

KENDRIYA VIDYALAYA PLAN

CLASS TEACHER / CO- CLASS TEACHER

2018 - 19

CLASS	CLASS TEACHER Mr / Mrs / Ms	CO- CLASS TEACHER Mr / Mrs / Ms
I	D. INDRAJA	RAZIA BEGUM
II	RAZIA BEGUM	D. INDRAJA
III	N.BALAKRISHNAIAH	KAMAL KISHORE
IV	KAMAL KISHORE	M.MURALIKRISHNA
V	M.MURALIKRISHNA	N.BALAKRISHNAIAH
VI	K.SHRMASH BEE	SIPRARANI PRADHAN
VII	SIPRARANI PRADHAN	K.SHRMASH BEE
VIII	G.V.SHANTHA KUMARI	S.ISMAIL
IX	SANDEEP KUMAR DABAS	T.GEETHA RANI
X	SUDHIR KUMAR	G PADMAJA

1. To issue challans for Fees and Fines, and submit the data of the day wise collection, weekly once to CS-54 In-charge.
2. To take attendance of students (Twice daily) before assembly in the morning and soon after the lunch break in the afternoon and to collect leave applications promptly from those students who are on leave.
3. To check the uniform, punctuality of the students, to oversee the discipline during the assembly as well as school hours and CCA competitions including other important occasions in the Vidyalaya.
4. To bring to the notice of parents, any change in behavioral pattern of the students, continuous absence from the school without intimation etc.
5. To complete the attendance works at the end of the month and to take the signature of the UDC and the Principal in the concerned places in the register.
6. To check whether all the children are participating in the morning assembly programmes including the half-minute speech and to note down the participation details of the students in the register provided.
7. To maintain a register for recording all the activities of students of their class, daily.

1.	Co-curricular Activities (Secondary)	Mr. PrasannaLakshmi
	CCA (Primary)	Mr.M.Murali Krishna

Duties :-

1. To prepare a list of the competitions and events under CCA for the whole Year.
 2. To make a list of the important days/functions to be celebrated and the programmes to be carried out during the day.
3. To prepare a list of the activities to be carried out during the morning assembly, during the different days of the week with a special emphasis on promoting Spoken English and Creativity.
4. To make a list of the topics for display board and check whether they are being followed for each term.
5. To make a calendar showing the houses in-charge of the morning assembly.
6. To announce the CCA Topic, a week prior to the completion, collecting the names of the students taking part in the competitions – 2 days prior to the competition and announcing the names of the winners on the same day or the next working day.
7. To prepare the programme sheet of important functions a week prior to the function, conducting rehearsals and co-ordinating the entire programme.

8. To maintain a register for recording the activities undertaken daily during the morning assembly and check whether all activities are going on as per the calendar.
9. Any other related work.

HOUSE	House Master Primary		House Master Secondary	
	Signature		Signature	
ARAVALI	Mrs.K. Manikumari		Mr. Sandeep Dabas	
HIMALAYA	Mr. Md. Kasim mansoor		Mrs T.Geethe Rani	
NILGIRI	Mr.J.Ravikumar		Mrs. G.V. Shantha Kumari	
UDAYGIRI	Mr. Balakrishnaiah		Ms. Siprarani Pradhan	

Duties:-

1. To conduct morning assembly effectively while on duty.
2. To prepare, encourage and guide all students to participate in the morning assembly and various CCA competitions including outside competitions.
3. To encourage students for mass participation in Games and Sports
4. To oversee the display of bulletin / House Boards, News Board, Card Board perfectly.
5. To maintain a register for recording the activities undertaken daily during the morning assembly and check whether all activities are going on as per the calendar.
6. Any other related work

PURCHASE COMMITTEE

1. Parveen

DUTIES

1. To survey the local market and to get quotations of the articles from the different shops or companies having APGST NGS numbers following KVS procedure.
 2. Identify the appropriate supplier.
3. To finalize quotations and prepare comparative statement and take approval after ascertaining the reasonableness of rate, quality and specifications.
4. To check whether the items received are of good quality and as per the quotation received.
 5. Any other related work.

SPORTS AND GAMES

Mr. sudeep kumar Mr.K. Kamal Kishore	1. To train students for KVS competitions including sub regional /zonal/national level competition including outside competitions
	2. Inter house competitions
	3. To give theoretical aspect games and sports as per KVS Syllabus
	4. To maintain overall discipline in the Vidyalaya.
	5. To maintain playground effectively
	6. Any other related work

TIME TABLE

Mr. J. Ravikumar	1. To prepare the timetable including CAT / TAL / Remedial timetable
	2. To write the time-table copies and distribute to the teachers
	3. To make substitute arrangement daily.
Mr.Murali	4. Any other related work

CBSE EXAMINATION

3 Rama Krishna Reddy	1. To attend to all CBSE Letters and conduct the CBSE Board Examinations / External Examination 2. To conduct all external exams like Science, Maths, Cyber and Green Olympiad 3 NTSE (class – VIII) and Centrally sponsored scholarship scheme initiated by MHRD
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INTERNAL EXAMINATION –

1. Mr Kasim Mansoor	1. To plan Formative Assessment & Summative Assessment etc., and conduct the entire internal exam effectively.
	2. To computerize all the marks/grades of all the tests / exams of all the classes and record the marks,
	3. To collect subject-wise analysis and other data as required by KVS.
	4. To collect and preserve mark /grade sheets of all the exams concerned.

