

**COMMITTEES –2018-19(SECONDARY)**

**(With effect from 01.04.2018)**

Sno	Committees	Secondary Section
1.	Academic Incharge	U.T. Rao - Senior Secondary Tandra Dasgupta - Secondary
2.	Local transfers, Study Certificates & Student permission.	U.T. Rao - Senior Secondary K. Padmasri- Secondary
3.	Supervision of services of agencies & cleanliness of campus Consolidated monthly report Ground Floor First floor (Girls) Ground floor (Ladies & Girls) First floor (Boys) Second floor(boys washroom), all corridors & all class rooms Second floor(Girls washroom), all corridors & all class rooms First floor(Girls washroom) Ground floor(Girls washroom) All the in charges of respective floors shall give a report to U.T Rao on the last working day of the month.	U.T.Rao (I/C of main block) K.Padmasri A. Sujatha M. Srinivasa Rao, D.Madhava Rao R. Raja Sekhar –(I/C of Secondary Block)  Bhawana. A  Kamlesh Kumari TGT Hindi P S N Raju– Boys toilets of 1st & Ground floor
4.	Maintenance of staff attendance register	Laxmi Papayi – I/c Naveen Kaur
5.	Checking of Cash book & Co-Signatory in Cheques.	U. T. Rao R S N Acharyulu
6.	Minutes of Staff meeting	TandraDasgupta Smruti Palo
7.	Time Table	R S N Acharyulu - I/c P S N Raju
8.	CCA & Functions & Celebrations	S.K. Malviya I/c Smruti Palo All House Masters
9.	Outside Competitions	Science Olympiad and related to science competitions - K. Padmasreel/C, LaxmiPapayi, MadhavaRao IAPT- D. MadhavaRao Literary- Tandra Dasgupta PGT English Art- Bhawana.A
10.	Morning Assembly	S.K. Malviya -I/c Smruti Palo-I/c R. Rajsekhar All House Masters
11.	UBI Fee & Fee Concession CS-54, Verification of student data, issue of TCs	B. SreenivasaRao (PGT CS)  R S N Acharyulu

		P S N Raju
		Daniel V Prakash
12.	Resource Room & Teaching Aids	AswiniPradhan - I/c
		M. SrinivasaRao
		Smruti Palo
		ParthibhaBhandari
13.	Language lab	TandraDasgupta – I/C
		P.Rama Lakshmi, PGT Eng
14.	Examination (Internal)	K. Padmasri–Overall I/c
		T. Annapurna
		Daniel V Prakash
		P S N Raju
15.	CBSE / Examination (External)	U.T.Rao I/c
		Neelachalam
		P S N Raju
		Daniel V Prakash
16.	Admissions	D.MadhavRao -I/c
		M.SyamalaKumari
		B.SreenivasaRao
		B. Krishna Rao
		K. Aruna
		P. Sahithya
17.	Sports & Yoga	Vikram Singh, TGT P&HE
		B. SreenivasaRao
		P S N Raju
		Sports coaches – Chandra Sekhar
		All House Masters & Sports Coaches
18.	Library	A. Sujatha - I/c
		Tandra Das Gupta
		Smruti Palo
19.	Bus Passes	U.T. Rao - I/c - Sr. Secondary
		K.Padmasri - Secondary
		SuneelaJyotsna
20.	Identity Cards	TandraDasgupta -I/c
		SuneelaJyotsna
21.	Gardening & APNGC	K. Padmasri - I/c
		TandraDasgupta
		Shilpa
		Kousalya Reddy
22.	Report on activities conducted	TandraDasgupta-I/C (Hindi)
		Smruti Palo (English)
23.	Security services	D. MadhavRao-I/c
		Daniel V.Prakash
		Jyothi
24.	Website Updating	B SreenivasaRao PGT(CS)
		Madhuri. B
		Usha Rani
25.	BPL	A.L. Papayi-I/c
		A.Sujatha

