

1. Committee

Name of the Dept/Committee	Nature of duty	Members Sri/Smt/Kum	
1	<b>Consultants</b>	To supervise all departments and activities from time to time	1.P Subhashini Vice Principal 2. Suryanagendram, HM 3 DD Srivatsava PGT Hin
2	<b>Academic Planning and Implementation</b>	<p>To plan academic programmes of the entire Vidyalaya for the academic session by giving priority to learning. To ensure preparation and use of split-up of syllabus for Term-I and for Term-II for I to IX and as decided for classes X,XI and XII</p> <p>To plan and ensure implementation of CMP EQUIP and special programmes for Board exam classes. To ensure preparation and administration of worksheets and activity sheets throughout the year for FA2 and FA4.</p> <p>To monitor preparation of CCA records in respect of all classes. To ensure proper preparation and submission of teachers diary. To plan for Parent-Teacher Meetings immediately after the conclusion of one level of assessment or whenever required.</p> <p>Vetting of question papers and ensuring preparation of standard question papers for various level of assessments.</p> <p>Ensuring the regular the conduct of subject committee meetings with appropriate agenda. Organizing remedial classes for low achievers.</p>	<p>1. K Vijaylakshmi, PGT, Eng</p> <p>2. K Surya Nagendram, HM</p> <p>3. G Shailaja, PGT Maths</p> <p>4. DD Srivastava, PGT Hin</p> <p>5. P Subhashini, PGT Bio</p> <p>6. Shaik Hussain,TGT SST</p> <p>7. Krishna Veni, PRT</p> <p>8. Mithilesh Sagar, PRT</p>
3	<b>Morning Assembly&amp; CCA</b>	<p>To plan the basic format of Morning assembly programmes and circulate it to all concern well in advance. To ensure that the morning assembly starts and ends on/in time and to see that students come well prepared and present programs effectively. To plan for talks on value education and guidance from Teachers/experts.</p> <p>To distribute the students into four Houses, plan the activities for entire year and to conduct competitions as per the plan and also make arrangement for celebration of</p>	<p>1. K Vijaylakshmi , PGT-Eng.</p> <p>2. Prabha Singh,TGT Hin</p> <p>3. A Madhavi, TGT Eng</p> <p>4. Archana PRT</p> <p>5.Ch. Giri, TGT WE</p> <p>6. Khaja Masiuddin, TGT PHE</p> <p>7. Somasekhar, Music Teacher</p> <p>8 .Class teachers &amp; Co-class teachers.</p>

