COMMITTEES OF THE SCHOOL

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

SI. No.	Committee	Name of the Member	Duties & Responsibilities
1.	Admission	 Mr. I. Venkateswara Rao I/C Mr. Narendra - RI Mr. Venkatesh Mr. Naga Mahesh Kum. Tapasub Mrs. Swarna 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)	Examination Internal Examination.	1. Mr. D. Swamy Prasanna Kumar I/C 2. Mr. I. Venkateswara Rao — 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.

		6. Mrs. Shabana-Hindi	
		7. Mrs. Rathaiah –English	
		8. Mrs. Saritha - CS	
b)	CBSE Examination.	1. Mr. D. Swamy Prasanna Kumar I/C 2. Mr. I. Venkateswara Rao — Maths & Co-ordinator 3. Mr. B. Srinivas Rao, Convenor 4. Mr. Venu -Science 5. Mr. Durgaprasad -Social 6. Mrs. Shabana-Hindi 7. Mrs. Rathaiah —English 8. Mrs. Saritha - CS	All works/Tests/Exams related to CBSE. Taking care of timely dispatch of CBSE letters/uploading of data to CBSE web site. Taking care of all student needs connected to CBSE. Maintenance of Board Result registers for class X and XII.
2	CCA	1. Mr. Anand I/C	Planning of activities, conduction of programme, preparation and
	a. School Based	2. Mrs. Sunitha – Co-ordinator 3. Mrs. Sarala 4. Mrs. Sujatha	announcement in assembly. Maintenance of Register for activities conducted, details of students getting prizes, distribution of CCA prizes to students. Planning, preparation and arrangement of important days and celebrations as per the guidelines. Student Council – allotment of duties, discipline, uniform checking etc. to publish the School Magazine for the year 2018. To collect data from various departments for annual report as per (RO).
	b. External Participation	 Mr. Anand I/C Mrs. Sunitha – Co-ordinator Mrs. Sarala Mrs. Sujatha 	To see that children participate in the appropriate competitions conducted by different agencies. To make note of the achievements of students in Register and to submit the details as and when required. Arrangement of Seminars, guest lecturers/talks, career To announces the various competitions in the morning assembly. To motivate the students to subscribe to NIE and to place order for the papers and to ensure the proper distribution of the papers. To prepare the students to take part in the various competitions and the activities
	c. House	 Mr. Nagaraju I/C Kum. Thirumala – Co-ordinator Every Ground House Captain Every Ground House V.Captain 	To prepare the students for various competitions. Seating arrangements for function, events, competition. Maintenance of perfects/student's council on duty. Maintain records of competitions. To ensure mass participation in all the activities.

			To conduct house meeting and maintain house register.
3.	Academic Coordinator	1. Mr. D. Swamy Prasanna Kumar I/C 2. Mr. I. Venkateswara Rao – 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	 Mrs. Sunitha I/C Mr. Murali Kishore - AGM Mr. Narendra –Coordinator Mrs. Srilakhmi Annapurnamma 	
	&	4. Mrs. Lakshmi Rao 5. Mrs. Mastan B	
	Safety and security of students, Search and Rescue.	1. Mr. Murali Kishore I/C 2. Mr. Narendra	Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.
	Rescue.	3. Mr. Naga Mahesh 4. Mr. Venkatesh 5. All class Teachers	To attend to all discipline cases in the school. To reply to all RTI and RTE related information
	Internal Complaint Committee	 Mrs. Sunitha I/C Mr. Murali Kishore - AGM Mr. Narendra –Coordinator Mrs. Srilakhmi Annapurnamma Mrs. Lakshmi Rao Mrs. Mastan B 	

5.	Discipline	1. Mr. D. Swamy Prasanna Kumar I/C 2. Mr. I. Venkateswara Rao — Maths & Co-ordinator 3. Mrs. Sunitha I/C 4. Mrs. Srilakhmi Annapurnamma 5. Mrs. Lakshmi Rao 6. Mrs. Mastan B	Timely closing of the gate, coordinating with the discipline committee, report of everyday to reach the Principal and to ensure the safety and security of the students, corridor movement, dispersal of students after school hours, issue of ID cards, Out pass, Visitor's pass, Parent ID etc Checking of late comers, uniform, dispersal of students after school hours.
6.	Subject Convenors	 English- Mr. Rathaiah, TGT Hindi- Mrs. Sabhana, TGT Maths - Mr. B. Srinivasa Rao PGT Science - Mrs. Roja, TGT Social - Mr. Masthan B, TGT 	Conducting subject committee meeting and to maintain register. Release of School magazine. Conduct meeting once in a month. (First week) Monday – English Tuesday – Hindi & Sanskrit Wednesday – Maths Thursday -Science Friday– Social Science - Primary (As per their schedule).
	Departments/Stocks holders/	1. Mr. Murali Kishore I/C 2. Mr. Narendra 3. Mr. Naga Mahesh 4. Mr. Venkatesh 5. All class Teachers	Placing order for requirement for the respective department. Taking up condemnation work. Maintenance of stock register.
7.	Website Maintenance	1.Mr. Suresh I/C 2. Mr. D. Kalyan 3. Mr. Pavan 4. Mrs. Anshi	Safety and security of all computer labs. Submission of requirements. All works related to computer department. Submission of monthly report to the Regional Office. School web site maintenance. Uploading of all information with photos.

