

KENDRIYA VIDYALAYA GUNTAKAL

Academic year (2024-25)

As per KVS guidelines all the teachers are to be given opportunities to shoulder responsibilities and share experience of educational administration. Thus, we can also utilize the hidden talents and innate skills of the teachers for the betterment of the student community. Accordingly, a detailed plan of action involving all the teachers of our Vidyalaya has been chalked out for the successful and effective implementation of this action plan. Unstinted cooperation and wholehearted involvement of every member of the staff is solicited to make this scheme a success.

OVERALL INCHARGE OF VIDYALAYA: Dr. S. Vijaya Kumar, I/c Principal

SNO.	PORTFOLIOS	NAME OF IN-CHARGE AND MEMBERS	
1.	ADMISSION	Mr. C Venu Gopal, TGT(SKT) Mr. N. Manas, PRT Ms. K. Latha, PRT	
2	TIME TABLE	Ms. Priya Khullar, TGT(BIO) Mrs. Sarada Pradhan, PRT	
3.	EXAMINATION (INTERNAL)	Mr. B. V. Rama Krishna, TGT(WET) Mr. Ravi Yadav, TGT(SST) Ms. M. Priyanka, PRT	
4.	EXAMINATION (CBSE & NIOS) External	Mr. C Venu Gopal, TGT (SKT) Ms. K. Latha, PRT	
5.	ACADEMIC COUNCIL	Mr. C Venu Gopal, TGT (SKT) & All subject Committee I/C	
6.	CCA CORDINATOR HOUSE MASTERS Emerald House Pearl House Diamond House Ruby House	SECONDARY	PRIMARY
		Mrs. Harsha Saini, TGT(AE) 1. Mrs. Kavita, Librarian 2. Mr. Ravi Yadav, TGT(SST) 3. TGT(Hindi) 4. Ms. Priya Khullar, TGT (BIO)	Mrs. Sarada Pradhan, PRT I/c Mrs. Babita, PRT Ms. Latha, PRT Mr. Saman, PRT Ms. Priyanka, PRT
7.	MORNING ASSEMBLY	CCA Coordinator, House Masters & Class Teachers, Music Teacher	
8.	TEACHING AID	Mr. Ravi Yadav, TGT(SST)	
9.	FURNITURE	Mr. N. Manas, PRT	
10.	CMP, RESOURCE ROOM	Mrs. Sarada Pradhan, PRT	
11.	SCIENCE Lab & EXHIBITION	Ms. Priya Khullar, TGT (BIO)	
12.	SOCIAL SCIENCE EXHIBITION	Mr. Ravi Yadav, TGT(SST)	

13.	SHAALA DARPAN, U- DISE, AMMA VODI, UDISE+, UBI, FEE VERIFICATION, S2S CLASSES	Ms. C. Mounika, DEO Mrs. K. Sri Sowmya Devi, Computer Instructor, All Class Teachers
14.	KVS MATHS OLYMPIAD	TGT(Maths)
15.	SCIENCE/ GREEN OLYMPIAD	Ms. Priya Khullar, TGT (BIO)
16.	PM SHRI	1. Mrs. Neena Dey, TGT(ENG) 2. Ms. K. Latha, PRT
17.	English Olympiad/ Competitive Examinations outside	Mrs. Neena Dey, TGT(ENG)
18.	COMPETITIVE EXAMINATION GREEN OLYMPIAD, TERI, NSTE, KVS TSE, NCSC, KAMP	Ms. Priya Khullar, TGT (BIO)
19.	GARDENING & BEAUTIFICATION	Mr. B V Rama Krishna, TGT (WE)
20.	NATURE CLUB & ADVENTURE CLUB	Mrs. Harsha Saini, TGT(AE) TGT(PH&E)
21.	MEDICAL CHECKUP	Mrs. Kavita, Librarian Mr. Gaurav Kumar, PRT(Music)
22.	MAINTENANCE & REPAIR (Building & Electrical)	Mr. B V Ramakrishna, TGT (WE) Mr. Shaik Saman, PRT
23.	READERS CLUB	Mrs. Kavita, Librarian
24.	SCOUTS & CUBS GUIDES & BULBULS	Mrs. Harsha Saini, TGT(AE) Mrs. Sarada Pradhan, PRT Mrs. Babita, PRT
25.	SCHOOL CLEANLINESS	Class I – IV, Library, CMP Room, WE room, Science Lab - by Mr. B.V. Ramakrishna, TGT (WE) Class V – X, Computer Room, PT Room, Staff Room by Mr. Gaurav Kumar, PRT(Music)
26.	EXCURSION / FIELD TRIPS	Mr. B. V. Rama Krishna, TGT(WE) Mr. C. Venu Gopal, TGT(SKT) Mr. Ravi Yadav, TGT(SST) Mr. Shaik Saman, PRT
27.	ACP	Mr. B. V. Rama Krishna, TGT(WET) -Class VIII Mrs. Harsha Saini, TGT(AE)-Class IX
28.	NAEP & GUIDANCE & COUNSELLING	Mrs. Neena Dey, TGT (Eng) Ms. Priya Khullar, TGT(BIO) Mrs. Kavita, Librarian