CCE

Primary	Secondary	Duties
1. Mr.Ravikumar 2. Mr. N.Balakrishnaiah 3. Mr. Md. Kasim Mansoor		1. To Maintain all records/Evidences Correspondence with CBSE and KVS and to ascertain whether all assessment are carried out as per CBSE guidelines 2. To collect monthly reports of CCE from all teachers.

TENTATIVE EXAMINATION SCHEDULE – 2016-17

SL No.	EXAM / TESTS	DATES
1	FA – I	July, Last Week
2	FA – II	April to June 16 and August 16
3	SA – I	2 nd Week September 2016
4	FA – III	January 2017
5	FA – IV	Oct 16, Dec 16 and Feb 17
6	SA- II	March 2017

admissions

MR. MANSOOR Mr. J Ravi Kumar Mr. Murali Krishna	1. Advertisement and sale of form
	2. To scrutinize the forms and register
	3. To check the number of transfers priority etc.
	4. To make the list of selected candidates as per KVS norms for class I
	5. To make arrangements for conducting test for class IX and prepare a list of selected candidates.
	6. To enter the details of the students admitted in the admission register as soon as the admission is over.

COMPUTER LAB

Mr.B.Rama Krishna Reddy Mr.Mansoor	1. To maintain the computer and the computer lab
	2. To carry out all computer related work
	3. To prepare and display the set of CDs, DVDs available in the lab.

SUPW ACTIVITIES

Mr. K.Kamalakar Primary 1.Mr. M.Murali Krishna 2.Mrs. K.Mani Kumari Secondary 1. Ms. K.Girija	1. To conduct SUPW activities as per KVS Syllabus
	2. To oversee cleanliness of campus
	3. Maintenance of Vidyalaya Building with special emphasis on working of taps, electricity connection etc.
	4. Maintenance of lawns, trees and vegetable gardens
	5. Any other related work

SCOUTS AND GUIDE

Mr. N.Balakrishnaiah	<p>1. To carry out all Scout & Guides activities in the Vidyalaya and outside the Vidyalaya</p> <p>2. To assign and supervise duties given to the S/G for</p> <p style="margin-left: 40px;">a) Effective implementation of CCE programme.</p> <p style="margin-left: 40px;">b) Lunch Duty</p>
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OFFICIAL LANGUAGE

Mr. K.Mani Kumari	1. To implement Official Language
Mr. Md. Kasim Mansoor	2. To attend official language meetings and to send the reports to KVS and RO in the allocated time
Mr. Parveen	3. Any other related work

SUBJECT COMMITTEE

1.	Hindi	
2.	English	
3.	Science	Ms. Girija
4.	Sanskrit	Mr. Muralidhar
5.	Maths	Mr.B.R.K. Reddy
6.	Soc. Sc.	
7.	Art/ Music	MR.MURALIKRISHNA

DUTIES OF THE SUBJECT COMMITTEE

1. To conduct subject committee meetings on convenient day during school hours, monthly once
2. To discuss the coverage of syllabus, projects home assignments, activities, etc.
3. To plan and prepare projects for science exhibition/ Social science exhibition/ school level exhibitions and competitions.
4. To plan demonstration lessons and CAT / TAL lessons
5. Any other related work

EXCURSION / ADVENTURE CLUB

		To plan and organize excursion, adventure activities, trekking etc. as per KVS rules
1	MS. GIRIJA	

VVN STOCK REGISTER AND CS 54

1.	Mr. Balakrishnaiah	To maintain the register, regularly. DCR/CS 54
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FURNITURE

1.	Mr.B.Rama Krishna Reddy	1. To make a class-wise list of furniture available
2.	MR. BALAKRISHNAIAH	2. To repair broken furniture
3.		3. To procure new furniture, as per requirements following KVS procedure.

TEACHING AIDS

1. Mr.J.Ravi Kumar 2. Mrs. K.Manikumari 3. Mr. Md. Kasim Mansoor	1. To procure the required teaching aids as per KVS procedure. 2. To issue chalks & duster to all teachers. 3. To see that chalks and duster are regularly available.
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COMMON MINIMUM PROGRAMME (CMP)

J.Ravi Kumar s. K.Manikumari Md. Kasim Mansoor	To follow all the norms/instructions as given by KVS from time to time actively.
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Duties :-

1. To oversee the implementation of activity method in Primary Classes
2. To prepare Educational CDs and send them to KVS Regional Office.
3. To oversee the discipline of the primary sections.
4. Any other related Work in the implementation of CMP

UP KEEP /MAINTENANCE OF GARDENING

Mr. K.Kamalakar Mr. Balakrishnaiah	1. To plan for a beautiful garden and procure suitable plants. 2. To allot duties to the students for maintaining the garden and the plants. 3. To supervise and see whether the entire plans are being effectively realized.
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VIDYALAYA MAGAZINE / NEW S LETTER

