

KENDRIYA VIDYALAYA NO.2 UPPAL, HYDERABAD

VIDYALAYA COMMITTEES FOR ACADEMIC YEAR 2024--25 w.e.f (01-04-2024)

S. No.	DEPARTMENTS	IN - CHARGES	NATURE OF DUTIES
1.	TIME TABLE	<u>SECONDARY</u> 1.Mr. K. Janardhan PGT(Maths) I/C 2. Mrs. Anjali TGT(Sc) 3. Mrs. Kanu Priya TGT(Maths) Arrangement <u>PRIMARY</u> 3.Mr. Mandeep Khatri PRT I/C 4. Ms. Rishu Chaudhary PRT	To allot classes CAL/TAL periods to all teachers as per KV norms and for contractual teachers. Arrangement & substitution.
2.	EXAMINATION (INTERNAL)	<u>SECONDARY</u> 1. Mrs. L.T.Gayathri PGT(Bio) I/C 2. Mrs. Bhargavi KiranTGT(sst) <u>PRIMARY</u> <u>1. Mr.Mandeep Khatri PRT I/C</u> 2. Ms. Khusbhu PRT 3. Ms.Nidhi PRT	To conduct examinations, Re-tests, Arrangement of PTA meetings. Timely preparation of Performa's and collection of answer papers. Preparation of results analysis.
4.	EXAMINATION (EXTERNAL)	1. Mr. K. Janardhan PGT (Maths) I/C 2. Mr. Ganesh Rao PGT(Hindi) 3.Mrs. V.Hemalatha TGT(WET)	To conduct External Exams and co-ordinate with neighboring schools.
5.	CBSE WORKS	1.Mr. K. Janardhan PGT (Maths) I/C 2. Sh.Ganesh Rao PGT (Hindi) 3. Mrs. V. Hemalatha TGT (WE) 3. . class teachers of IX to XII	Registration of classes IX, X,XI,XII and Uploading marks for CBSE; conducting CBSE exams for classes X and XII and all CBSE related works.
7.	(a) OLYMPIADS, (b)SCIENCE EXHIBITION, (c)SCIENCE SUBJECT COMMITTEE, (d)INSPIRE PROGRAMME, SPOT, VVM AND ANY OTHER SCIENCE RELATED ACTIVITIES	1. Mrs. Sharad Toshniwal PGT (CHEM) I/C 2. Mrs. Anjali MaithiliTGT (Sci) 3. Ms. Pooja PRT 4. Mr.Mandeep Khatri PRT	To conduct Olympiad examinations at various level, collection of fees, arrangements for exam, distribution of certificates etc. Science Exhibition, Science Subject Committee, Inspire Programme, NCSC, JNNSMEE, IAPT etc., and any other science related issues.
8.	ACADEMIC INSPECTIONS, VISITS& CO-ORDINATION	1. Mrs. L. T. Gayathri PGT (Bio.) I/C 2.Mrs. V.Hemlatha, TGT (W.E) 3.Mrs. Anita K Das HM 4. Miss. Rishu Choudhary PRT	To assist and prepare of Tools, Arrangement sheets and all registers, morning assembly and teacher allotment etc.
9.	C. C. A. INTERNAL, EXTERNAL& MORNING	<u>SECONDARY</u> 1. <u>Mrs. Hemila PGT(Eng)I/C</u> 2. <u>Sh.Ganesh Rao PGT(Hindi)</u>	

