check the late comers during morning assembly
- To observe the behaviour of students inside and outside class room
- To ensure provision of out pass in all classes and their utilization
- To initiate proper action as per KVS norms against indiscipline students
- To check the girls and boys uniform daily.

- g) To check the bags once in a week and confiscate the mobiles and other prohibited appliances.
- h) To take the regular meeting of student councils, prefect, monitors.
- i) To ensure discipline among students.
- j) To refer the problematic cases to the counsellor for diagnosis and effective counselling.
- k) To arrange suitable counsellors to counsel any emotionally disturbed child.
- l) To inform the parents immediately about any observation of indiscipline cases

49. Adolescence Program & AEP

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Gurpreet Saini	TGT-Biology	I/C	
2	Mrs. Srinivas	PGT-English	Member	
3	Mrs. K A Srijanya	TGT-English	Member	
4.	Mrs. P V Gana Lakshmi	PGT-Chemistry	Member	
All Teachers who have undergone AEP training-Member				

Duties & Responsibilities: -

- a) To conduct activities as per norms of KVS
- b) Proper maintenance of records
- c) Timely submission of reports to KVS as per instruction.
- d) To maintain AEP Box to address problems of students and improve their Life Skills

50. DAILY UPKEEP OF VIDYALAYA BUILDING, CLEANLINESS OF VIDYALAYA BUILDING, CLASS ROOMS AND PREMISES (SWACHH BHARAT ABHIYAN), WATER POINTS, TOILETS, CORRIDORS:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Ms. Pooja Lodhi	TGT-P& HE	I/C (secondary)	
2	Ms. Babita	TGT-WE	Co i/c	
3	Mrs. Jhasni	PRT	i/c (Primary)	
4	Ms Arti Singh	PRT-Music (Primary)	Co i/c	
5		Sports Coach	Member	
6		Special Educator	Member	
7		NURSE	Member	

Duties & Responsibilities: -

- a) To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.
- b) To ensure the provision of dustbins in all the class rooms and corridors.
- c) To appraise the Principal about the cleanliness of school building from time to time.
- d) To supervise the work of the people deployed under housekeeping.

- e) To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.
- f) To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus.
- g) To involve students in organizing different programmes under Swachha Vidyalaya Abhiyan
- h) To clear the wild bushes and thorny plants that is growing in different parts of school campus.
- i) To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.
- j) To ensure cleanliness of area around the staff quarters.
- k) To take the rounds of the Vidyalaya twice in a day and to ensure cleanliness.
- l) To motivate the students keep the surroundings neat and clean and say no to plastics and polythene in the campus.
- m) In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders.
- n) To undertake the works of Swachhatam Vidyalaya and Harit Vidyalaya, and Green Building initiative.

51. GARDENING AND BEAUTIFICATION OF THE VIDYALAYA CAMPUS AND STAFF QUARTER CAMPUS:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. P V Gana Lakshmi	PGT-Chemistry	Member	
2	Mrs. Gurpreet	TGT (Bio)		
3	Ms. Babita	TGT-WE	Member	
4	Ms. Shipra	PRT	Member	
5	Ms. Mehjbeen	PRT	Member	
6	Ms. Shabnam	PRT	Member	
7	Ms. Sarita	PRT	Member	
8				

*To supervise the works of gardeners

Duties & Responsibilities: -

- a) To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.
- b) To procure ornamental plants and other fruit bearing plants in consultation with Principal.
- c) To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.
- d) To procure fertilizers, manure, pesticides in consultation with Principal.
- e) Placing of placards in different areas of garden.
- f) Numbering of trees and potted plants.
- g) Celebration of Vanamahostava in consultation with principal and forest dept.
- h) To motivate the children for gardening and beautification.
- i) To develop medicinal plant garden in the campus.
- j) To display the quotations in the corridors and class rooms on plantation and conservation of plant.
- k) To fix bulletin board in the class room for display of educational charts.