		<p>days of national and international importance.</p> <p><b>Maintenance of display boards</b> To bring out Vidyalaya patrika as per the schedule of activities of KVS</p>	
4	<b>Time-Table Committee</b>	To frame the time table as per the allotment given by KVS and to make substitution/arrangements for teachers who are on leave/ Duty. Changes if any to be incorporated as and when required in the academic interest of students.	<ol style="list-style-type: none"> <li>1. Dashrath Ram , PGT Maths</li> <li>2. J Anjaiah, TGT Mat</li> <li>3. Suryanagendram HM</li> <li>4. Krishna Veni, PRT</li> </ol>
5	<b>Admission Committee</b>	Issue of Registration forms, conducting interviews/ test as the case may be and to prepare provisional selection lists as per the KVS admission guidelines. Checking the documents and completing the admn procedure	<ol style="list-style-type: none"> <li>1. E . V. Ramana , PGT-PHY</li> <li>2. Archana, PRT</li> <li>3. Dr.Chandra Mohan,TGT Sci</li> </ol>
6	<b>Examination(Internal)</b>	To plan the conduct of PTsand other assessments, as per the schedule given by KVS, to conduct the tests and examinations, to maintain the secrecy and to prepare relevant information to be sent to regional office. To get the Q/P of Fas and Sas moderated before giving them for printing. To prepare and execute Annual Plan for conducting Parent Teacher Meeting and maintaining a record of the same	<ol style="list-style-type: none"> <li>1.D D Shrivastava, PGT - Hindi</li> <li>2.Prabha Singh TGT (Hindi)</li> <li>3.P Azuba Job, TGT -Eng</li> <li>4 Ved Sindhu, TGT SKT.</li> <li>5. Mithlesh Sagar, PRT</li> <li>6. Krishna Veni, PRT</li> <li>7. Pullaiah, Lab Attd (Sec)</li> <li>8. Narsimha, Lab Attd.</li> </ol>
7	<b>Examination(External including CBSE)</b>	To prepare Nominal rolls of class IX to XII. To send the required information to CBSE and to plan for examinations conducted by other agencies as approved by KVS	<ol style="list-style-type: none"> <li>1. D Ashok PGTChem</li> <li>2. E.V. Ramana, PGT Phy</li> <li>3. J. Anjaiah TGT Maths</li> <li>4. P Suseela, TGT Sci</li> </ol>
8	<b>General Discipline</b>	To monitor the discipline of all students. In order to improve the general discipline of students during and after school hours.	<ol style="list-style-type: none"> <li>1. Khaja Masiuddin, TGT PHE</li> <li>2. Dashrath RamPGT Maths</li> <li>3 D D Srivastav PGT Hin</li> <li>4.. Azuba Job TGT Eng</li> <li>5. Suryanagendram HM</li> <li>6. Mithilesh Sagar, PRT</li> <li>7.R Brijanand Reddy PRT</li> <li>8..All Class Teachers &amp; ACTs</li> </ol>

9	<b>Official Language Implementation Committee/German classes</b>	To conduct periodic OLC meetings, sending periodical reports to KVS, implementing Rajbasha in letter and spirit as per rules in the vidyalaya.	1 DD Srivastava PGT Hindi 2.Suryanagendram, HM 3. TGT Hin 4. Prabha Singh, TGT Hin 5. Archana, PRT 6. Gouri Shankar, ASO 5. SV Murali Krishna ,UDC
10	<b>Maintenance and Face Lift of school Building including Cleanliness of the Vidyalaya</b>	To supervise cleanliness of class rooms toilets, verandas and to report to the principal on a Day to day basis. Upkeep and Developing infrastructural facilities and carry out repair works on priority basis and giving face lift to the vidyalaya	1.D Ashok, PGT Chem 2.Ch. Giri, TGT WE 3. Pratibha Xess,TGT SST 4. Jayanna TGT AE 5. VedSindhu TGT SKT 6. A. Jyoti, TGT Mat 7. Krishna Veni, PRT
11	<b>Checking of pay bill and Maintenance of CS-11 &amp; CS-54 Registers Fee Concessions and Scholarships &amp; Benefits under RTE to Class I</b>	To check and certify the Bills and to maintain the registers and to report any discrepancy to the principal.	1.DD Srivastav PGT Hin 2.K Surya Nagendram HM 3. Gowri Shankar, Asst.
12	<b>UBI Online Fee collection</b>	To ensure First verification and Second verification of students data for every quarter by the class teachers. To ensure 100% online fee collection and checking.	1. D Ashok, PGT Chem 2. Sandhya Lakra, PGT CS 3. S V Murali Krishna, UDC 4. All Class Teachers.
13	<b>Furniture</b>	To procure furniture suitable to all age groups and to get the repair works done on an urgent basis.	1.Jayanna TGT AE 2.Ch. Giri, TGT WE 3. Mohd Alam, PRT 4. R Brijanand Reddy, PRT
14	<b>Junior Science Lab</b>	To procure the materials for the labs and put them to proper use by the students.	1. Dr. Chandra Mohan K TGT(Sci). 2.Susheela TGT Sci
15	<b>Language Lab</b>	To procure materials like CDs, cassettes etc. suitable for all age groups and put them proper use for the benefit of students.	1.KVijaylakshmi PGT (ENG) 2.E.Padmavathi TGT(Hindi) 3. BH Surya Prakash,TGT Hin 4.Ved Sindhu TGT SKT 5. Azuba TGT Eng
16	<b>Mathematics Lab</b>	To equip the lab with teaching aids prepared by students, staff and also those which are readily available in the market, to put them to proper use by the students to develop the skills.	1. Dashrath ram PGT (Maths) 2.J Anjaiah TGT Maths 3. K.Lalitha(Maths) 4. A.Jyothi, TGT Maths

