

## **KENDRIYA VIDYALAYA AFS SURYALANKA**

### **IMPORTANT COMMITTEES: 2023-24**

The committees which have been formed and circulated in the month of Astandard and subsidiary committees have been formed to support the administration for the smooth running of the vidyalaya's day to day demanding activities.

SL	NAME OF THE COMMITTEE	TEACHER MEMBERS (MR/MRS/MS)	SPECIFICATION
1	Admission works (Publicity, providing information, issue of application, sorting out category wise, enrollment in a register)	M. V. Srinivasa Rao I/C	Since M. V. Srinivasa Rao is the Exam Dept I/C, Work responsibility may be shouldered by first member Ms. CH. Navya. Category wise calculation if left out
		CH. Navya	
		Priya Sejwal	
		Ch. Keerthi Santhosh	
2	Daily attendance report to MEO office and Enrollment to the Regional office if needed	CH. Navya I/C	Regular checking of the UBI portal and UDISE/UDISE Plus and to note down the changes time and again and share the data
		Rama Krishna	
		Rajasree	
3	Examination department (Secondary Section)	M. V. Srinivasa Rao I/C	To conduct examinations time and again over a period of time by maintaining diligence, transparency and integrity. Placing order for stationery well in advance and upkeep of stock
		S. Jency	
	Examination department (Primary section)	Priya Sejwal	To conduct examinations time and again over a period of time by maintaining diligence, transparency and integrity.
		Keerthi Santosh	
		Rajitha	
4	CBSE related correspondence	U. Satish I/C	To conduct Board examinations with meticulous care and attention. And to maintain record and to disseminate the accurate data of students
		CH. Navya	
		M. Rani	
		CH. B. R. Ambedkar	
5	Time-Table	U. Satish I/C	To plan, discuss with principal, design and distribution of subjects and periods to the teachers as per the entitlement. Mr. Ambedkar to ensure the arrangement for the secondary teachers on leave
		S. Jency	
		B. Ambedkar	
		V V Lakshmi	
		Anjali	
	Prathyusha		
SL	NAME OF THE COMMITTEE	TEACHER MEMBERS (MR/MRS/MS)	SPECIFICATION
6	Committee for academic supervision	M. V. Srinivasa Rao I/C	To check the completion of syllabus as per the split up and advise the concerned teachers accordingly. To cross check the note-books(CW&HW)as and when asked by the head
		U. Satish	
		V V Lakshmi	
		K V Lakshmi	
7	Coordination committee	S. Jency I/C	To plan, discuss, carry out different CCA competitions as per the schedule and to look after the effective organization of morning assembly. Prakash Kumari to provide computer
		G Naga Lakshmi	
		K V Lakshmi	
		Gowthami	
8	M&R and construction works correspondence	M. V. Srinivasa Rao I/C	To plan, discuss, procure and execute for the required works
		U. Satish	
		S Jency	
9	APSRTC correspondence	Nathaniel	Keeping in touch with RTC officials, getting information, disseminating the same with the class teachers
		K L Sharma	
		Uday Bhaskar	