29.	WATER SUPPLY & SANITATION	Mr. B V Ramakrishna, TGT (WE) Mr. Shaik Saman, PRT Security & House Keeping Persons
30.	DISCIPLINE	Mrs. Neena Dey, TGT(ENG) Mrs. Sarada Pradhan, PRT TGT(PH&E), All the Class Teachers
31.	PHOTOGRAPHY & PUBLICITY	Mr. Gaurav Kumar, PRT(Music) Mr. Ravi Yadav, TGT(SST)
32.	RAJA BASHA	1. Mrs. Harsha Saini, TGT(AE) 2. Mr. Ravi Yadav, TGT(SST) 3. Mrs. Kavita, Librarian
33.	PUBLICATION OF MAGAZINE & NEWS LETTER	Mrs. Neena Dey, TGT (Eng) Mr. C Venu Gopal, TGT (SKT) Mrs. Kavita, Librarian TGT (Hindi)
34	Bills Preparation / PAY BILL / INCOME TAX, Office work	Mr. C. Venugopal, TGT (SKT) Mrs. C. Mounika, DEO Mrs. K. Sri Sowmya Devi, Computer Instructor
35	STAFF MEETING MINUTES	Mrs. Sarada Pradhan, PRT TGT (Hindi)
36	PURCHASE COMMITTEE/VVN. (GEM)	Mr. B V Ramakrishna, TGT (WE) Mr. Ravi Yadav, TGT(SST) Mr. Shaik Saman, PRT Mr. N. Manas, PRT
37	DISPLAY OF NOTICE BOARD and HOUSE BOARDS	CCA Coordinator, House Masters & House Captains
38	SCHOOL WEB SITE/GSUIT	Mrs. Kavita, Librarian Mrs. K. Sri Sowmya Devi, Computer Instructor
39	FIRST AID	TGT(PH&E) Mr. N. Manas, PRT Ms. M. Priyanka, PRT
40	STAFF CLUB	Mrs. Sarada Pradhan, PRT Mr. B V Ramakrishna, TGT (WE) Mr. Gaurav Kumar, PRT(Music) Mrs. Harsha Saini, TGT(AE)
41	OFFICE ROUTINE WORK	Mr. C Venugopal, TGT (SKT) Mr. N. Manas, PRT Mrs. C. Mounika, DEO
42	TALLY SOFT WARE &	Mr. C Venugopal, TGT (SKT)

	ANY OTHER WORK	Mrs. K. Sri Sowmya Devi, Comp. Instructor
43	CRISIS MANAGEMENT	Mr. B V Ramakrishna, TGT (WE) Mrs. Neena Dey, TGT(ENG) Mr. C. Venu Gopal, TGT(SKT)
44	PTA MEETING MINUTES	Mrs. Neena Dey, TGT(Eng)
45	EBSB, Constitution Day, Youth Parliament & Monthly Report, Ganga Quest/Water talk	Mr. Ravi Yadav, TGT(SST)
46	PISA & Monthly Report	Ms. Priya Khullar, TGT(BIO)
47	SBSB & FIT INDIA Monthly Report	TGT(PH&E)
48	Green School Programming (GSP) Audit	Ms. Priya Khullar, TGT(BIO)
49	PMJVK (Ministry of Minorities affairs)	Mr. Shaik Saman, PRT
50	ART INTEGRATION	Mrs. Harsha Saini, TGT (AE) Mrs. K. Sri Sowmya Devi, Comp. Instructor & ALL TGT'S
51	FLN - ENGLISH	Mrs. Sarada Pradhan, PRT
52	FLN - HINDI	Mr. Gaurav Kumar, PRT(Music)
53	FLN - NUMERACY	Mr. N. Manas, PRT Ms. Koramutla Latha, PRT
54	SPORTS DEPARTMENT	Mr. N. Manas, PRT
55	SUBJECT COMMITTEE MEETING	Mrs. Neena Dey, TGT(Eng) Ms. M. Priyanka, PRT

Date: 18-03-2024

(Dr. S. Vijaya Kumar)
PRINCIPAL