

KENDRIYA VIDYALAYA AFS SURYALANKA
IMPORTANT COMMITTEES - 2022-23

The following standard and subsidiary committees have been formed to support the administration in 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 sir is the Exams Dept I/C, Work responsibility may be shouldered by first member Ms. CH. Navya. Category wise tabulation if left out.
		CH Navya	
		Shiny Sangeetha	
		Keerthi Santhosh	
2	Daily Attendance report to MEO Office & Enrollment to the Regional Office if needed	CH Navya I/C	Regular checking of the UBI portal & UDISE, and to note down the changes time and again and share the data
		Ramakrishna	
		Prakash Kumari	
3	Examination Department (Secondary Section)	M. V. Srinivasa Rao I/C	To conduct examinations time and again over a period of time by maintaining deligency, transperancy and integrity. Placing order for stationery well in advance and upkeep of stock entry.
		S. Jency	
		M. S. Ramaiah	
		D Suneel	
	Examination Department (Primary Section)	B Sambasiva Rao I/C	
		Priya Sejwal	
		Rizwana	
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	
		Abdul Muneer (Sub-staff)	

SL	NAME OF THE COMMITTEE	TEACHER MEMBERS	SPECIFICATION
5	Time Table	U Sathish 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	
		Priya Sejwal	
6	Committee for Academics 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 notebooks (CW&HW) as and when asked by the head of the institution.
		U. Satish	
		S. Jency	
		B Sambasiva Rao	
		V V Lakshmi	
7	Coordination Committee	K V Lakshmi	To plan, discuss, carry out different CCA competitions as per the schedule and to look after the effective organisation of morning assembly. Prakash Kumari to provide computer support during competitions
		S. Jency I/C	
		D. Suneel	
		Prakash Kumari	
		K V Lakshmi	
8	M & R and Construction Works Correspondence	Anjali	To plan, discuss, procure and execute for the required works
		Sunidhi	
		M. V. Srinivasa Rao I/C	
9	APSRTC Correspondence	U. Satish	Keeping in touch with RTC officials, getting information, disseminating the same with the class teachers.
		B. Sambasiva Rao	
		D. Suneel	
10	Mails checking, reporting to Principal & disseminating to the concerned in-charge and ensure reply to R O.	M. S. Ramaiah	Mrs. Prakash Kumari to maintain record of mails and ensure reply from concerned incharge, get it signed by principal
		Ramakrishna I/C	
		CH Navya	
		Prakash Kumari	

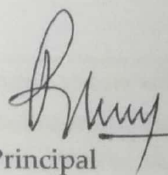
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11	Website Updation (incorporating the requisite important information) time and again	Prakash Kumari Anjali Aswini	Uploading the important information, photos of the activities/events and achievements etc in consultation with Mr U Sathish. To upkeep the site time and again.
12	Maintenance of Service books (leave account, entry of important courses/ workshops attended, transfer details LTC etc.	M. V. Srinivasa Rao I/C U. Satish UDC on deputation Abdul Muneer (Sub-staff)	This is a task to be done purely by the deputation SSA Mr. K. Tirumala Rao . In-charge and members are to pursue, support and ensure.
13	Income Tax, Salary upload, PIMS, Petty Cash, Office related correspondence, maintenance of VVN & SF cheque books/counterfoils.	U. Satish I/C CH Navya Ramakrishna Abdul Muneer (Sub-staff)	To attend on the tasks through regular correspondence with the deputation SSA Mr. Tirumala Rao . Muneer to maintain records
14	Overall Supervision of AKAM (Azad Ka Amrut Mahostav) related data collection and answering the mails	S. Jency I/C K V Lakshmi D. Suneel Rizwana	Class teachers and concerned teachers to provide required data without delay
15	Sanitation Committee	M. V. Srinivasa Rao I/C D. Suneel Rizwana Keerthi Santosh	To place the requisite indent for the maintenance of toilets and water points and to supervise the work done by the cleaning staff.
16	Fit India/Yoga/Suryanamaskar related works and answering the mails	D. Benerjee I/C M. S. Ramaiah Ankababu P. Ravi Babu	Mr. Benerjee to look after the works mentioned with the cooperation of the members. Mr. B. Sambasiva Rao to supervise the works
17	Ek Bharat Shresth Bharat related works and answering the Mails	K V Lakshmi I/C Priya Sejwal Kiran Jyothi Manpreet Kaur	Class teachers and concerned teachers to provide required data without delay

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18	VMC & Chairman related correspondence	CH Navya I/C	Members 1, 2 to prepare letteres and replies, member 3 to maintain the minutes of VMC meeting.
		Ramakrishna	
		P. Ravi Babu	
19	Raj Basha related correspondence	G Naga Lakshmi I/C	To maintain a record of the circulars, sending the data, replies etc related to Raj basha
		Pratima Rai	
		Priya Sejwal	
20	Furniture Maintenance	B. Sambasiva Rao I/C	To keep a record of room wise inventory. Repairing/removing the unserviceable (broken) furniture from the classrooms. Placing order for requisite furniture.
		M. Rani	
		Pratima Rai	
		Prashant Dubey	
21	NCC Correspondence	U. Satish I/C	All NCC related works maintaining the register, circulars, data and certificates
		Priya Sejwal	
		B Ambedkar	
		D. Benerjee	
22	Publicity & Press Relations	B. Sambasiva Rao 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.
		Sandhya Rani	
		D. Benerjee	
		P. Ravi Babu	
23	ACP (Awakened Citizen Programme)	S. Jency I/C	Class teachers and concerned teachers to provide required data without delay
		M. Rani	
		D. Suneel	
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	
		B.Sambasiva Rao	
		V V Lakshmi	
		K. V. Lakshmi	
D. Benerjee			

SL	NAME OF THE COMMITTEE	TEACHER MEMBERS	SPECIFICATION
25	Scouts & Guides	B. Sambasiva Rao I/C	To conduct connected activities, to maintain the data, and to answer the mails. To procure the badges, belts, caps, scarves
		Anjali	
		D. Benerjee	
26	ATL	U Sathish I/C	To conduct connected activities, to maintain the data, and to answer the mails.
		Ch Navya	
		D Suneel	
27	Monthly Round Up of activities	V V Lakshmi I/C	To maintain a record of the reports, sending the data, replies etc related to Monthly Round Up of Activities.
		S. Jency	
		Anjali	

Wing Incharges

28	Wing - 1 In-charges	S. Jency	G. Floor - Starting from class XI to I, II class rooms
		M. Rani	
	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 classrooms
		D. Suneel	
	Wing - 4 In-charges	Rizwana	First floor - Starting from Physics laboratory to ATL laboratory/Sr. Activity
		Keerthi Santosh	


 I/ePrincipal