

**PM SHRI KENDRIYA VIDYALAYA WARANGAL
ALLOTMENT OF DUTIES- 2024-25**

SNO	Name of the Dept/Committee	Nature of duty	Members
1	Consultants	To supervise all departments and activities from time to time	1. Smt Smita Tiple 2. Smt R Kavitha 3. SH Bixapati Ramavath
2	Academic Planning and Implementation	To plan academic programmes of the entire Vidyalaya for the academic session by giving priority to learning. To ensure the implementation of academic plan according to the split-up of syllabus for classes I to XII. To plan and ensure implementation of CMP, EQUIP and, special programmes for Board exam classes. To ensure preparation and administration of worksheets and activity sheets throughout the year for Internal assessment. To ensure proper preparation and submission of teacher's diary. To plan for Parent-Teacher Meetings immediately after the conclusion of one level of assessment or whenever required. Vetting of question papers and ensuring preparation of standard question papers for various level of assessments. Ensuring the regular the conduct of subject committee meetings with appropriate agenda. Organizing remedial classes for low achievers.	1. Smt Smita Tiple 2. Smt R Kavitha 3. Sh Naresh Banoth 4. Smt Lalitha Vishwakarma 5. Smt Lalitha Manchala
3	Morning Assembly & CCA	To plan the basic format of Morning assembly programmes and circulate it to all concern well in advance. To ensure that the morning assembly starts and ends on/in time and to see that students come well prepared and present programs effectively. To plan for talks on value education and guidance from Teachers/experts. To distribute the students into four Houses, plan the activities for entire year and to conduct competitions as per the plan and also make arrangement for celebration of days of national and international importance. Maintenance of display boards To bring out Vidyalaya patrika as per the schedule of activities of KVS	1 Smt R Kavitha 2 Miss Nigar Mirza 3 Smt Pooja Nagarwal 4 Sh T Srinivas 5 Sh A venkanna 6 Smt Prachi Chouthmal 7 Smt Renu 8 Smt Ankita Singh
4	Time-Table Committee	To frame the time table as per the allotment given by KVS and to make substitution/arrangements for teachers who are on leave/ Duty. Changes if any to be incorporated as and when required in the academic interest of students.	1 Sh Ragi Uday Kumar 2 Smt Sandhya Pal 3 Smt Lalitha Manchala 4 Sh Rahul Mathur 5 Sh Alok Kumar
5	Admission Committee	Issue of Registration forms, conducting interviews/ test as the case may be and to prepare provisional selection lists as per the KVS admission guidelines. Checking the documents and completing the admn procedure	1 Sh Bixapathi Ramavath 2 Sh. Rajshekhar Dasari 3 Smt. M.Lalitha

