**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/C2.Mr.T P Panda  | 1.Mr. Ajay Kumar Naik 1/C2.Mrs.N.Suma   | Preparation of the time –table. Substitution/Arrangement for the absent/leave |
| 2 | EXAMINATION(Internal) | Mrs M NagamaniMrs G V Bhavani | To Look after VI to XII1.Mr.V.Surender2. Mr Ajay Kumar3.Mrs. N.Suma4.Mrs.Farzana Kauser5.Mr.J.N.Acharya6. Mrs Srivani | School Exams |
| 3 | EXAMINATION CBSE |   | 1.Mrs.A.B.Nirmala 1/C2. Mrs N Suma3. Mrs Indu Yadav | Conducting and Coordinating CBSE Exams. |
| 4 | EXAMINATIONEXTERNAL |   | 1. Mr.M.Ranga Rao I/C2. Mr B Madhusudhan Rao.3. Mr Ajay Kumar Naik4. Ch Ravinder | Conducting and Coordinating External Exams. |
| 5 | C.C.A, CMP | 1. Mrs Sayeeda Waseem2. Mrs Manisha Dwivedi  House Masters1.Mrs Manish Dwivedi2. Mrs Swarna Latha3. Mrs GV Bhavani4. Mrs Phebe Kalyani | 1.Mrs G Vasundhari, I/c2. Mrs Y Shanthi Lakshmi House MastersMrs P KalyaniMrs Indu YadavMrs 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,HM2. Mrs.M Nagamani3. .Mrs.Swarna Latha4. Mrs. P.Jaya Tulasi,PRT5. Mrs. Sangeta PRT6. Class teachers of class I | 1.Mr.Ranga Rao 1/C2.Mr.B Madhusudhan Rao3.Mrs.N Suma4.Mr M Anjaiah  | Admission |
| 7 | GAMES AND SPORTS | 1.Mr Tirupati Prasad Panda I/C2. Mrs Lalitha Kumari | 1. Mr Satender Singh2.Mr K. James, TGT3.Mrs. Farzana Kauser,TGT | Plan activities for the year and conduct them   |
| 8 | DISCIPLINE | First floor1.Mr.C.J.S.Reddy2. All Class teachersGround  FloorMr Tirupati Prasad Panda3. All Class teachers  | 1. Mr.Ranga Rao I/C2.  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 Floor9. 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 GF2. Mr Tirupati Prasad Panda 3. Mrs Poonam – GF Mr TP Panda G.SW. GF | 1.Mr K Rama Rao 1/C2.Mr.Satender Singh3. 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/C2. Mr.J.L.Choudhry3. .Mrs.Fareeda Nusrat4. .Mrs.Phebe Kalyani |   |
| 11 | Scouts and Guides, Cubs , Bulbuls | 1..Mrs.Syeda Waseem2.Mrs.Phebe Kalyani3. Mrs P Jaya Tulasi4.Mr Tirupati Prasad Panda   | 1.Mr.Ch Ravinder I/C2. Mr M Ranga Rao3. Mrs.N.Suma.4.Mr K.James5. Mrs Indu Yadav6 Mrs P Kalyani | Organizing Scout & Guides activities      |
|  12   | Furniture | 1.Mr.Sudhakar Reddy2.M Nagamani  | 1.Mr.K.James, I/C2. Mr JL Choudhary3.Mr M Anjaiah | Stock maintaining, Maintaining of  class wise inventories Control damage and monitor repairs |
| 13 | Excursion | 1.Mr V.Balakrishna Rao, HM2 Mr TP Panda | 1.Dr.V.Surender I/C2.Mr.K.James3. Mr Ch Ravinder | Organizing Excursions |
| 14 | PT Meetings | Mrs Y SwarnalathaMrs P Lalitha KumariAll Class teachers  | 1. Mr M Ranga Rao I/C2. Mrs N Suma3. Mrs Y Shanthi Laksmi | Planning organizing PT meetings    |
| 15 | Teaching Aids | 1.Mr CJJ Sudhakar Reddy | 1.Mrs P Mayura I/C2.Mrs.Fareeda Nusrat3. Mr J L Choudhary4. 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 KumariMrs.S.Jhansee  | Mrs. A.B.Nirmala,I/CMr  B Madhusudhan rao3. Mrs G Vasundhari4. Mr Ajay Kumar Naik5.Sri Farzana Kausr, TGT6.Smt.Indu Yadav, TGT7. Mrs P Swaroopa Rani | Science Club activities |
