

KENDRIYA VIDYALAYA INS KALINGA**LIST OF VARIOUS COMMITTEES- 2024-25**

S No.	Department	Committee members	Duties	Teacher Sign
1	Academic	<ul style="list-style-type: none">• Mr T S Rao,PGT-Phy• Mr Y Ravi Kumar ,PGT-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">• Mr. P Laxmana Rao,TGT-Lib• Mrs. RAPV Sudha Rani, TGT-AE• Ms. Rongali Lohitha, PRT• Mrs. G Divya Bharati, Comp Ins	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">• English- Mr Y Ravi Kumar, PGT-Eng• Hindi& Sanskrit- Ms. Malti Angira ,PGT-Hin & Mrs. Arti TGT-Skt• Maths- Mr. Poli Naidu Vangapandu, PGT-Math• Science- Mr. T S Rao, PGT-Phy• EBSB- Mrs Purva Sharma, PRT-Music• FIT India- Mr. Abhishek Kumar Singh , TGT-P&HE	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 to organise monthly meeting.	
5	Examination (Internal) Secondary & Sr. Secondary	<ul style="list-style-type: none">• Mr. Y Ravi Kumar, PGT-Eng• Mr. P Tata Babu, TGT-Math	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.	
	Examination PRIMARY	<ul style="list-style-type: none">• Mr. S Siva Kumar, PRT• Mr. K Ravi Teja, PRT		

6	FUN DAY	<ul style="list-style-type: none"> • Ms. Rongali Lohitha, PRT 		
7	Examination (CBSE)	<ul style="list-style-type: none"> • Mr T S RAO,PGT-PHY I/C • Mr. B SREENIVASA RAO, PGT-CS 	CBSE Registrations, LOC Corrections, Admit Cards, Practical Exams, Internal Grades Uploading	
8	Library	<ul style="list-style-type: none"> • Mr. P Laxmana Rao, TGT-Lib • Mrs. Malati Angira, PGT-Hin • Mrs. J Sudha , TGT-Eng • Mrs. RAPV Sudha Rani, TGT-AE • Mrs. Mamta Rani, PRT • Mr. G Ravi Kumar,PRT 	To keep and maintain all records and issue books.	
9	Photography	<ul style="list-style-type: none"> • Mrs. G Divya Bharati, Comp Ins 	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.	
10	Time Table	<ul style="list-style-type: none"> • Mr. Poli Naidu Vangapandu, PGT-Math • Mr. P Laxmana Rao, TGT-Lib • Mr. G Ravi Kumar,PRT 	Annual routine, daily arrangement in case of absence of a teacher, remedial routines	
11	CCA/ Celebration	<ul style="list-style-type: none"> • Mrs Arti, TGT-SKT • Mr. K Ravi Teja, PRT • Mrs 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.	
12	TLM	<ul style="list-style-type: none"> • Mr. S Siva Kumar, PRT 		
13	News letter	<ul style="list-style-type: none"> • Mr. K Ravi Teja, PRT • Ms. Rongali Lohitha, 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.	
14	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, TGT-MATH • Ms. Mamta Rani, PRT 	To effectively plan, select, execute and monitor all BS&G activities.	
15	UBI	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-Cs I/C • Mr. G Ravi Kumar,PRT • All Class Teachers 	To guide all class teachers in uploading the concerned data and keep the work updated as per the instructions received.	