	ASSEMBLY PROGRAMMES	<ol style="list-style-type: none"> 3. <u>Mrs. E.Sujatha TGT(Eng)</u> 4. . Mrs. T.Shobha TGT (Hindi) 5. <p><u>PRIMARY</u></p> <ol style="list-style-type: none"> 1. Ms.Prachi PRT I/C 2. Mrs. Priyanka PRT 	
10.	ADMISSION WORK	<ol style="list-style-type: none"> 1.Mrs. E.Vani Kiran PGT (CS)I/C 3. Mrs. Bhargavi Kiran TGT(sst.) 4. Ms.Pooja PRT I/C Primary 5. Class teachers of IA &IB of current year. 	Online applications, TC, Admissions, Registration, preparation of list of candidates selected for all Classes. Verification of required TC & documents, updating of newly admitted students in the admission register, collection, deposit of fees and web upload. etc.
11.	Verification of pay bills of contractual teachers, Conservancy bills etc.,	<ol style="list-style-type: none"> 1 Mr. Janardhan PGT(Maths) to verify the bills of teachers upto TGTs 2. Mrs. Vani Kiran will verify the bills of outsourcing agency bills. 3. Mrs. Anita K Das HM will verify the bills of Primary teachers including coach. 	They will verify the attendance registers and certify the bills for passing. Mrs. Vani Kiran will verify the bills of conservancy like deduction of EPF,PF etc., and confirm that the salaries of conservancy employees are credited in their account.
12.	MAINTENANCE AND REPAIR (CIVIL, PLUMBING, ELECTRICAL, WOODEN&IRON FURNITURE)	<ol style="list-style-type: none"> 1.Mrs.V.Hemalatha TGT (WE) I/C 2. Sh. Mandeep Khatri PRT 	Regular Maintenance and repairs of minor and major electrical and civil works. Petty constructions, colour washes etc of buildings and equipments.
13.	FURNITURE	<ol style="list-style-type: none"> 1.MrMandeepKhatri I/C 2. Mrs. Anjali TGT(Science) 3,lk. Mrs.T. SHOBHA TGT(Hindi) 	To see furniture availability to all classes, repairs of furniture, Maintenance of stock register, Arrangement of Furniture.
14.	EXCURSION/ OUTSIDE VISITS	<ol style="list-style-type: none"> 1. Mrs.Sharad Toshniwal (PGT) 2. Mrs.Anjali MaithiliTGT(Sc) 4. Mrs. Anita K Das H.M. 5. Mr. Mandip Khatri PRT 5. Ms. Prachi 	Plan and execute excursion for all classes I to XII. Selection of spots, arrangements of vehicle and accommodation. Intimation to parents and collection of willingness letters etc. All related works, outside visits etc
15.	LIBRARY	<ol style="list-style-type: none"> 1.Ms. Shaifali TGT (Library) I/C 2. Mrs. Hemila PGT(Eng) 3.Mrs. Shoba TGT(SSt) 3. Mrs. Anita K Das HM 4. All Subject Convenors. 	Procurement, condemnation, stock verification, up keeping stock register. Computerize all stocks by using new software.
16.	MONTHLY REPORTS	JSA I/C	To submit the entrollment position and computer related information to be sent to KVS RO. on time.
17.	ENROLMENT	Mrs. Vani Kiran PGT(CS) Ms. Khusboo PRT	To verify the attendance of every month and check the attendance register and tally. Long Absence