6	Examination(Internal)	To plan the conduct of Fas, SAs and other assessments, as per the schedule given by KVS, to conduct the tests and examinations, to maintain the secrecy and to prepare relevant information to be sent to regional office. To get the Q/P of Fas and Sas moderated before giving them for printing. To prepare and execute Annual Plan for conducting Parent Teacher Meeting and maintaining a record of the same	1 Sh. Naresh Banoth 2 Smt. Pooja Nagarwal 3 Smt.Sandhya 4 Smt.M.Lalitha 5 Sh. Sarthak Agrawal 6 Ms. Deepshika Vishwakarma 7 Mrs Priyanka mahur
7	Examination(External including CBSE)	To prepare Nominal rolls of class IX to XII. To send the required information to CBSE and to plan for examinations conducted by other agencies as approved by KVS	1 Sh. R.Uday Kumar 2 Sh. Hishant Kumar
	ICT Smart Classroom Digital Platform Vidyanjali, Samagam, Alumni portal Innovation cell	<ul style="list-style-type: none"> - To monitor and maintain - To monitor the successful utilization of the platform by the teachers - To prepare and upload the paybill in time with accuracy - To manage the works related to NPS 	1 Smt Ms.Smita.V.Tiple 2 Computer Instructor 3 Ms. Chitra Lekha 4 Mr. Jaideep
8	General Discipline	To monitor the discipline of all students. In order to improve the general discipline of students during and after school hours.	1 Mr. K. Srinivasu 2 Mr Bixapathi Ramavath 3 Mr. Mayapati 4 Mr. Hishant Kumar 5 Mr. A. Venkanna 6 Mr. Sarthak Agrawal
9	Raj Bhasha Implementation Committee	To conduct periodic OLC meetings, sending periodical reports to KVS, implementing Rajbasha in letter and spirit as per rules in the vidyalaya.	1 Ms. Nigar Mirza 2 Mrs. Pooja Nagarwal
10	Maintenance and Face Lift of school Building including Cleanliness of the Vidyalaya	To supervise cleanliness of class rooms toilets, verandas and to report to the principal on a Day to day basis. Upkeep and Developing infrastructural facilities and carry out repair works on priority basis and giving face lift to the vidyalaya	1 Mr. Rajshekhar Dasari 2 Mr.T.Srinivas 3 Mr. A.Venkanna 4 Mr. Alok Kumar 5 Mr. Ankit Vimal
11	Checking of pay bill and Maintenance of CS-11 & CS-54 Registers Fee Concessions and Scholarships & Benefits under RTE to Class I	To check and certify the Bills and to maintain the registers and to report any discrepancy to the principal.	1 Mrs Smita Tiple 2 Mr Ragi Uday Kumar 3 Mr Jaideep
12	UBI Online Fee collection	To ensure First verification and Second verification of students data for every quarter by the class teachers. To ensure 100% online fee collection and checking.	1. Mrs Smita Tiple 2. Mr. Mayapati 3. Ms. Deepshikha Vishwakarma 4. All Class Teachers.
13	Furniture	To procure furniture suitable to all age groups and to get the repair works done on an urgent basis.	1 Mr. A.Venkanna 2 Mr.Sarthak Agrawal 3 Mr.Hishant Kumar 4 Mr. Deepanshu
14	Multi purpose hall and Interactive board room	To procure materials like CDs, cassettes etc. suitable for all age groups and put them proper use for the benefit of students.	1. Mrs Smita Tiple 2. Mr Naresh Banoth

15	Mathematics Lab	To equip the lab with teaching aids prepared by students, staff and also those which are readily available in the market, to put them to proper use by the students to develop the skills.	1 Mr R Uday Kumar 2 Mrs Sandhya Pal 3 Mrs Sravanthy
16	Library committee	To suggest and to procure books, Magazines, Periodicals suitable for all age groups on priority basis and to condemn the books as suggested by the condemnation committee.	1 Sh Sarthak Agarwal 2 Smt R Kavitha 3 Miss Nigar Mirza 4 Mrs Lalita Viswakarma 5 Mrs pooja Nagarwal
17	Prize Distribution Committee	To plan procure and distribute Certificates and prizes for all CCA Sports and Games and other competitions	1. Miss Nigar Mirza 2 Mrs Pooja Nagarwal 3 Sh T Srinivas 4 Sh A venkanna 5 Smt Prachi Chouthmal 6 Smt Lalitha Manchala 7 Smt Renu
18	Resource room /Activity room(Primary)	To procure Materials needed to maintain the room properly and to make it available to the students/teachers and prepare a time table for the room	1. Smt Lalita Viswakarma 2. Smt Lalitha Manchala 3. Ms Ankita
19	First aid/Medical Check-up/MI room	To procure materials needed for first aid separately for primary and secondary and to attend to the needs of students.	1. Sh K Srinivas 2. Miss Deepshikha
20	Common Minimum Program(CMP)	To implement the program as per the instructions given from time to time.	Internal: 1 Smt Lalita Viswakarma 2 Smt Renu Cluster Level 1. Smt Lalitha Manchala 2. Sh T Srinivas
21	Educational tours/Excursions	To plan Educational tours/Excursions for all classes spread over the year and to conduct tours/excursions.	1. Sh Bixapathi Ramavath 2 Sh Rajasekhar Dasari 3 Sh T Srinivas 4 Sh Alok
22	Updating School Website	To update the information available on the Vidyalaya website on a regular basis at least once in week.	1 Mrs.Smita.V.Tiple 2 Mr.Deepanshu 3 Mr.Mayapati
23	Water and power supply to the Vidyalaya building	To ensure uninterrupted supply of drinking water, water in toilets and gardens. To arrest overflow /leakage of water and to see that water and power is conserved. To create awareness among students and staff for water and energy conservancy.	1. Sh A Venkanna 2. Sh Sarthak Agarwal 3. Sh Rajasekhar Dasari 4. Sh Ankit Vimal
24	Core cum Crisis management committee	To discuss and resolve on emergency events and take measures to diffuse the situation And also to take appropriate measures for safety of students	1. Sh Bixapathy Ramavath 2. Smt R Kavitha 3. Sh A Venkanna 4. Sh T Srinivas
25	Class Room Library (Primary)	To plan and implement all class room library activities in classes I to V effectively	1. All Class Teachers
26	Quarters Welfare/Maintenance Committee	To plan and supervise quarters maintenance and welfare of the inmates of the staff quarters	1. Sh Bixapathy Ramavath 2. Sh Naresh Banoth 3. Miss Nigar Mirza 4. Sh Mayapati 5. Mrs pooja nagarwal

