

COMMITTEES OF THE SCHOOL
KENNEDY HIGH SCHOOL, KANURU, VIJAYAWADA
LIST OF COMMITTEES FOR THE YEAR 2019-20

Sl. No.	Committee	Name of the Member	Duties & Responsibilities
1.	Admission	1. <u>Mr. I. Venkateswara Rao I/C</u> 2. Mr. Narendra - RI 3. Mr. Venkatesh 4. Mr. Naga Mahesh 5. Kum. Tapasub 6. Mrs. Swarna 7. Mrs. Leela Vani	Advertisement, Issue of application forms, Registration. Scrutiny of the forms. Preparation of lists for lots. Preparation of list for provisional admission. Admissions to all classes as per norms, Maintenance of admission registers. Monitoring of T.Cs issued, Uploading of registered application in the web site, Uploading of TC on regular basis, Monthly updating the student enrolment. Record Entry Management and Monitoring To collect the data and send to Regional Office and Board Office on the last working day with the help of Board Clerk
a)	<u>Examination</u> Internal Examination.	1. <u>Mr. D. Swamy Prasanna Kumar I/C</u> 2. Mr. <u>I. Venkateswara Rao</u> – Maths & Co-ordinator 3. Mr. B. Srinivas Rao, Convenor 4. Mr. Venu -Science 5. Mr. Durgaprasad -Social	To maintain all the records related to Examination Department. Internal – Planning & conduct of Monthly Tests/PT/HY/Annual Exam/Pre-Boards as per schedule. Distribution of progress cards, study materials & practice set papers. Distribution of students and teachers diaries.

			To conduct house meeting and maintain house register.
3.	Academic Coordinator	1. <u>Mr. D. Swamy Prasanna Kumar I/C</u> 2. Mr. <u>I. Venkateswara Rao</u> – Maths & Co-ordinator 3. All Class teachers (I- X) A- Section Teachers.	To implement and maintain records of Back to Basics from class 6 to 8 as per S norms. To maintain record of all activities related to academics. To distribute list of text books Note books, option forms and other details To maintain minutes of academic meetings. To organize and conduct Parent teacher meetings for all the classes. To send the information to parents regarding academics. To send messages to parents through UOLO app regarding PTMs/Holidays/any academic related information.
4.	Grievance, Child Right protection & RTI cell & Safety and security of students, Search and Rescue. Internal Complaint Committee	1. <u>Mrs. Sunitha I/C</u> 2. Mr. Murali Kishore - AGM 3. Mr. Narendra –Coordinator 3. Mrs. Srilakhmi Annapurnamma 4. Mrs. Lakshmi Rao 5. Mrs. Mastan B 1. Mr. Murali Kishore I/C 2. Mr. Narendra 3. Mr. Naga Mahesh 4. Mr. Venkatesh 5. All class Teachers 1. <u>Mrs. Sunitha I/C</u> 2. Mr. Murali Kishore - AGM 3. Mr. Narendra –Coordinator 3. Mrs. Srilakhmi Annapurnamma 4. Mrs. Lakshmi Rao 5. Mrs. Mastan B	Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records. To attend to all discipline cases in the school. To reply to all RTI and RTE related information

8.	Medical Check-up First Aid	1.Mrs. Sandya -I/C 2. Mrs. Roja 4. Dr. Shyam Prasad 5. Mrs.Lakshmi Prasanna–Sick Room I/C 6. All class teachers	Distribution and collection of medical cards to class teachers. Arrangement of students' health checks up, twice a year as per S Purchase of medicines and materials for First Aid kit Providing first aid facilities to students as and when required. Attending to all emergency conditions. Schedule.
9.	Fire Safety and Evacuation	1. Mr. Murali Kishore I/C 2. Mr. Narendra 3. Mr. Naga Mahesh 4. Mr. Venkatesh 5. All class Teachers	To train the teachers & the students. To plan mock drill To check upkeep, procurement of the equipment To procure the certificate
10.	Fee Structure and Collections	1. Mr. Ramesh, RFO-I/C 2. Mr. Murali Kishore, AGM 3. Mr. Swamy Prasanna Kumar 4. Mr. Rajashekar - Accountant 5. Mr. Venkateswaralu DA 6. Mr. Ganesh Accountant	Fixing and announcement of dates for fee collections. Preparation of Challans. Take up the modifications as and when required.
11.	Grievance	1. <u>Mrs. Sunitha I/C</u> 2. Mr. Murali Kishore - AGM 3. Mr. Narendra –Coordinator 3. Mrs. Srilakhmi Annapurnamma 4. Mrs. Lakshmi Rao 5. Mrs. Mastan B	To carry out sessions on various careers. To put up in the school various options of careers available. Dealing the matters with students, teachers and parents To intimate the children regarding the various courses. Addressing the complaints and maintenance of suggestive measures. Steps taken.

