

KENDRIYA VIDYALAYA MALAKAPURAM, VSP- 05
COMMITTEES – 2020-21 (SECONDARY)
(With effect from 01.04.2020)

SNO	COMMITTEES	SECONDARY SECTION
1.	Academic Incharge	Overall I/C UT Rao English: P Ramalakshmi Hindi Sanskrit: Tandra Dasgupta Maths:RSN Acharyulu Science: K Padmasri Soc.St.: K Vijayakumari Primary: B Krishna Rao K Padmalatha Monthly report to be submitted to UT RAO
2.	Student permission. Study Certificates	Tandra Dasgupta- Secondary & Senior Secondary Padmalatha Primary
3.	Local transfers	Jyoti Sec & Sr.Sec,Padmalatha Primary
4.	Supervision of services of agencies & cleanliness of campus Consolidated monthly report	Kuldeep Yadav I/c Bhawana Purushodi
5.	Cleanliness Ground floor and (Ladies & Girls TOILETS)	K.Padmasri
6.	All corridors & all class rooms of First floor and (Girls TOILETS)	Jagan mohan
7.	All corridors & all class rooms of First floor and (BOYS TOILETS)	D.Madhava Rao
8.	Primary All corridors & all class rooms of Ground floor and (TOILETS) All corridors & all class rooms of First floor and (TOILETS)	Kavitha Prasad,Mamta Rani, Hitesh Y Jayasri, Tilak Raj, Aarti
9.	Secondary block All corridors & all class rooms of Ground floor(Girls washroom), Second floor(Girls washroom) All corridors & all class rooms of Second floor(boys washroom in ground floor and first floor), Cleanliness of staff room (main block) Cleanliness of staff room (secondary block) All the In charges of respective floors shall give a report to Smt. Jyoti on the last working day of the month.	Ganalakshmi ,Shivani Rawal R. Rajasekhar –(I/C of Secondary Block) Nandakishore Boys toilets of 1st & Ground floor Syamala Kumari Daniel Vijay Kumar
10.	Pusthokopahar	Jagan Mohan I/C Purushodi
11.	Updating names of staff in attendance register on last working day of the month	N Suresh Syamla kumara Rajkumar Meena
12.	Income Tax	PSN Raju, N Suresh
13.	Checking of Cash book & Co-Signatory in Cheques.	U. T. Rao K.Padmasri

14.	Minutes of Staff meeting	Tandra Dasgupta Smruti Palo
15.	Time Table	R S N Acharyulu - I/c
		P S N Raju
		Jagan Mohan
16.	CCA	Ramalakshmi I/c
		S.K. Malviya
		All House Masters
17.	Functions and celebrations of spl.days (Independence day, republic day etc.)	Tandra Dasgupta Nanda Kishore Yogi
18.	Outside Competitions	Science Olympiad and related to science competitions - K. Padmasree I/C, Ganalakshmi, Madhava Rao
		IAPT- D. Madhava Rao
		Literary- Tandra Dasgupta Ramalakshmi
		Art- Bhawana.A
19.	Morning Assembly	Ramalakshmi-I/c
		S.K. Malviya
		Tandra Dasgupta (Hindi)
		Smruti Palo, Sivannarayana (English)
		R. Rajsekhar
		All House Masters
20.	UBI Fee & Fee Concession CS-54, Verification of student data,	B. Srinivasa Rao (PGT CS)
	Issue of TCs	Rajsekhar
	Teaching Aids & Resource Room	R S N Acharyulu
		Daniel V Prakash
		Smruti Palo I/c
Parthibha Bhandari		
21.	Language lab	P.Rama Lakshmi– I/C
		Smruti Palo ,Daniel V Prakash Sivannarayana
22.	Examination (Internal)	K. Padmasri – Overall I/c
		Sivannarayana
		Raj Kumar Meena
		Nand Kishore Yogi
23.	CBSE / Examination (External)	U.T.Rao I/c
		B. Sreenivasa Rao
		Daniel V Prakash
24.	Admissions	D.Madhav Rao -I/c
		B.Sreenivasa Rao
		B. Krishna Rao
		K. Aruna
		Class teachers
25.	Sports & Yoga	Kuldeep Yadav, TGT P&HE
		B. Sreenivasa Rao
		Nandkishore yogi
		Sports coaches
		All House Masters & Sports Coaches
26.	Library	A.Jagan Mohan - I/c
		Tandra Das Gupta
		Smruti Palo
27.	Bus Passes	U.T. Rao - I/c - Sr. Secondary
		Syamala - Secondary