Ms.K.Girija Mrs. K.Manikumari	1. To make a plan of action for bringing out the magazine/newsletter.
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Mr. Md. Kasim Mansoor	<p>2. To inform the students and staff and collect articles, poems, drawings etc. within the given time frame.</p> <p>3. To edit the articles and arrange them properly</p> <p>4. To get quotation for printing and get the magazines printed.</p>
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DISCIPLINE:-

<p>Mr. Ravikumar</p> <p>Ms.K.Girija</p> <p>Mr. N.Balakrishnaiah</p> <p>Mr. Md. Kasim Mansoor</p>	<p>1. To make rules for proper implementation of discipline in school</p> <p>2. To see that all the rules are implemented accordingly</p>
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SCHOOL WEBSITE / THINK.QUEST

Mansoor	<p>1. To regularly up-date and maintain the school website</p> <p>2. To encourage all students to participate in Think Quest programmes and competitions.</p>
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SUPERVISION OF THE CLEANLINESS (OUTSOURCING)

<p align="center"><u>Primary</u></p> <p>1.Mr. M.Murali Krishna</p> <p>2.Mrs. K.Mani Kumari</p> <p align="center"><u>Secondary</u></p>	<p>1. To check daily whether the school premises, classrooms, toilets are spic and span</p> <p>2. To plan for further beautification of the Vidyalaya.</p>
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1. Ms. K.Girija	
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Eco Club / Gardening

1. Ms.K.Girija
2. Mr. N.Balakrishnaiah
3. ku.Siripriya. class x

Duties:-

1. To compost horticultural waste to use it as a manure for the school gardens.
2. To arrange other awareness programme such as quiz, essays, paintings, preparing products out of wastes and rallies.
3. To celebrate various environmental days like Vanamahotsava, wildlife week, Earth Day, World Environment Day etc.
4. To maintain environment cleanliness
5. To maintain the school garden.

Reader's Club /GK CLUB

Mr. Muralidhar Class Teachers of Class III to IX	1. To bring out a list of 100 GK Questions with Answers, each for classes III to IX
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Duties :-

1. One month in advance, suggest four books per group, so that all the members would read it and during the readers club meet, the students would discuss and reflect upon them. The list of books suggested may also be displayed in the display board.
2. Competitions like story-telling, thinking up a story from a painting, creating imaginative characters, memory test (remembering what they read from the books) etc, may be held.
 3. Writing book review
 4. Meeting – At least 8 –10 times in the year at each level.

HEALTH AND WELLNESS CLUB

1. Mr. Sandeep kumar
2. Mr. K.Kamalakar
3. Mr. M.Murali Krishna
4. Ms. Girija

Duties :-

1. To create health cards for each student
2. To create a health newspaper at least twice a year & a poster competition related to health issues.
3. To organize health walks as part of social campaigns.
4. To tap local resources in the community to arrange health talks.
5. To teach the students techniques of Yoga and Meditation.
6. To inculcate in the students health and positive ways of living, explaining the benefits of different food items.
7. To teach health songs on various health topics.
8. Celebration of World Health Day (April – 7th)
At least 8-10 activities in the year at each level

MATHS CLUB

1. Mr. Balakrishna
2. Mr. B.Rama Krishna Reddy
3. Mr. sandeep kumar
4. Mr.Mansoor

Duties :-

1. To enrich the mathematical experience of all learners by arranging suitable mathematical puzzles, games, riddles.
2. To make new teaching aids, flash cards, mathematical models to bring about clarity in teaching learning.
3. To display a challenging problem once a week on the display board and award prizes to the winners who solve it.
4. To introduce a new mathematical activity in the morning assembly every week.
5. To discuss Maths Olympiad Questions and make the students confident in facing Maths Olympiad and other related exams.

BEAUTIFICATION

Mr. Muralikrishna Class III to IX Teachers	1. To bring out a list of 100 GK Questions with Answers, each for classes III to IX
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ART & PHOTOGRAPHY CLUB

Mr.Sudeep kumar Mr. Girija	To plan activities for enhancing aesthetic appreciation among the students. To implement the programmes effectively.
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THINKQUEST

Mr. B.Rama Krishna Reddy	To plan activities for enhancing aesthetic appreciation among the students. To implement the programmes effectively.
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HONESTY & INTEGRITY CLUB

1. Ms.K.Girija
2. Mr. N.Balakrishnaiah

Duties

1. To inculcate ethical values in the students like honesty, responsibility, respect, non violence, tolerance etc.
2. To divide the students into groups and carry out the activities planned.

SC / ST GRIVIENCE COMMITTEE

1. Mr. Sudeep kumar
2. Mrs. K.Mani Kumari

CULTURAL COMMITTEE

1. Mr. M.Murali Krishna
2. Mr. Mansoor

LIBRARY COMMITTEE

1. Mr. B.Rama Krishna Reddy
2. Mr.Muralidhar