| 18 | Gardening and Face lift | 1.Mrs.P.Lalitha Kumari2.Mrs.S.Jhansee | 1.Mrs.G.Vasundhari 1/C2.Mrs.Farzana Kauser3.Mr.Satender Singh |   |
| 19 | Integrity Club |   | 1.Mr.J.N.Acharya2. Mrs Y Shanti Lakshmi3. Mr K Rama Rao | Activities during Morning Assembly |
| 20 | Guidance Career Counseling | 1)Mrs. Manish Dwivedi, PRT2)Mrs. S.Jhansee, PRT | 1.Mr.Ranga Rao,PGT2. Mr K Rama Rao,PGT3. Mr SK Malakar | Counseling Students, maintaining Guidance & Counseling Corner in Library |
| 21 | Public Information Officer |   | 1.Mr M Ranga Rao2. Mr B Narsing Rao |   |
| 22 | Purchase of prizes | 1Mrs S Jhansee2 Mrs  P Jaya Tulasi | 1.Incharge of All Departments 2..Mrs Y Shanti Lakshmi3..Mr K. James, TGT4. Members of VMC5. Mr M Ranga Rao | Purchase of Prizes and issuing the same as per the KVS rules |
| 23 | Staff Room | 1.Mrs.Phebe Kalyani2.Mrs Renu Yadav  | 1..Mr K James2. Mrs Fareeda Nusrat3.Mr Swaroopa Rani4. Mr SS Pasha  | Maintaining staff room clean and systematically with the help of  Sub-Staff  and Housekeeping staff |
| 24 | AV Rooma) .Secondary AV Roomb) Resource Room/Teaching aids | 1.Mrs P Jaya Tulasi2. Mr B Srikanth, Comp Inst  | 1.Mr.Ranga Rao 1/C2.Mrs.N.Suma3. 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,HM2.Mrs GV Bhavani3.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,PRT2)Smt. Sayeeda Waseem, PRT3) All Class teachers | 1. Mr S K Malakar2.Mrs K Gnana Lakshmi3.Mr.J.L.Choudhary4.Mr.J.N.Acharya5. Mr SS Pasha6 Mrs Y Santhi Lakshmi7 Mr Ajay Kumar8 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/C2 Ms A Harika, Nurse2.Mrs.G.Vasundhari3.Mrs.Farzana Kauser |   |
| 29 | RajBasha | 1.Smt. Manish Dwivedi, PRT | 1. Mr SS Pasha 1/C2.Mr P Kalyani3.Mr.P Ram Kumar |   |
| 30 | Maths Club | 1.Mr.CJJ.Reddy2.Mrs.G.V.Bhavani3.Mrs. Y.Swarnalatha, PRT | 1.Mr Ajay Kumar Naik I/C2.Mr.K.James3 Mrs.N.Sreevani4  Mr M Anjaiah |   |
| 31 | Junior Science Club/Lab. | 1.       Mrs.P.Lalitha Kumari2. Mrs.S.Jhansee | 1.Mrs.Indu Yadav2.Mrs.Farzana Kauser3. Mrs P Swaroopa Rani |   |
| 32 | BPL Cases | 1)Mrs Jhansee,PRT | 1.Mrs Fareeda Nusurat I/C2.Mr. S.S.Pasha,3. Mr Satender Singh. |   |
| 34 | Online fees/ UBI webportal | Mr V.Balakrishna Rao, HMMrs. G.V.Bhavani,PRTMrs P.Jaya Tulsi,PRTMrs. Sayeeda Waseem, PRTAll Class Teacher  | 1)Mrs N. Suma, PGT2)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, HM2)Mrs P Lalitha Kumari3) 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 Singh5 Mr Tirupathi Prasad Panda,PRT6 Mr Srikanth, Comp Inst7 All Class teachers (I to XII) |   |
| 41 | Water Committee | 1Mr Satender Singh- S Block2.Mrs Farzana Kauser,Rightwing3. Mr Tirupati Prasad Panda( Primary wing) | 1 Mr Ranga Rao,PGT(Geo) I/C2 Mr M Anjaiah,TGT(Maths)3 Mr V Balakrishna Rao,HM4 Mr S Raj Kumar Substaff5 Mr L Harishankar, Substaff | To check availability of water every day. Get the tanks cleaned. |

PRINCIPAL