- l) To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
- m) To ensure the display of material in the bulletin boards.
- n) To implement the programme under Harit Vidyalaya.
- o) To develop and maintain the Plant Nursery of the Vidyalaya.
- p) To develop and maintain Vermi- Compost, pit for organic fertilizers
- q) To take initiative to develop and maintain Rainwater Harvesting system

52. VIDYALAYA MAGAZINE/CLASS MAGAZINE COMMITTEE/STUDENT'S DIARY

A. Secondary & Senior Secondary

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Srinivas	PGT-English	I/C	
2	Ms. Soni Rai	PGT-Hindi	I/C	
3	Mrs Jyoti	TGT (Hindi)	member	
4	Mrs Srijanya TGT (Eng)		Member	
5	All Class Teachers		Member	

B. Primary

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. M Rajesh	PRT	I/C	
2	Ms. Archana	PRT	Member	
3	Ms. Mehjbeen	PRT	Member	
4	Mrs. Pritee	PRT	Member	
5	All Class Teachers	PRT	Member	

Duties & Responsibilities: -

- a) Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.
- b) Editorial board will collect the article from the students. Article are to be arranged section wise (English section, Hindi section, drawing and painting etc.
- c) Editorial board should take concerted efforts to bring about class magazine by the end of the December-2024.
- d) Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages- Hindi section: - 20 pages and 10 pages- Art, drawing and paintings).
- e) Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.
- f) Editorial board can invite the article from teachers' side also.
- g) School magazine should contain 100 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting ,10 pages photography section & 10 pages of Miscellaneous).
- h) The editorial board should make concerted effort to bring about the school magazine in time.
- i) To prepare Student's dairy in consultation with Academic Department.

53. MEDICAL CHECKUP, HEALTH & WELLNESS

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G V K Kameswara Rao	TGT-Science	I/C	
2		Nurse		
3	Mrs. Gurpreet Saini	TGT-Science	Member	
4	Ms. Pooja Lodhi	TGT-P&HE	Member	
5	Ms. Babita	TGT WE	Member	
6	Valeema	Special Educator	Member	
7	Mr. Tejeshwar Rao	PRT	i/c (P)	
8	Mrs. Shikha Verma	PRT	Member	

Duties & Responsibilities: -

- To procure the required number of medical cards in the beginning of the academic session.
- To distribute the medical cards to the class teachers based on strength.
- To arrange the medical check-up twice in a year (in the month of August and Feb)
- To ensure the follow up action after the medical check-up and intimate the parent of the students who needs further investigation.
- To provide medical aids to the students on daily basis.
- To sensitize students about health and hygiene-KAP (Knowledge, Attitude and Practice)

54. FIRST AID

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs Suma	NURSE	I/C	
2	Mrs. Gurpreet Saini	TGT-Science	I/C	
3	Mr. G V K Kameswara Rao	TGT-Science	Member	
4	Mrs. Jhansi Rani		Member	
5	Mehzbeen	PRT	Member	
6	Ms. Pooja Lodhi	TGT-P& HE	Member	

Duties & Responsibilities: -

- To provide First Aid to students as and when required in case of emergency
- To always keep First Aid Box with all necessary tools, kits and medicines as per medical manuals
- To keep important phone numbers of Ambulance, Nearby Hospitals, Nearby doctors, Snake Helpline etc. to attend any emergency.
- To select two students (both boys and girls) to assist the needy students in case of emergency.
- To keep stretcher to carry the needy students
- Should get them oriented and trained about the use of First Aid.

55. INCOME TAX/ CS-54 CHECKING/CASH BOOK CHECKING/UBI FEE COLLECTION /P.TAX /ITR /CEA /GPF/CPF

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G Srinivasa Rao	SSA	I/C	
2	Mr. Satyam Naidu	PGT-Commerce	Member	
3	Mrs. Kirti Gupta	PGT-CS	Member	
4	Mr. Ragam Venkata Rao	PGT-Maths	Member	
5		Computer Instructor-I	Member	
6		Computer Instructor-II	Member	
7	Mr. Ganesh	PRT	Member	

Duties & Responsibilities: -

1. Calculation of income tax from the members of the staff as per the provisions of Govt. Of India.
2. To verify the fee details first verified by the class teachers.
3. To verify the details of attendance of Contractual teachers

56. LIBRARY COMMITTEE

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. G A Kiran Prakash	TGT-Library	I/C	
2	Mrs. G Umadevi	PGT-Physics	Member	
3	Mr. R Srinivas	PGT-English	Member	
4	Ms. Kirti Gupta	PGT-CS	Member	
5	Mr. R V Rao	PGT-Maths	Member	
6	Ms. Soni Rai	PGT-Hindi	Member	
7	Mr. Syed Naqvi	PGT-Commerce	Member	
8	Mr. M. Rajesh	PRT	Member	

Duties & Responsibilities: -

- a) The meeting are to be convened at least once in two month
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session
- c) Books review
- d) To inculcate reading habits among the staff & children
- e) To organize books exhibition on important occasions
- f) To organize BOOK WEEKS
- g) To organize Pustakophar programme.