28.	Identity Cards	PSN Raju -I/c
		Sivannarayana
29.	Gardening & APNGC	K. Padmasri - I/c
		Tandra Dasgupta
		Parthibha Bhandari
		Ganalakshmi
30.	Report on activities conducted	Tandra Dasgupta-I/C (Hindi) Smruti Palo (English) Raj Kumar
31.	Security services	D. Madhava Rao-I/c
		Daniel V.Prakash
		Jyothi
32.	Website Updation	B Sreenivasa Rao PGT(CS),Computer instructor
33.	BPL	Jyoti
		Jagan Mohan
34.	Purchase Committee	U.T. Rao I/c, Dept. Head
		Padmasri
		B. Krishna Rao
35.	PTA	U.T.Rao I/c
		SK. Malviya
		Syamala
		Smruti Palo
36.	Scouts & Guides, CUB & BULBUL	Tandra Dasgupta(Guides I/C)
		SK. Malviya(Scouts I/C)
		Daniel V.Prakash
		B. Srinivasa Rao
37.	Maintenance & Repair School Building	R.Raja Shekhar - I/c
		B. Krishna Rao
		U.T Rao
		PSN Raju
38.	Maintenance & Repairs Staff Quarters	D.M.Rao I/C
		S. K. Malviya
		Smt. Bhawana
		Y.Kavitha Prasad
39.	NAEP/ Value Education	Tandra Dasgupta I/c
		Ganalakshmi
		Sivannarayana
		Rajkumar Meena
40.	Guidance & Counseling	P Ramalakshmi-I/c
		U. T. Rao
		Smruti Palo
		Malvia
41.	Alumni Association	U T Rao
		B. Krishna rao
		S. K. Malviya
		Jagan Mohan
42.	Photography & Video,	Madhava Rao I/c, Bhawana
		Kuldeep Singh,
		Srilekha
43.	Magazine Printing, News Letter Printing	Tandra Dasgupta-I/C (Hindi)
		Smruti Palo -(I/C) (English)
		B.Sreenivasarao
		B.Krishnarao Primary I/C
		K.Aruna

44.	First Aid	Kuldeep singh
		Nurse
		Sports coach
45.	CAL/TAL	B.Sreenivasarao I/C
		P S N Raju
		Smruti Palo
46.	BALA	Bhawana Abraham- I/C M. Srinivasa Rao B Krishna Rao
47.	Activity Room/Conference Hall (Up keep of hall, record of workshops/seminar, meetings etc.)	Tandra Dasgupta-I/C
		Daniel Vijay Prakash
48.	Computer labs	B Sreenivasa Rao PGT CS
		Computer Instructors
49.	VMC	A.Bhawana B.Krishnarao Teacher member K Padmalatha
50.	Furniture	Purushodi – I/c
		R.Rajsekhar
		Kuldeep Yadav
51.	EQUIP	PSN Raju- I/c
		M.Syamala Kumari,Smriti palo
		Parthibha Bhandari TGT Science,
52.	Discipline	Madhava Rao I/c
		Tandra Dasgupta
		B.Krishnarao
		K Padmalatha
		All Class teachers & Co-Class teachers
53.	Appointment of Contractual Teachers	RSN Achryulu
		N Suresh
54.	House Masters	Smruti Palo
		M.S Syamala Kumari
		Venkata Gana Lakshmi
		B. Sivannarayana
55.	RTE Bills(Secondary)	M .Syamala kumari –I/C
		Bhawana.A
56.	Rajbhasha	Tandra Dasgupta S.K. Malviya,TGT (Hin)
57.	Flag Hoisting committee	S.K.Malaviya- I/C Daniel V Prakash PET Coaches
58.	ACP	Smruti Palo- I/C Daniel Vijay Prakash Sivannarayana Venkata Gana Lakshmi
59.	Maintenance of CL register	N Suresh
60.	Routes to Routes Spic Macay	Komal Khokhar Ramalakshmi
61.	Suggestion Box & Complaint Box	P. Rama Lakshmi Malviya
62.	Attendance of Conservancy people	Kuldeep Yadav
	Attendance of Contractual teachers	P S N Raju
SUBJECT COMMITTEE CONVENERS		
1	English	P Ramalakshmi

2	Hindi & Sanskrit	Tandra Dasgupta
3	Maths	R S N Acharyulu
4	Science	K. Padmasri
5	Social Science	U.T.Rao

Principal