8.	Medical Check-up First Aid	 1.Mrs. Sandya -I/C Mrs. Roja Dr. Shyam Prasad Mrs.Lakshmi Prasanna–Sick Room I/C 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	 Mr. Murali Kishore I/C Mr. Narendra Mr. Naga Mahesh Mr. Venkatesh 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	 Mr. Ramesh, RFO-I/C Mr. Murali Kishore, AGM Mr. Swamy Prasanna Kumar Mr. Rajashekar - Accountant Mr. Venkateswaralu DA 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. Mrs. Sunitha I/C 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.

12.	Swachatha Coordinator (Sanitation and Cleanliness)	1. Mr. Nagaraju I/C 2. Mr. Manibabu 3. Mrs. Thirumalamma 4. Mrs. Sunitha - I/C(Girls). 5. All Class Teachers 6. House on Duty 7. Mr. Kiran Repair work & Maintenance 1. Mr. Murali Kishore I/C 2. Mr. Narendra 3. Mr. Naga Mahesh 4. Mr. Venkatesh 5. All class Teachers	To do correspondence with the Authorized agency. To check the attendance/ ESI/ Police verification of Housekeeping staff. To verify and monitor the stock purchased under Sanitation regularly To certify the bills related to the Sanitation Committee. To ensure that the wash rooms at A,B and C Blocks are cleaned twice daily by the house keeping ladies. To maintain records. To ensure that the classrooms and the corridors of their respective blocks are cleaned. Functioning of Vending Machine- Upkeep of the machine, help and guide the students how to use it. AMC to be maintained Functioning and cleaning of Fountain in C- Block To ensure cleanliness of the school/classrooms/corridors/wash rooms/water supply/storage/ dustbins/electrical points. Arrangement of night duty staff (as per the need)during all the important events. To prepare the monthly report on Sanitation/cleanliness for dispatch to the Regional office. To take up all repair works.
13	Class teachers	ANNEXURE ATTACHED	Classroom maintenance: Cleanliness, Decoration, Information, Class room Inventory, ICTequipments Students Discipline: Student's uniform, late comers, etc., immediately bring it to the notice of Principal and inform the parents. Maintain the Anecdotal record of students. Others: All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.

14	Beautification of School. & Museum Racks Secondary	 Mr. Narendra I/C Mr. Pradeep Mr. Kanaka Rao 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	 Mr. Venkatesh I/C Mr. Shyam Babu – Co-ordinator Mrs. Sunitha 	To maintain the garden of the School. To supervise the work of the gardener. To procure materials for gardening .
16.	Teaching Aids	 Mrs. Swamy Prasanna Kumar I/C 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. Mrs. Swamy Prasanna Kumar I/C 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	 Mr. B. Srinunaik I/C English- Mrs. Divya, TGT Hindi- Mr. Prashantha, TGT Maths - Mr. D.Kalyan PGT Science - Mrs. Shalisha, TGT Social - Mr. Srinivasa Yadav, 	Maintenance of books Purchase according to the requirements Digitalization of library.
19.	Alumni Association	 Mrs. Saritha I/C Mrs. Roja 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 2Mrs. Roja 3. Mrs. Srinivasa Rao	 To inform and train the students for the various exhibitions. To conduct all the events as per S guidelines. To maintain the records.
21	Recruitment	 Mr. Rakesh – I/C Mr. Murali Kishore Mr. Narendra HOD of Individual Subject 	To take up the work as required
22.	Transportation and Transportation safety system	 Mr. Naga Mahesh I/C Mr. Narendra 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	 Mr. Nagaraju Ms. Tirumalamma 	To allot duties and train teachers for flag hoisting and lowering
24.	Office Coordination	 Mr. Aarif – I/C Mr. Naga Mahesh Mr. Venkatesh Mrs. Swarna 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**