			cases, Enrollment position proforma every month. Co-ordination of monthly reports.
18.	ACP/AEP reports	<u>AEP</u> 1.Mrs. Anjali Maithili TGT (Sci.) I/C AEP 2.Mrs. V. Hemalatha TGT(WET) <u>ACP</u> 1. Ms. Pallavi Upadhyaya TGT (English) I/C ACP 2. Ms. AakanshaRathore TGT (Art) 3. Ms. Shaifali TGT (Lib))	Sending AEP and ACP reports and Web site reports to RO.
19.	UBI WORKS	1.Mrs. E.Vani Kiran PGT (C.S.) I/C 2. Mrs. Sandhya Chaudhari TGT (PHE) - Secondary 3. Mrs. Anita K das H.M. I/C 4. Ms. Pooja PRT - Primary	Verification of fee Structure, checking the verification done by class teachers quarterly, fee defaulters.
20.	ACADEMIC REPORTS & CORRESPONDENCE WITH RO AND OUTSIDE ACTIVITES	1. Mrs. L T Gayathri PGT (Bio.) I/C 2. Mrs. Bhargavi Kiran TGT(Sst.) 3. Mrs. Anita K Das HM I/C Primary	Reports of all important CCA activities of the Vidyalaya and preparation of reports for RO and for Websites.
21.	MEDICAL CHECK UP	1.Mrs. Sandhya Choudhari TGT(PHE) I/C 2. Miss. Akansha Rathore TGT (Art) 3. Ms. Damini PRT I/C primary 4. Nurse	Issue of medical cards to the class teacher. Arrange medical check-up for class I to XII with the medical team twice a year. Custodian of completed medical cards.
22.	MAGAZINE, NEWS LETTER, STUDENT DAIRY	<u>SECONDARY</u> 1. Mrs. Hemila PGT(Eng) 2. Mrs. E.Sujatha TGT(Eng) 3. . Pallavi Upadyay TGT(Eng) 2. Mrs.Bhargavi Kiran TGT(SSt) 3. Mrs. T.Shobha TGT (Hindi) 4. Miss. Akansha Rathore TGT (Art) <u>PRIMARY</u> 1. Mrs. Anita K Das HM I/C 2. Miss. KhusbooPRT 3. Mrs. Priyanka PRT	
23.	NOTICE BOARDS, CLASS BOARDS	1.Mrs. Bhargavi Kiran TGT (Sst.) 2. Mrs.T.Shobha TGT(Hindi) 3. Mr.Mandeep Khatri PRT 4. Ms. AkanshaRathore TGT (AE) 5. Mrs. Pooja PRT 6. Ms. Prachi PRT 7. Gazhan PRT 8 All class teachers.	To allocate topics and conduct competitions and see the proper maintenance allocation of Boards to various Departments and classes throughout the year. Decoration of boards during important occasions.
24.	WEBSITE MAINTENANCE	1.Mrs. E.Vani Kiran PGT (C.S.) I/C 2. Mr. Koteswara Rao HM 3. Ms. Nidhi PRT	Update with current events and all other activities of the Vidyalaya periodically.

		4. Computer Instructor	
25.	TEACHING AIDS & SOCIAL SCIENCE EXHIBITION, TLM EXHIBITION, EBSB	1. Mrs. Bhargavi Kiran TGT(Sst) I/C 2. Mrs. Meera Mumtaz TGT(sst) 3. Ms. Damini PRT 4. Mr. Ghazan PRT	Procurement of teaching aids, maps, models, charts, CD. Maintenance of stock register and condemnation Preparations for Social Science Exhibition.
26.	CMP & CMP REPORTS	1. Mrs. Anita K Das HM I/C 2. Ms. Pooja PRT 4. Ms. Damini PRT	To maintain the record of CMP activities and to plan for activities month wise TLM and to maintain and update the website CMP page.
27.	BEAUTIFICATION AND GARDENING	1. Ms. Akansha Rathore TGT (ART) I/C 2. Mrs. V. Hemalatha TGT (WE) 3. Mr. Mandeep Khatri PRT 4. Mrs. Sita Kumari, PRT (Music) 5. Mrs. Poonam PRT	Purchase of flower pots, plants and other related items. Arrangement of quotations and other items. Up keep of gardening. Display of quotations. Monitoring, beautification and cleanliness of the Vidyalaya.
28.	NCC	1. Mr. Mandeep Khatri PRT	To conduct NCC activities; to coordinate with agencies etc.
29	National Disaster Management Committee	1. Mrs. Sandhya TGT(PH & E) I/C 2. Mrs. V. Hemalatha TGT(WET) 3. Mrs. Anjali TGT(Science) 4. Mr. Mandeep Khatri PRT 5. Mr. Gazhan PRT	To respond to the KVS letters and send the replies to the KVS, RO,
30.	CAL/TAL & ACTIVITY ROOM AV AIDS	<u>CAL/TAL</u> 1. Mrs. V Hemalatha TGT(WE) I/C 2. Mrs. Priyanka <u>ACTIVITY ROOM</u> 1. Mrs. Anita K Das H.M. I/C 2. Miss. Rishu Chaudhary PRT 3. Ms. Damini PRT.	To maintain the record of CAL/TAL activities of Primary and Secondary. To plan for CMP activities & film shows and to maintain record of activities.
31.	ALUMNI ASSOCIATION	1. Mrs. V. Hemalatha TGT(WET) I/C 2. Mrs. Bhargavi Kiran TGT(Sst) 3. Ms. Pooja PRT	Meetings & Formation, Reports on Web Portal.
32.	SPORTS & GAMES	1. Mrs. Sandhya Chaudhari TGT(PHE) I/C 2. Mr. K Janardhan PGT(Maths) 3. Mrs. Priyanka PRT 4. Mr. Mandeep Khatri PRT	Supply material to the students during games period. Stock holder of items, purchases and condemnation of sports items. Conduct competitions and sports day, distribution of certificates etc. to coordinate RO level games & sports activities.
33	PhotoGraphy committee	1. Ms. Akanksha Rathore TGT(AE) I/c 2. Mr. Saidavalli Computer instructor.	
34	Scouts and Guides Committee	1. Mr. Ganesh Rao PGT(Hindi) I/C 2. Mrs. T. Shobha TGT(Hindi)	