17	<b>Library committee</b>	To suggest and to procure books, Magazines, Periodicals suitable for all age groups on priority basis and to condemn the books as suggested by the condemnation committee.	<ol style="list-style-type: none"> <li>1. Ved Sindhu, TGT SKT</li> <li>2. Vijaylakshmi, PGT Eng</li> <li>3. E Padmavathi, TGT Hin</li> <li>4. Azuba Job, TGT Eng</li> <li>5. Chandra Mohan, TGT Sci</li> <li>6. Surya Prakash, TGT Hin</li> <li>7. K.Lalitha, TGT Maths</li> <li>8. Pratibha Xess, TGT SST</li> <li>9. Mohd Alam, PRT</li> <li>10. Mithlesh Sagar, PRT</li> </ol>
18	<b>Prize Distribution Committee</b>	To plan procure and distribute Certificates and prizes for all CCA Sports and Games and other competitions	<ol style="list-style-type: none"> <li>1. K Vijaylakshni , pTG-Eng</li> <li>2. Pratibha Xess, TGT SST</li> <li>3. Prabha Singh, TGT Hin</li> <li>4. Archana PRT</li> </ol>
19	<b>Resource room /Activity room(Primary)</b>	To procure Materials needed to maintain the room properly and to make it available to the students/teachers and prepare a time table for the room	<ol style="list-style-type: none"> <li>1. Suryanagendram, HM</li> <li>2. Krishna Veni, PRT</li> </ol>
20	<b>First aid/Medical Check-up/MI room</b>	To procure materials needed for first aid separately for primary and secondary and to attend to the needs of students.	<ol style="list-style-type: none"> <li>1. Khaja Masiuddin, TGT PHE</li> <li>2. Ashok Kumar Gaur Yoga Tr</li> <li>3. A Madhavi, TGT Eng</li> <li>4. Mohd. Alam, PRT</li> <li>5. Pullaih, Sub Staff.</li> </ol>
21	<b>Common Minimum Program(CMP)</b>	To implement the program as per the instructions given from time to time.	<p><b>Internal:</b></p> <ol style="list-style-type: none"> <li>1. Suryanagendram, HM</li> </ol> <p><b>Cluster Level</b></p> <ol style="list-style-type: none"> <li>1. Mithlesh Sagar, PRT</li> <li>2. Mohd. Alam, PRT</li> </ol>
22	<b>Educational tours/Excursions</b>	To plan Educational tours/Excursions for all classes spread over the year and to conduct tours/excursions.	<ol style="list-style-type: none"> <li>1. DD Srivastav PGT Hin</li> <li>2. Shaik Hussain, TGT SST</li> <li>3. Priya Shah TGT SST</li> <li>4. Chandra Mohan TGT Sci</li> <li>5. Ved Sindhu, TGT SKT</li> <li>6. Archana, PRT</li> <li>7. Mohd. Alam, PRT</li> </ol>
23	<b>Updating School Website</b>	To update the information available on the Vidyalaya website on a regular basis at least once in week.	<ol style="list-style-type: none"> <li>1. Sandhya Lakra PGT(Com)</li> <li>2. TGT Eng</li> <li>3. Computer Instructor</li> </ol>
24	<b>Water and power supply to the Vidyalaya building</b>	To ensure uninterrupted supply of drinking water, water in toilets and gardens. To arrest overflow /leakage of water and to see that water and power is conserved.	<ol style="list-style-type: none"> <li>1. CH Giri, TGT WE</li> <li>2. D Ashok, PGT Chem</li> <li>3. Murali Krishna, UDC</li> <li>4. A Abbaiah, Sub staff</li> <li>5. P. Sharat, Sub Staff</li> <li>6. Narasimha, Sub Staff</li> </ol>

