<table>
<thead>
<tr>
<th>SNO</th>
<th>Name of the Dept/Committee</th>
<th>Nature of duty</th>
<th>Members</th>
</tr>
</thead>
</table>
| 1   | Consultants               | To supervise all departments and activities from time to time | 1.M Reddappa Vice Principal  
2.A Venkateswaralu HM  
3 DD Srivastava PGT Hin |
| 2   | Academic Planning and Implementation | 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 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. 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. Vetting of question papers and ensuring preparation of standard question papers for various level of assessments. Ensuring the regular the conduct of subject committee meetings with appropriate agenda. Organizing remedial classes for low achievers. | 1. KV Vijayalakshmi, PGT, Eng  
2. A Venkateswaralu, HM  
3. G Shailaja, PGT Maths  
4. DD Srivastava, PGT Hin  
5. P Subhashini, PGT Bio  
6. Shaik Hussain,TGT SST  
7. Mithilesh Sagar, PRT |
| 3   | Morning Assembly & CCA | 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. 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 days of national and international importance. **Maintenance of display boards** To bring out Vidyalaya patrika as per the schedule of activities of KVS | 1. BH Surya Prakash, TGT Hin.  
2. Alivelu Manga TGT Eng  
3. Prabha Singh,TGT Hin  
4. A Madhavi, TGT Eng  
5. Sushma Thakur, PRT  
6. Archana PRT  
7.MHA Baig, TGT WE  
8. Khaja Masiuddin, TGT PHE  
9. Music & Dance Instructor  
10.Class teachers & Co-class teachers |
| 4   | Time-Table Committee | 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. | 1. DD Srivastava, PGT Hin  
2. J Anjaiah, TGT Mat  
3. A Venkateswaralu, HM  
4. V Varalakshmi, PRT  
5. P Suseela, TGT Sco  
6. Meherunnisa Begum,PRT |
| 5   | Admission Committee | 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 | 1. P Subhashini PGT Bio  
2. R Brijanand Reddy, PRT  
3. Dr. Chandra Mohan TGT Sci  
4. A.Venkateswaralu HM  
5. Shoba Rani MRR PRT |
<p>| 6 | Examination (Internal) | To plan the conduct of Fas, SAs and 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. | 1. G Shailaja PGT Maths 2. Prabha Singh TGT (Hindi) 3. Priyashah, TGT SST 4. Ved Sindhu, TGT SKT 5. Varalakshmi PRT 6. Mehrunnisa Begum PRT 7. Pullaiab, Lab Attd (Sec) 8. Narsimha, Lab Attd. |
| 7 | Examination (External including CBSE) | 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. | 1. D Ashok PGT Chem 2. Sandhya Lakra, PGT CS 3. Alivelu Manga TGT Eng 4. P Suseela, TGT Sci |
| 12 | UBI Online Fee collection | 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 |
| 13 | Furniture | To procure furniture suitable to all age groups and to get the repair works done on an urgent basis. | 1. Jayanna TGT AE 2. MHA Baig TGT WE 3. Sarita Joshi PRT 4. R Brijanand Reddy, PRT |
| 14 | Junior Science Lab | 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 | Language Lab | To procure materials like CDs, cassettes etc. suitable for all age groups and put them proper use for the benefit of students. | 1. K Vijayalakshmi PGT (ENG) 2. E. Padmavathi TGT (Hindi) 3. BH Surya Prakash, TGT Hin 4. Ved Sindhu TGT SKT 5. Azuba TGT Eng |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Description</th>
<th>Members</th>
</tr>
</thead>
</table>
| 16  | Mathematics Lab              | 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. G Shailaja PGT (Maths)  
2. J Anjaiah TGT Maths  
3. Usha TGT (Maths)  
4. Rekha Agarwal, TGT Maths |
| 17  | Library committee            | 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. | 1. Ved Sindhu, TGT SKT  
2. Vijayalakshmi, PGT Eng  
3. E Padmavathi, TGT Hin  
4. Azuba Job, TGT Eng  
5. Chandra Mohan, TGT Sci  
6. Surya Prakash, TGT Hin  
7. P Usha, TGT Maths  
8. Pratibha Xess, TGT SST  
9. MRR Shoba Rani, PRT  
10. Chandrika Veera, PRT |
| 18  | Prize Distribution Committee | To plan procure and distribute Certificates and prizes for all CCA Sports and Games and other competitions | 1. P Subhashini, PGT Bio  
2. Pratibha Xess, TGT SST  
3. Prabha Singh, TGT Hin  
4. Priya shah, TGT SST  
5. Sushma Thakur, PRT  
6. Archana PRT |
| 19  | Resource room/Activity room (Primary) | 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 | 1. A Venkateswaralu, HM  
2. MRR Shoba Rani, PRT |