27	Environment Club & Nature Club	To plan and execute all club activities	1. Sh Bixapathy Ramavath 2. Sh Rajasekhar Dasari 3. Sh Bixapathy Ramavath 4. Miss Chitra Lekha 5. Ms Priyanka Mahur 6. Mr Ankit Vimal
28	Literary Club	To plan and execute all club activities	1. Smt R Kavitha 2. Miss Nigar Mirza 3. Mrs Pooja Nagarwal 4. Mrs Prachi Chouthmal 5. Mrs Komal Soni 6. Mr Rahul Mathur
29	Integrity Club	To plan and execute all club activities	1. Sh Sarthak Agarwal 2. Sh T Srinivas 3. Mr Deepanshu 4. Miss Deepshikha
30	Suggestion box Review committee	To open the suggestion box every Wednesday & to maintain a record of the suggestions made & the action taken	1. Sh Bixapathi Ramavath 2. Smt R Kavitha 3. Smt Lalita Vishwakarma
31	Adventure Club	To arrange adventure activities in collaboration with KVS approved agencies	1 Sh Rajasekhar Dasari 2 Sh T Srinivas 3 Mr Mayapati 4 Mr Hishant Kumar
32	Scouts & Guides Committee	To plan and execute scouting & guiding activities	1. Sh A Venkanna 2. Smt Lalita Manchala
33	Guidance and Counseling Cell	To plan and carry out counseling sessions periodically and provide necessary guidance to the needy students	1 Sh Rajasekhar Dasari 2 Smt R Kavitha 3 Smt Smita Tiple
34	AEP implementation committee	To plan annual activities and implement programmes under AEP and Gender Sensitization as per KVS Guidelines.	1. Sh Rajasekhar Dasari 2. Miss Chitralekha 3. Sh Sarthak Agarwal
35	Staff Club	To plan the events related to staff meetings, functions and celebrations	1 Sh Naresh Banoth 2 Smt R Kavitha 3 Sh T Srinivas 4 Smt Lalitha Manchala
36	Games & Sports	To organize and conduct all the sports events during the academic year	1 Mr. K. Srinivas 2 Mr.Rahul Mathur 3 Mr. Deepanshu 4 Sports Coach
37	Teaching Aids	To procure, manage and issue the teaching aids to the teachers	1 Mr.Mayapati 2 Mrs. Ankita Singh 3 Ms.DeepshikhaVishwakarma
38	Purchase Committee	To oversee the purchases for different events	1 Mr.R.Uday Kumar 2 Mr.Bixapathi 3 Mrs. Lalitha Vishwakarma 4 Mr.Mayapati
39	UDISE	To update the website regularly	1 Mrs. Smita.V.Tiple 2 Mrs S. Vennela 3 Computer Instructor
40	ACP	To take ACP classes regularly	Mrs. Sandhya Mr. Mayapati

Circulated among all members of the staff for compliance.

(Mrs P Subhashini)
PRINCIPAL