		To create awareness among students and staff for water and energy conservancy.	
25	<b>Core cum Crisis management committee</b>	To discuss and resolve on emergency events and take measures to diffuse the situation And also to take appropriate measures for safety of students	1. P. subhashini, VP 2. Dashrath Ram PGT Maths 3. DD Srivastava PGT Hin 4. Suryanagendram, HM 5. Shaik Hussain TGT SST. 6. Khaja Masiuddin TGT PHE 7. Ashok Kumar Gaur Yoga Tr 8. Prabha Singh, TGT Hin 9. R Brijanand Reddy, PRT
26	<b>Class Room Library (Primary)</b>	To plan and implement all class room library activities in classes I to V effectively	01. Archana, PRT 02. PRTs
27	<b>Quarters Welfare/Maintenance Committee</b>	To plan and supervise quarters maintenance and welfare of the inmates of the staff quarters	1. D Ashok, PGT Chem 2. Sandhya Lakra PGT Comp 3. E Padmavathy TGT Hin 4. Azuba TGT Eng 5. Pratibha Xess, TGT SSt 6. A. Abbai
28	<b>Environment Club &amp; Nature Club</b>	To plan and execute all club activities	1. P SUBhashini PGT Bio 2. Susheela TGT Sci 3. Chandra Mohan TGT Sci 4. CH Giri, TGT WE
29	<b>Literary Club</b>	To plan and execute all club activities	1. DD Srivastav PGT Hin 2. Vijaylakshmi PGT Eng 3. Madhavi TGT Eng 4. SuryaPrakash TGT Hin 5. VedSindhu TGT SKT
30	<b>Integrity Club</b>	To plan and execute all club activities	1. Pratibha Xess, TGT SSt 2. Brijananda Reddy PRT 3. Khaja Masiuddin, TGT P&HE
31	<b>Suggestion box Review committee</b>	To open the suggestion box every Wednesday & to maintain a record of the suggestions made & the action taken	1. Sandhya Lakra, PGT CS 2. Khaja Masiuddin TGT P&HE 3. PRT 4. J. Sadanandam Sub Staff.
32	<b>Adventure Club</b>	To arrange adventure activities in collaboration with KVS approved agencies	1. Khaja Masiuddin TGT P&HE 2. Ch. Giri, TGT WE 3. VedSindhu TGT SKT 3. Jayanna TGT AE 4. Mohd. Alam, PRT

33	<b>Scouts &amp; Guides Committee</b>	To plan and execute scouting & guiding activities	1. E.V. Ramana, PGT Phy 2. A Madhavi TGT Eng 3. VedSindhu TGT Skt 5. Archana, PRT 6. Mohd. Alam, PRT
34	<b>Guidance and Counseling Cell</b>	To plan and carry out counseling sessions periodically and provide necessary guidance to the needy students	1. P. Subhashini, VP 2. D.D. Srivastava, PGT Hindi 3. Dr. Chandra Mohan, TGT Sci 4. Ved Sindhu. TGT SKT
35	<b>AEP implementation committee</b>	To plan annual activities and implement programmes under AEP and Gender Sensitization as per KVS Guidelines.	1. P Suseela, TGT Sci 2. P Subhashini, PGT Bio 3. K Vijaylakshmi, PGT Eng 4. D.D. Srivastava, PGT Hindi
36	<b>Staff room up-keep and maintenance committee</b>		1. Pratibha Xess, TGT SSt 2. A Madhavi, TGT Eng 3. Krishna Veni, PRT 4. Mithlesh Sagar, PRT 5. B. Sathaiah, Sub Staff 6. Y. Prabhakar Rao. Sub Staff