| 20  | First aid/Medical Check-up/MI room | To procure materials needed for first aid separately for primary and secondary and to attend to the needs of students. | 1. Khaja Masiuddin, TGT PHE  
2. Ashok Kumar Gaur Yoga Tr  
3. A Madhavi, TGT Eng  
4. Meherunnisa Begum PRT  
5. Nurse |
| 21  | Common Minimum Program (CMP)  | To implement the program as per the instructions given from time to time. | 1. A Venkateswarlu HM  
2. Brijanand Reddy PRT  
Cluster Level  
1. Sushma Thakur PRT  
2. Meharunnisa Begum PRT  
3. Prathima Saxena PRT |
| 22  | Educational tours/Excursions | To plan Educational tours/Excursions for all classes spread over the year and to conduct tours/excursions. | 1. DD Srivastav PGT Hin  
2. Shaik Hussain, TGT SST  
3. Priya shah, TGT SST  
4. Chandra Mohan TGT Sci  
5. Ved Sindhu, TGT SKT  
6. Saritha Joshi PRT  
7. Chandrika Veera PRT |
| 23  | Updating School Website      | To update the information available on the Vidyalaya website on a regular basis at least once in week. | 1. Sandhya Lakra PGT(Com)  
2. A Manga, TGT Eng  
3. Computer Instructors |
| 24  | Water and power supply to the Vidyalaya building | 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. To create awareness among students and staff for water and energy conservancy. | 1. MHA Baig SUPW Tr  
2. D Ashok, PGT Chem  
3. A Abbaiah, Sub staff |
| 25  | Core cum Crisis management committee | 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. M Reddappa VP  
2. A Venkateswarlu HM  
3. DD Srivastava PGT Hin  
4. Shaik Hussain, TGT SST  
5. Khaja Masiuddin TGT PHE  
6. Ashok Kumar Gaur Yoga Tr  
7. Prabha Singh, TGT Hin  
8. Brijanand Reddy, PRT |
| 26  | Class Room Library (Primary) | To plan and implement all class room library activities in classes 1 to V effectively | 1. Chandrika Veera PRT  
2. MRR Shoba Rani PRT |
<table>
<thead>
<tr>
<th>No.</th>
<th>Committee Name</th>
<th>Role Description</th>
<th>Members</th>
</tr>
</thead>
</table>
| 27  | Quarters Welfare/Maintenance Committee       | To plan and supervise quarters maintenance and welfare of the inmates of the staff quarters | 1. D Ashok, PGT Chem  
2. MHA Baig TGT WE  
3. Sandhya Lakra PGT Comp  
4. E Padmavathy TGT Hin  
5. Azuba TGT Eng  
6. Pratibha Xess, TGT SS |
| 28  | Environment Club & Nature Club               | To plan and execute all club activities                                            | 1. P Subhashini PGT Bio  
2. Susheela TGT Sci  
3. Chandra Mohan TGT Sci  
4. MHA Baig TGT WE |
| 29  | Literary Club                               | To plan and execute all club activities                                            | 1. D D Srivastav PGT Hin  
2. Vijaylakshmi PGT Eng  
3. Madhavi TGT Eng  
4. Surya Prakash TGT Hin  
5. Ved Sindhu TGT SKT |
| 30  | Integrity Club                              | To plan and execute all club activities                                            | 1. Pratibha Xess, TGT SS  
2. Brijananda Reddy PRT  
3. Khaja Masiuddin, TGT PHE |
| 31  | Suggestion box Review committee             | 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 PHE  
3. R. Brijanand Reddy PRT |
| 32  | Adventure Club                              | To arrange adventure activities in collaboration with KVS approved agencies       | 1. Khaja Masiuddin TGT PHE  
2. MHA Baig, TGT WE  
3. Ved Sindhu TGT SKT  
4. Jayanna TGT AE  
5. Mehrunnisa Begum PRT |
| 33  | Scouts & Guides Committee                   | To plan and execute scouting & guiding activities                                 | 1. MHA Baig TGT WET  
2. A Madhavi TGT Maths  
3. P Usha TGT Maths  
4. Ved Sindhu TGT Skt  
5. Shobha Rani PRT  
6. V Varalaxmi PRT  
7. Sushma Thakur PRT |
| 34  | Guidance and Counseling Cell                | To plan and carry out counseling sessions periodically and provide necessary guidance to the needy students | 1. R. Brijananda Reddy PRT  
2. A Manga, TGT Eng  
3. Dr. Chandra Mohan, TGT Sci  
4. Ved Sindhu, TGT SKT |
| 35  | AEP implementation committee                | 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 |
| 36  | Staff room up-keep and maintenance committee |                                                                                  | 1. Pratibha Xess, TGT SS  
2. A Madhavi, TGT Eng  
3. Mithilesh Sagar, PRT  
4. Pratima Saxena, PRT |

Circulated among all members of the staff for compliance.

**PRINCIPAL**