

KENDRIYA VIDYALAYA INS KALINGA**LIST OF VARIOUS COMMITTEES- 2023-24**

S No.	Department	Committee members	Duties	Teacher Sign
1	Academic	<ul style="list-style-type: none">• Mr T S Rao,PGT-Phy• Mrs J Sudha, TGT-Eng	Management of all academic issues, to provide guidance to the I/Cs of different departments. Apprise the students about the academic notices, notebook correction, split-up syllabus etc.	
2	Admission	<ul style="list-style-type: none">• P Laxmana Rao,TGT-Lib• G Ravi Kumar, PRT	To look after annual admission guidelines of KVS (HQ), verification of documents, ensure the proper category and castes. Preparing the admission list and other admission related work.	
3	Subject Committee & Other Committees	<ul style="list-style-type: none">• CMP – Mrs M Geetha Latha, PRT• English- Mr Y Ravi Kumar, PGT-Eng• Hindi& Sanskrit- Ms. Malti Angira ,PGT-Hin & Mrs. Arti TGT-Skt• Maths- Mr. P Jogeshwara Rao, PGT-Math• Science- Mr. T S Rao, PGT-Phy• EBSB- Mrs Purva Sharma, PRT-Music• FIT India- Mr. M.Ramu Naidu , Sports Coach	To organise monthly subject committee meetings, maintain reports and plan various activities related to the concerned subject.	
4	CMP	<ul style="list-style-type: none">• Mrs M Geetha Latha, PRT	To prepare CMP calendar, conduct all the activities as per the calendar in a befitting manner at vidyalaya and cluster level.	
5	Examination (Internal)	<ul style="list-style-type: none">• Ms. Malti Angira, PGT-Hin• Mr. Y Ravi Kumar, PGT-Eng	To conduct all the exams as per the schedule - periodic, half-yearly and annual exam. Moderation, printing and storage of QP, seating arrangements, assigning invigilation duty.	

			Preparation and distribution of report cards, result analysis etc.	
6	Examination (CBSE)	<ul style="list-style-type: none"> • Mr T S RAO,PGT-PHY 	CBSE Registrations, LOC Corrections, Admit Cards, Practical Exams, Internal Grades Uploading	
7	Library	<ul style="list-style-type: none"> • Mr. P Laxmana Rao, TGT-Lib 	To keep and maintain all records and issue books.	
8	Photography	<ul style="list-style-type: none"> • Mrs.G.Divya Bharathi, Computer instructor 	To keep record of all major events of the vidyalaya, get printed copies (as and when required), to display them in a proper way, to send the photographs after a particular event along with a report.	
9	Time Table	<ul style="list-style-type: none"> • Mr. P Laxmana Rao, TGT-Lib • Mr. G Ravi Kumar,PRT 	Annual routine, daily arrangement in case of absence of a teacher, remedial routines	
10	CCA/ Celebration	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng • Mrs. Mamta Rani, PRT • Ms Purva Sharma, PRT-Music 	Organize all CCA activities as per the CCA calendar, all other cultural activities like special occasions, swachhata mission, annual day,grandparents day etc. keep record and reports of all events.	
11	TLM	<ul style="list-style-type: none"> • Mr. G Ravi Kumar, PRT 		
12	News letter	<ul style="list-style-type: none"> • Ms. B.Prasanthi Rani, PRT • Ms E.Mounika, PRT 	This committee has to look after the publication of the vidyalaya patrika/Students Diary. The duties include collection of articles, editing, proof reading, printing, distribution.	
13	Scout and Guide Cubs and Bulbuls	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng • Mr. P Laxmana Rao, TGT-Lib • Mr. P Tata Babu, PRT • Ms. Mamta Rani, PRT 	To effectively plan, select, execute and monitor all BS&G activities.	
14	UBI	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-Cs I/C • Mr. P Tata Babu, PRT 	To guide all class teachers in uploading the concerned data and keep the work updated as per the instructions received.	
15	Computer Lab	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-Cs I/C • Mr J Srinivas Rao , TGT-WET 		