16	Computer Lab	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS I/C • Mrs. G Divya Bharati, Comp Ins 		
17	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.	
18	Discipline	<ul style="list-style-type: none"> • Mr. Abhishek Kumar Singh , TGT-P&HE • Mr T S Rao,PGT-Phy • Mr. Poli Naidu Vangapandu, PGT-Math 	Plan, select, organize and execute the council in an effective manner	
19	Sanitation/ Swachhta	<ul style="list-style-type: none"> • Mrs. RAPV Sudha Rani, TGT-AE I/C • Mr. P Laxmana Rao,TGT-Lib • 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	
20	Website Updating & PIMS	<ul style="list-style-type: none"> • Mr. B Sreenivasa Rao, PGT-CS I/C • Mrs. G Divya Bharati, Comp Ins 	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 photographs. Also provide the link of CBSE.KVS.NCERT, E-Lib, UBI, KV, On line Admission etc.	
21	Beautification	<ul style="list-style-type: none"> • Mrs. S Teekshana, PGT-BIO • 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.	
22	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.	
23	PTM	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng 	Prepare the agenda and maintain the records of every PPT	
24	PA System	<ul style="list-style-type: none"> • Mr J Srinivas Rao , TGT-WET • Mrs Purva Sharma, PRT-Music 		
25	First Aid	<ul style="list-style-type: none"> • Mr. Abhishek Kumar Singh , TGT-P&HE • Mrs. R.A.P.V.Sudha rani ,TGT-AE • Mr. Poli Naidu Vangapandu, PGT-Math 		
26	Science Exhibition, SOF, Humming bird etc.	<ul style="list-style-type: none"> • Mr T S RAO,PGT-PHY • Mrs. S Teekshana, PGT-BIO 		

27	Child Right Protection Cell	<ul style="list-style-type: none"> • Mrs. S Teekshana, PGT-BIO • Mrs M Geetha Latha, PRT 		
28	Staff Club Contribution	<ul style="list-style-type: none"> • Ms. Malti Angira, PGT-Hin 		
29	For special Needs (Divyang)	<ul style="list-style-type: none"> • Mrs J Sudha, TGT-Eng • Mrs Arti, TGT-Skt 		
30	Reading Challenge	<ul style="list-style-type: none"> • Mr. Y Ravi Kumar, PGT-Eng • Mrs J Sudha, TGT-Eng • Ms M.Geeta Latha, PRT • Mr. K Ravi Teja, PRT 		
31	Sexual Harassment Committee (POCSO)	<ul style="list-style-type: none"> • Mr T S RAO,PGT-PHY • Mrs. S Teekshana, PGT-BIO 		
32	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 • Mrs. R.A.P.V.Sudha rani ,TGT-AE 		
33	Furniture	<ul style="list-style-type: none"> • Mr. Abhishek Kumar Singh , TGT-P&HE I/C • Mr. P Tata Babu, TGT-MATH 		
34	CCT	<ul style="list-style-type: none"> • Mrs Arti, TGT-SKT • Mr. Mr. G Ravi Kumar, PRT 		
35	House Masters and Co- House Masters	<p>AGNI House</p> <ul style="list-style-type: none"> • Mr. Y Ravi Kumar ,PGT_ENG • Mr. Vikas Tahlan ,TGT-SST <p>DHANUSH House</p> <ul style="list-style-type: none"> • Mr. T S Rao , PGT-PHY • , PGT-CHEM <p>PRITHVI House</p> <ul style="list-style-type: none"> • Ms. Malti Angira , PGT-HIN • Mr. P Tata Babu , TGT-MATH <p>TRISHUL House</p> <ul style="list-style-type: none"> • Mrs. S Teekshana, PGT-BIO • Mrs. Arti, TGT-SKT 		

DEPARTMENT/ROOM INCHARGE

S.No	Room	Teacher Name
1	MEDICAL ROOM	Mr. Poli Naidu Vangapandu, PGT-Math
2	CCA ROOM	Mrs. Arti, TGT-SKT
3	GAMES ROOM	Mr. Abhishek Kumar Singh , TGT-P&HE
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. S Teekshana, PGT-BIO
8	BIOLOGY LAB	Mrs. S Teekshana, PGT-BIO
9	COMPUTER LAB	Mr. B Sreenivasa Rao, PGT-CS
10	OFFICE	Mr J Srinivas Rao , TGT-WET

(RAJNEE YADAV)
Principal