10	Mails checking, reporting to principal & disseminating to the concerned in charge and ensure reply to RO	Rama Krishna I/C	Mrs. Kousar to maintain record of mails and ensure reply from concerned in charge, get it signed by principal
		CH. Navya	
		SK Kousar	
11	Website updation (incorporating the requisite important information) time and again	CH Navya I/C	Uploading the important information photos of the activities/events and achievements etc in consultation with Mr. U. Satish. To upkeep the
		Anjali	
		Rajasree	
12	Maintenance of service books (leave account, entry of important courses/workshops attended, transfer details LTC etc	U. Satish I/C	This is a task to be done purely by the deputation ASO Mr. K. Tirumala Rao. In charge and members are to pursue, support and ensure
		M. V. Srinivasa Rao	
		Ramakrishna	
		Abdul Muneer (sub-staff)	
13	Income Tax, salary upload, PIMS, Petty cash, office related correspondence, maintenance of VVN & SF cheque books/counterfoils	U. Satish I/C	To attend on the tasks through regular correspondence with the deputation ASO Mr. Tirumala Rao, Muneer to maintain the records
		Tirumala Rao	
		Ramakrishna	
		Abdul Muneer(sub-staff)	
14	Overall supervision of G-20, FLN, NEP related data collection and answering the mails	S. Jency I/C	Class teachers and concerned teachers to provide required data without delay
		V V Lakshmi	
		K V Lakshmi	
<b>SL</b>	<b>NAME OF THE COMMITTEE</b>	<b>TEACHER MEMBERS (MP /MPS /MS)</b>	<b>SPECIFICATION</b>
15	Sanitation committee	M. V. Srinivasa Rao I/C	To place the requisite indent for the maintenance of toilets and water points and to supervise the work done by the cleaning staff
		Pratibha Pandey	
		Babita	
		Keerthi Santhosh	
16	Fit India/Yoga/related works and answering the mails	Uday Bhaskar	Mr. Uday Bhaskar to look after the works mentioned with the cooperation of the members Mr. B. Sambasiva Rao to supervise the works
		M. S. Ramaiah	
		Suneetha	
		Kousar	
17	Ek Bharat Shreshtha Bharat	K V Lakshmi I/C	Class teachers and concerned teachers to provide required data without delay
		Priya Sejwal	
		Manpreet Kaur	
18	VMC & Chairman related correspondence	CH. Navya I/C	Members 1,2 to prepare letters and replies, member 3 to maintain the minutes of VMC meeting
		Rama Krishna	
		Arti Sharma	
19	Raj Basha related correspondence	K L Sharma I/C	To maintain a record of the circulars, sending the data, replies etc related to Raj Basha
		G. N. Lakshmi	
		Priya Sejwal	
20	Furniture maintenance	S. Jency I/C	To keep a record of room wise inventory. Repairing/removing the unserviceable (broken) furniture from the class rooms. Placing order for requisite furniture
		Sulthanamma	
		Babita	
		Uday Bhaskar	
21	NCC correspondence	U. Satish I/C	All NCC related works maintaining the register, circulars, data and certificates
		Priya Sejwal	
		B. Ambedkar	
		Uday Bhaskar	
22	Publicity and press relations	CH. Navya I/C	To communicate with the print & electronic media about the important events and celebrations as well as admission related information and to maintain record
		Arti Sharma	
		Nathaniel	
		Shiny Sangeetha	
23	ACP (Awakened Citizen Programme)	S. Jency I/C	Class teachers and concerned teachers to provide required data without delay
		Sulthanamma	
		Pratibha Pandey	

SL	NAME OF THE COMMITTEE	TEACHER MEMBERS (MR/MRS/MS)	SPECIFICATION
24	Discipline Committee	M. V. Srinivasa Rao I/C	To ensure the utmost discipline by taking note of indiscipline cases in the classes and buses, with the help of School captain, volunteers and class teachers and deal with those . Committee is empowered to recommend suspension/issue of TC
		S. Jency	
		K V Lakshmi	
		Uday Bhaskar	
		Nathaniel	
25	Scouts and Guides	M S Ramaiah	To conduct connected activities, to maintain the data, and to answer the mails. To procure the badges, belts, caps
		S. Jency I/C	
		Priya Sejwal	
		Anjali	
26	ATL	Uday Bhaskar	To conduct connected activities, to maintain the data, and to answer the mails
		U. Satish I/C	
		CH. Navya	
27	Monthly Round up of activities	Rajasree	To maintain a record of the reports, sending the data, replies etc related to monthly round up of activities
		CH. Navya I/C	
		V V Lakshmi	
		Anjali	

### WING INCHARGES

SL	NAME OF THE COMMITTEE	TEACHER MEMBERS (MR/MRS/MS)	SPECIFICATION
The wing in-charge duties are meant for controlling the overwqowding at the time of students reaching the classes at the end of assembly and to regulate them at the time of departure (when the long bell) is given. And also to control the			
28	Wing-1 In charges	S. Jency	G. Floor-Starting from primary Resource room to VI & VII class rooms
		Sulthanamma	
	Wing-2 In charges	K V Lakshmi	G. Floor -Starting from library to computer labs
		Anjali	
	Wing-3 In charges	M. S. Ramaiah	First floor -Starting from Primary Resource room to VI & VII class rooms
		D. Suneel	
	Wing-4 In charges	Rizwana	First floor -Starting from Physics laboratory to ATL laboratory/Sr
		Keerthi Santhosh	