16	School Magazine	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng • Ms. Malti Angira, PGT-Hin • Mrs Arti, TGT-Skt 	The committee has to look after the publication of Vidyalaya patrika.	
17	Discipline	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng • Mr. M.Ramu Naidu , Sports Coach 	Plan, select, organize and execute the council in an effective manner	
18	Sanitation/ Swachhta	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng • Mr J Srinivas Rao , TGT-WET 	Will monitor the work of conservancy and give the certificate of satisfactory work every month And Maintain the discipline in the vidyalaya	
19	Website Updating & PIMS	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS I/C • Mrs.G.Divya Bharathi, Computer Instructor 	To keep the school website updated in all respect with events, notices, circulars and latest details of the Vidyalaya and its activities along with latest photo graphs. Also provide the link of CBSE.KVS.NCERT, E-Lib, UBI, KV, On line Admission etc.	
20	Beautification	<ul style="list-style-type: none"> • Mrs. R.A.P.V.Sudha rani ,TGT-AE • Mr J Srinivas Rao , TGT-WET 	To maintain the scenic beauty of the school. To develop the school compound aesthetically. To plant, grow and maintain the school garden.	
21	Repair and Maintenance	<ul style="list-style-type: none"> • Mr J Srinivas Rao , TGT-WET • Mr. P Laxmana Rao, TGT-Lib • Mr. G Ravi Kumar, PRT 	To look after all sorts of maintenance and repair works as per the need/ requisition from various department and classes.	
22	PTM	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng 	Prepare the agenda and maintain the records of every PPT	
23	PA System	<ul style="list-style-type: none"> • Mr J Srinivas Rao , TGT-WET 		
24	First Aid	<ul style="list-style-type: none"> • Mr. M.Ramu Naidu , Sports Coach 		
25	Science Exhibition, SOF, Humming bird etc.	<ul style="list-style-type: none"> • Mr T S RAO,PGT-PHY • TGT-Sci 		
26	Child Right Protection Cell	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng 		
27	Staff Contribution	<ul style="list-style-type: none"> • Ms. Malti Angira, PGT-Hin 		
28	For special Needs (Divyang)	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng • Mrs Arti, TGT-Skt 		
29	Reading Challenge	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng • Ms M.Geeta Latha, PRT 		

30	Sexual Harassment Committee (POCSO)	<ul style="list-style-type: none"> • Mr T S RAO,PGT-PHY • Ms. Malti Angira, PGT-Hin 		
31	Purchase Committee	<ul style="list-style-type: none"> • Mr J Srinivas Rao , TGT-WET • Mr. P Laxmana Rao, TGT-Lib • Mr T S RAO,PGT-PHY 		
32	Furniture	<ul style="list-style-type: none"> • Mr. P Tata Babu, PRT 		
33	CCT	<ul style="list-style-type: none"> • Mrs Arti, TGT-SKT • Mr. Mr. G Ravi Kumar, PRT 		
34	House Masters and Co- House Masters	<p>AGNI House</p> <ul style="list-style-type: none"> • Mr. Y Ravi Kumar ,PGT_ENG • Mrs Venkata Lakshmi ,TGT-SST <p>DHANUSH House</p> <ul style="list-style-type: none"> • Mr. T S Rao , PGT-PHY • Mrs. Srivally, PGT-CHEM <p>PRITHVI House</p> <ul style="list-style-type: none"> • Ms. Malti Angira , PGT-HIN • Ms. Haritha , TGT-MATH <p>TRISHUL House</p> <ul style="list-style-type: none"> • Mr. Vijay Prasad , PGT-BIO • Mrs. Arti, TGT-SKT 		

DEPARTMENT/ROOM INCHARGE

S.No	Room	Teacher Name
1	MEDICAL ROOM	Mr. Y Ravi Kumar, PGT-Eng
2	CCA ROOM	Mrs J Sudha, TGT-Eng
3	GAMES ROOM	Mr. M.Ramu Naidu , Sports Coach
4	ART ROOM	Mrs. R.A.P.V.Sudha rani ,TGT-AE
5	SUPW ROOM	Mr J Srinivas Rao , TGT-WET
6	PHYSICS LAB	Mr T S RAO,PGT-PHY
7	CHEMISTRY LAB	Mrs Srivalli, PGT-Chem
8	BIOLOGY LAB	Mr. Vijay Prasad, PGT-Bio
9	COMPUTER LAB	Mr. B Sreenivasa Rao, PGT-CS
10	OFFICE	Mr J Srinivas Rao , TGT-WET

(RAJNEE YADAV)

Principal