**COMMITTEES 2018-19**

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| **S.NO.** | **NAME OF THE COMMITTEE** | **PRIMARY** | **SECONDARY** | **DUTIES** |
| 1 | TIME TABLE and ARRANGEMENT AEP 8-XI | 1.Mrs.S.Jhansee I/C  2.Mr.T P Panda | 1.Mr. Ajay Kumar Naik 1/C  2.Mrs.N.Suma | Preparation of the time –table. Substitution/Arrangement for the absent/leave |
| 2 | EXAMINATION  (Internal) | Mrs M Nagamani  Mrs G V Bhavani | To Look after VI to XII  1.Mr.V.Surender  2. Mr Ajay Kumar  3.Mrs. N.Suma  4.Mrs.Farzana Kauser  5.Mr.J.N.Acharya  6. Mrs Srivani | School Exams |
| 3 | EXAMINATION CBSE |  | 1.Mrs.A.B.Nirmala 1/C  2. Mrs N Suma  3. Mrs Indu Yadav | Conducting and Coordinating CBSE Exams. |
| 4 | EXAMINATION  EXTERNAL |  | 1. Mr.M.Ranga Rao I/C  2. Mr B Madhusudhan Rao.  3. Mr Ajay Kumar Naik  4. Ch Ravinder | Conducting and Coordinating External Exams. |
| 5 | C.C.A, CMP | 1. Mrs Sayeeda Waseem  2. Mrs Manisha Dwivedi      House Masters  1.Mrs Manish Dwivedi  2. Mrs Swarna Latha  3. Mrs GV Bhavani  4. Mrs Phebe Kalyani | 1.Mrs G Vasundhari, I/c  2. Mrs Y Shanthi Lakshmi    House Masters  Mrs P Kalyani  Mrs Indu Yadav  Mrs Fareeda Nusurat | Coordinating the complete morning assembly programme, Coordinating with the House Masters, Planning and conducting activities for the Session. Music Teacher  to co-ordinate with 4 House masters in CCA, Competitions and give Practice |
| 6 | ADMISSION | 1.Mr V Bala Krishna Rao,HM  2. Mrs.M Nagamani  3. .Mrs.Swarna Latha  4. Mrs. P.Jaya Tulasi,PRT  5. Mrs. Sangeta PRT  6. Class teachers of class I | 1.Mr.Ranga Rao 1/C  2.Mr.B Madhusudhan Rao  3.Mrs.N Suma  4.Mr M Anjaiah | Admission |
| 7 | GAMES AND SPORTS | 1.Mr Tirupati Prasad Panda I/C  2. Mrs Lalitha Kumari | 1. Mr Satender Singh  2.Mr K. James, TGT  3.Mrs. Farzana Kauser,TGT | Plan activities for the year and conduct them |
| 8 | DISCIPLINE | First floor  1.Mr.C.J.S.Reddy  2. All Class teachers  Ground  Floor  Mr Tirupati Prasad Panda  3. All Class teachers | 1. Mr.Ranga Rao I/C  2.  Sri J.L.Choudary(SrSec.Block LW).  3. Sri Satender Singh,Sec. Block(First Floor)  .4.Sri K. James, TGT-Morning   5.Mrs.Farzana Kauser(Senior Secondary Block  Right wing)  6.Dr V Surender, I/C (Sec Block)  7. Mr SK Malakar- First Floor(Sec Block)  8. Mrs Srivani- Sec Block First Floor  9. Sri K Rama Rao,I/C(Sr Sec Block)  10. All Class teachers | Maintaining Discipline during prayer and in general Gate Duties in the Morning and after the school is over, check the late comers, Restrict the movement of students in the front of the Building and office during Morning Assembly, School hours and all events of the School. Teacher I/c of the block will ensure that no class goes without teacher |