57. VMC Preparation:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. R Srinivas	PGT-English	I/C	
2	Mrs. Uma Devi	PGT-Physics	Member	
3	Mr. G A Kiran Prakash	TGT-Library	Member	
4	Mrs. K A Srijanya	TGT-English	Member	
5	Mr. M. Rajesh	PRT	Member	
6	Mr. P Rambabu	Sub-Staff	Member	
7		Computer Instructor	Member	

Duties & Responsibilities: -

- Preparation of presentation for VMC.
- Preparation of files for VMC.
- Invitations to VMC Members.
- Preparation of Refreshments for VMC.
- Preparation of Meeting Hall.

58. QUARTER ALLOTMENT COMMITTEE:

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mr. Harikrishna	PGT (Chemstry)	i/c	
2	Mr. G A Kiran Prakash	TGT-Library	Member	
3	Mr. Ravi Kumar	TGT (Maths)	Member	
4	Ms. Archana Singh	PRT	Member	
5	Ms. Saba Dastgeer	TGT-Maths	Member	
6	Mr. P Rambabbu	Sub-Staff	Member	

Duties & Responsibilities: -

- To prepare a panel of teacher who are eligible for the allotment of quarters (Type – I, Type – II, Type – III) as per KVS norms in the beginning of the academic session
- To allot the quarters to the eligible staff as per KVS Quarter Allotment Rules
- To monitor the maintenance & repair of the staff quarters.
- To maintain a separate register entitled “Complaints & Compliance” to record the complaints received on M&R works in this effect.
- To maintain a register for listing the inventories of quarter at the time of taking over and surrender of quarters by the occupant.

59. CCTV SURVEILLANCE, CCTV FOOTAGE ANALYSIS AND REPORTING, CENTRALISED PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Babita	TGT-WE	i/c	
2	Mrs. Kirti Gupta	PGT-CS	Member	
3	Mr. G A Kiran Prakash	TGT-Library	Member	
4		Computer Instructor-I		
5		Computer Instructor-II		
6	Mr. Tejeshwar Rao	PRT	Member	

Duties & Responsibilities: -

- To take steps to install CCTV Camera on all strategic locations.
- To take steps to install Centralized PA system
- To analyse the CCTV footage at least twice in a week and record any sort of abnormal observations.
- Report the Principal in case of any untoward incident observed.

60. CCTV SURVEILLANCE, CCTV FOOTAGE ANALYSIS AND REPORTING, CENTRALISED PA SYSTEM

S.NO	NAME	DESIGNATION	MEMBER	SIGN
1	Mrs. Babita	TGT-WE	i/c	
2	Mrs. Kirti Gupta	PGT-CS	Member	
3	Mr. G A Kiran Prakash	TGT-Library	Member	

Duties & Responsibilities: -

- To take steps to install CCTV Camera on all strategic locations.
-

Dear Staff members,

In order to run the Vidyalaya in an effective manner for the session 2026-2027, the undersigned needs the whole-hearted co-operation of all the members of the staff. To streamline the day to day work of the Vidyalaya the different committees for the session have been formed. Each member of the staff has been assigned some responsibilities and other keeping in view of their experience and expertise. The duties of each committee have been clearly defined. You are requested to go through the list and discharge the duty/duties assigned with full sincerity for all round growth of the Vidyalaya. The other duties and responsibilities not mentioned in this Order to be performed by the concerned as per KVS system/Education Code/Accounts Code/CBSE guidelines.

NOTE: The names of Committee members in blank box i.e.; not mentioned will be filled up on the joining of the concerned. All the department/committee in-charges will maintain all relevant records of the committee and department. The Committees are informed to take up various works to raise the facelift of the respective departments and Vidyalaya. (Also see the Special Note appended below ***)

Sudhir Kumar Maingi
PRINCIPAL

*****SPECIAL NOTE:**

- 1) The list of Committees for the Session 2026-27 will also be sent to the e-mail IDs of all employees of the Vidyalaya.
- 2) The website Committee is informed to display the list of Committees for the Session 2025-26 in Vidyalaya website.
- 3) All teachers are informed to note down their duties and responsibilities in their Teachers' Diaries and act accordingly.
- 4) Any changes/modifications in the duties and responsibilities will be intimated in the due course.

Sudhir Kumar Maingi
PRINCIPAL