14	Beautification of School. & Museum Racks Secondary	1. Mr. Narendra I/C 2. Mr. Pradeep 3. Mr. Kanaka Rao 4. Kum. Sri Pujitha	Maintaining the boards inside the classrooms, name boards for classes to be painted on the doors etc. and coolers. Decoration during Function/Events/Celebrations. To maintenance of the principal room, museum with the existing items. Addition of items in consultation with Principal.
15	Gardening	1. Mr. Venkatesh I/C 2. Mr. Shyam Babu – Co-ordinator 3. Mrs. Sunitha	To maintain the garden of the School. To supervise the work of the gardener. To procure materials for gardening .
16.	Teaching Aids	1. <u>Mrs. Swamy Prasanna Kumar I/C</u> 2. All Class teachers (I- X) A- Section Teachers.	To keep the stock of all teaching aids. To purchase new teaching aids as required.
17.	Meetings	1. <u>Mrs. Swamy Prasanna Kumar I/C</u> 2. All Class teachers (I- X) A- Section Teachers.	To take up all the work related to VMC meeting & VEC as and when required. To inform the members about the Meeting. Draft the meeting report and final report. Arrangement of PTA as per schedule. Inform the students in advance. Maintain attendance and minutes of the meeting. To Organize the meeting To collect the minutes of the meetings conducted on 3 rd Saturday. To consolidate the minutes and present to PTA Joint Secretary. To maintain the Minutes of the meeting. To organize the meetings. To collect the subscription. To arrange Farewell meetings.

18.	Library	1. Mr. B. Srinunaik I/C 2. English- Mrs. Divya, TGT 3. Hindi- Mr. Prashantha, TGT 4. Maths - Mr. D.Kalyan PGT 5. Science - Mrs. Shalisha, TGT 6. Social - Mr. Srinivasa Yadav, TGT	Maintenance of books Purchase according to the requirements Digitalization of library.
19.	Alumni Association	1. Mrs. Saritha I/C 2..Mrs. Roja 3. Mrs. Srinivasa Rao	To setup Alumni association in the School. To keep record of students joining Engg, Medicine, NDA or other Professional courses after class XII-Result.
20.	Science Exhibition/ Science Olympiads/ Green Olympiads	1. Mrs. Saritha I/C 2..Mrs. Roja 3. Mrs. Srinivasa Rao	1. To inform and train the students for the various exhibitions. 2. To conduct all the events as per S guidelines. 3. To maintain the records.
21	Recruitment	1. Mr. Rakesh – I/C 2. Mr. Murali Kishore 3. Mr. Narendra 4. HOD of Individual Subject	To take up the work as required
22.	Transportation and Transportation safety system	1. Mr. Naga Mahesh I/C 2. Mr. Narendra 3. Mr. Venkateswara Rao	To call for the Tender and prepare a panel and to arrange for the vehicles as and when required.
23.	Flag Duty	1. Mr. Nagaraju 2. Ms. Tirumalamma	To allot duties and train teachers for flag hoisting and lowering
24.	Office Coordination	1. Mr. Aarif – I/C 2. Mr. Naga Mahesh 3. Mr. Venkatesh 4. Mrs. Swarna 5. Mrs. Venkateswara Rao	To assist for Office work as per instructions received . To assist for official correspondence to RO.

**** These committees are formed for the smooth function of the School****