| 9 | Maintenance and Repair of School Building    Civil and Cleanliness      Electrical | 1.Mr.C.J.J..Sudhakar Reddy        1.Mrs  GV Bhavani,PRT GF  2. Mr Tirupati Prasad Panda   3. Mrs Poonam – GF    Mr TP Panda G.SW. GF | 1.Mr K Rama Rao 1/C  2.Mr.Satender Singh  3. Mr.J.L.Choudary (Left wing)  4.Mrs.Gnana Lakshmi (elect) | All Maintenance and repair, Planning execution work in view of Golden Jubilee Year cleanliness and fire safety |
| 10 | Maintenance and Repair Quarters |  | 1. Mr.Satender Singh- I/C  2. Mr.J.L.Choudhry  3. .Mrs.Fareeda Nusrat  4. .Mrs.Phebe Kalyani |  |
| 11 | Scouts and Guides, Cubs , Bulbuls | 1..Mrs.Syeda Waseem  2.Mrs.Phebe Kalyani  3. Mrs P Jaya Tulasi  4.Mr Tirupati Prasad Panda | 1.Mr.Ch Ravinder I/C  2. Mr M Ranga Rao  3. Mrs.N.Suma.  4.Mr K.James  5. Mrs Indu Yadav  6 Mrs P Kalyani | Organizing Scout & Guides activities |
| 12 | Furniture | 1.Mr.Sudhakar Reddy  2.M Nagamani | 1.Mr.K.James, I/C  2. Mr JL Choudhary  3.Mr M Anjaiah | Stock maintaining, Maintaining of  class wise inventories Control damage and monitor repairs |
| 13 | Excursion | 1.Mr V.Balakrishna Rao, HM  2 Mr TP Panda | 1.Dr.V.Surender I/C  2.Mr.K.James  3. Mr Ch Ravinder | Organizing Excursions |
| 14 | PT Meetings | Mrs Y Swarnalatha  Mrs P Lalitha Kumari  All Class teachers | 1. Mr M Ranga Rao I/C  2. Mrs N Suma  3. Mrs Y Shanthi Laksmi | Planning organizing PT meetings |
| 15 | Teaching Aids | 1.Mr CJJ Sudhakar Reddy | 1.Mrs P Mayura I/C  2.Mrs.Fareeda Nusrat  3. Mr J L Choudhary  4. M Ranga Rao | Issuing and recording of the use of Teaching aids |
| 16 | AEP/ACP Pragramme |  | 1.Mrs.G.Vasundhari(Girls)  2.Mr.J.N.Acharya(Boys) | Adolescent education |
| 17 | Science Club | Mrs.P.Lalitha Kumari  Mrs.S.Jhansee | Mrs. A.B.Nirmala,I/C  Mr  B Madhusudhan rao  3. Mrs G Vasundhari  4. Mr Ajay Kumar Naik  5.Sri Farzana Kausr, TGT  6.Smt.Indu Yadav, TGT  7. Mrs P Swaroopa Rani | Science Club activities |
| 18 | Gardening and Face lift | 1.Mrs.P.Lalitha Kumari  2.Mrs.S.Jhansee | 1.Mrs.G.Vasundhari 1/C  2.Mrs.Farzana Kauser  3.Mr.Satender Singh |  |
| 19 | Integrity Club |  | 1.Mr.J.N.Acharya  2. Mrs Y Shanti Lakshmi  3. Mr K Rama Rao | Activities during Morning Assembly |
| 20 | Guidance Career Counseling | 1)Mrs. Manish Dwivedi, PRT  2)Mrs. S.Jhansee, PRT | 1.Mr.Ranga Rao,PGT  2. Mr K Rama Rao,PGT  3. Mr SK Malakar | Counseling Students, maintaining Guidance & Counseling Corner in Library |
| 21 | Public Information Officer |  | 1.Mr M Ranga Rao  2. Mr B Narsing Rao |  |
| 22 | Purchase of prizes | 1Mrs S Jhansee  2 Mrs  P Jaya Tulasi | 1.Incharge of All Departments  2..Mrs Y Shanti Lakshmi  3..Mr K. James, TGT  4. Members of VMC  5. Mr M Ranga Rao | Purchase of Prizes and issuing the same as per the KVS rules |
| 23 | Staff Room | 1.Mrs.Phebe Kalyani  2.Mrs Renu Yadav | 1..Mr K James  2. Mrs Fareeda Nusrat  3.Mr Swaroopa Rani  4. Mr SS Pasha | Maintaining staff room clean and systematically with the help of  Sub-Staff  and Housekeeping staff |