26.	Purchase Committee	Vice Principal- I/C
		U.T Rao
		K. Padmasri
		B. Krishna Rao
		R. Raja Shekhar
		A. Sujatha P S N Raju
27.	PTA	U.T.Rao I/c
		SK. Malviya
		T. Annapurna
		Smruti Palo
28.	Scouts & Guides, CUB & BULBUL	TandraDasgupta(Guides I/C)
		SK. Malviya(Scouts I/C)
		Daniel V.Prakash
		M. SrinivasaRao
29.	Maintenance & Repair School Building	R.RajaShekhar - I/c
		B. Krishna Rao
		U.T Rao
		JitendraKarna
30.	Maintenance & Repairs Staff Quarters	D.M.Rao I/C
		S. K. Malviya
		Y.Kavitha Prasad
31.	NAEP/ Value Education	A. Lakshmi Papayi - I/c
		Tandra Das Gupta
		SmithaPatnaik
		SuneelaJyotsna
32.	Guidance & Counselling	SmithaPatnaik-I/c
		U. T. Rao
		Lakshmi Papayi
		T.Annapurna
		Academic Counselor
33.	Alumni Association	U T Rao
		B. Krishna rao
		S. K. Malviya
		A. Sujatha
34.	Photography & Video,	B. SreenivasaRao PGT CS - I/c
		Usha Rani
		Madhuri. B
35.	Integrity Club & Other Clubs	Integrity - U.T Rao
		ICT – B Srinivasarao
		Literary –Tandra das Gupta ,PGT(Hind)
		Science- D. MadhavaRao, A. LaxmiPapayi
		Garden- K. Padmasri, TandraDasgupta,
36.	Magazine Printing, News Letter Printing	B.Sreenivasarao
		TandraDasgupta-I/C (Hindi)
		Smruti Palo –(I/C) (English)
		B.Krishnarao Primary I/C
		K.Aruna

37.	First Aid	Jyothi
		BhonaShaikh
		Bhawana.A
		Rajya Lakshmi
38.	Excursion, Fieldtrip, Adventure Activities	U. T. Rao- I/c
		R. Rajsekhar
		A.L Papayi
39.	Work Sheet I/C	A.K Pradhan –I/C
		BhonaShaikh
		T. Annapurna
		Smruti Palo
40.	CAL/TAL & Film Shows	B.Sreenivasarao
		T. Annapurna- I/c
		D. P S N Raju
		Smruti Palo
41.	BALA	Bhawana Abraham- I/C
		M. SrinivasaRao
		BhonaShaik
		S. Padma
		T. Annapurna
42.	Activity Room/Conference Hall (Up keep of hall, record of workshops/seminar, meetings etc.)	K.Mayuri
		TandraDasgupta-I/C
		Daniel Vijay Prakash
		SunilaJyitsana
43.	Computer labs	B SreenivasaRao PGT CS
		Madhuri. B
		Usha Rani
44.	VMC	U T Rao
		A. Sujatha
		B.Krishnarao
		Teacher member
45.	Furniture	Aswini.Kumar – I/c
		R.Rajsekhar
		P S N Raju
46.	EQUIP	T.Annapurna- I/c
		M.SyamalaKumari,Smritipalo
		ParthibhaBhandariTGTScience,Naveen
47.	Discipline	U T RaoI/c
		B SreenivasaRao
		B.Krishnarao
		All Class teachers & Co-Class teachers
48.	Appointment of Contractual Teachers	B.KrishnaRao
		U T Rao
49.	House Masters	D V Prakash
		M.S SyamalaKumari
		D. P S N Raju
		B. SuneelaJyotsna
50.	RTE Bills(Secondary)	M .S.Shyamalakumari –I/C
		Bhawana.A

51.	Rajbhasha	TandraDasgupta S.K. Malviya,TGT( CONT)
52.	Flag Hoisting committee	S.K.Malavya- I/C Daniel V Prakash PET Coaches
<b>SUBJECT COMMITTEE CONVENORS</b>		
1	English	Smritipalo
2	Hindi & Sanskrit	TandraDasgupta
3	Maths	R S N Acharyulu
4	Science	K. Padmasri
5	Social Science	U.T.Rao