| 24 | AV Room  a) .Secondary AV Room  b) Resource Room/Teaching aids | 1.Mrs P Jaya Tulasi  2. Mr B Srikanth, Comp Inst | 1.Mr.Ranga Rao 1/C  2.Mrs.N.Suma  3. Mr Gnana Lakshmi | Maintaining and recording various activities in the AV/Resource Room |
| 25 | Film Shows | 1.Mrs Poonam Sharma, PRT | 1. Mrs Swaroopa Rani | Maintaining and keeping a record of the films shown to students |
| 26 | Medical Checkup | 1.Mr.V.Balakrishna Rao,HM  2.Mrs GV Bhavani  3.All class teachers | .Mr Satender Singh, I.C   Mr Tirumal Reddy,  All  the class Teachers ,   Doctor & Nurse | Medical checkup of all students |
| 27 | Library | 1).Mrs.Phebe Kalyani,PRT  2)Smt. Sayeeda Waseem, PRT  3) All Class teachers | 1. Mr S K Malakar  2.Mrs K Gnana Lakshmi  3.Mr.J.L.Choudhary  4.Mr.J.N.Acharya  5. Mr SS Pasha  6 Mrs Y Santhi Lakshmi  7 Mr Ajay Kumar  8 Mrs G Vasundhari | To maintain the library as per KVS  Library  Policy and to Develop good reading habits in students & to develop library. |
| 28 | First Aid | 1.Mrs Manisha Dwivedi | 1Mr Satender Singh I/C  2 Ms A Harika, Nurse  2.Mrs.G.Vasundhari  3.Mrs.Farzana Kauser |  |
| 29 | RajBasha | 1.Smt. Manish Dwivedi, PRT | 1. Mr SS Pasha 1/C  2.Mr P Kalyani  3.Mr.P Ram Kumar |  |
| 30 | Maths Club | 1.Mr.CJJ.Reddy  2.Mrs.G.V.Bhavani  3.Mrs. Y.Swarnalatha, PRT | 1.Mr Ajay Kumar Naik I/C  2.Mr.K.James  3 Mrs.N.Sreevani  4  Mr M Anjaiah |  |
| 31 | Junior Science Club/Lab. | 1.       Mrs.P.Lalitha Kumari  2. Mrs.S.Jhansee | 1.Mrs.Indu Yadav  2.Mrs.Farzana Kauser  3. Mrs P Swaroopa Rani |  |
| 32 | BPL Cases | 1)Mrs Jhansee,PRT | 1.Mrs Fareeda Nusurat I/C  2.Mr. S.S.Pasha,  3. Mr Satender Singh. |  |
| 34 | Online fees/ UBI webportal | Mr V.Balakrishna Rao, HM  Mrs. G.V.Bhavani,PRT  Mrs P.Jaya Tulsi,PRT  Mrs. Sayeeda Waseem, PRT  All Class Teacher | 1)Mrs N. Suma, PGT  2)Mr Satender Singh,  3)Sri K.. Arun Kumar, UDC.  4) All Class teachers |  |
| 35 | Maintenance of TLM  Records | 1.Mrs M Nagamani |  |  |
| 36 | Activity Sheets | 1)Mrs P Lalitha Kumari,  2)Mr Tirupati Prasad Panda |  |  |
| 37 | CAL/TAL | 1)Mr V.Balakrishna Rao, HM  2)Mrs P Lalitha Kumari  3) Mr Srikanth, Computer Instructor. |  |  |
| 38 | Eco club |  | 1.Mrs G Vasundhari,PGT(Bio)  2. Mr B MadhusudhanRao,PGT(Chem)  3. Mrs Indu Yadav,TGT(Sci) |  |
| 39 | Swacha bharat |  | 1 Mr K James,TGT(Maths)  2 Mrs AB Nirmala,PGT(Phy)  3 Mr JL Choudhary |  |
| 40 | ShaladarpanCommittee |  | 1 Mrs N Suma,PGT(Comp Sci)  2 Mr JN Acharya,TGT(Sans)  3 Mr Ajay Kumar,PGT(Maths)  4 Mr Satender Singh  5 Mr Tirupathi Prasad Panda,PRT  6 Mr Srikanth, Comp Inst  7 All Class teachers (I to XII) |  |
| 41 | Water Committee | 1Mr Satender Singh- S Block  2.Mrs Farzana Kauser,Rightwing  3. Mr Tirupati Prasad Panda( Primary wing) | 1 Mr Ranga Rao,PGT(Geo) I/C  2 Mr M Anjaiah,TGT(Maths)  3 Mr V Balakrishna Rao,HM  4 Mr S Raj Kumar Substaff  5 Mr L Harishankar, Substaff | To check availability of water every day. Get the tanks cleaned. |

PRINCIPAL