		3. Mrs. L.T.Gayathri PGT(Bio)	
33.	PURCHASE (THROUGH GeM)COMMITTEE	1.Mrs. L.T. Gayathri PGT (Biology) I/C 2.Mrs.Vani Kiran PGT(CS)GeM I/C 3.Mrs.V.Hemalatha TGT (WE) 4. Mrs. Sandhya PH & E 5.Mr. Mandeep PRT 6. . JSA	Call for quotations, prepare comparative statements and place orders for all requirements of the Vidyalaya. Settlement of bills and verification of the articles and stock entry.
34	CAMPUS(SWATCH VIDYALAYA) CLEANLINESS COMMITTEE	1. Mrs. Akanksha TGT (AE)I/C 2. Mrs. Sandhya Chaudhuri TGT(PH&E) 3. Ms. Shaifali TGT(Lib) 4. Mrs. Kanupriya TGT(Maths) 5. Mrs. Sita Kumari PRT music 6. Mr. Mandeep PRT 7. Ms. Prachi PRT	This committee will see that the entire campus is cleaned including the wash rooms.The committee members are see that no items in the wash rooms are damaged by the students.
35	HINDI RAJBHASHA SABHA COMMIITTEE	1. ()Mr. Ganesh Rao PGT)Hindi 2. Mrs. T.Shobha TGT(Hindi) 3. Miss. Nidhi PRT 4. Miss. Pooja PRT	To see that all the official works to be made in Bilingual. Quarterly reports to be sent to RO in time. notice boards, banners, name plates etc., to be in bilingual.
36	CARRIER GUIDENCE & COUNSELLING	1.MrS. Bhargavi Kiran I/C 2.Mrs. L.T. Gayathri PGT (Biology) 3. Miss. Pallavi Upadhyay TGT(Eng) 4. Mrs. Priyanka PRT	To arrange carrier mela and Education fairs with the help of agencies and students.
37.	DISCIPLINE COMMITTEE	1.Mrs. Sandhya Chaudhari TGT (PHE) I/C 2. Mr. Janardhan K PGT(Maths) 3. Ms. Rishi Chaudhary PRT 4. Ms. Rashi Yadav PRT 4. Sports coach 4. All Class Teachers & Associate Class Teachers.	Discipline in all walks of activities in the vidyalaya like Morning assembly, Special occasions, Meetings etc., Enquiry and disciplinary action for any issues related to the discipline in the Vidyalaya. Members will see that no student is seen outside without outpass.
38	CONDEMNATION PROCESS	1. Mr. Janardhan K PGT (Maths) I/C 2. Mrs. E.Vani Kiran PGT(CS) 2.Mrs. Kanupriya TGT(maths) 3. Mr.Mandeep Khatri All Department In charges	Identifying Unserviceable, obsolete articles with the help of stock in charges, verification, approvals, condemnation and Auction procedure.
39.	PART – TIME TEACHERS ATTENDANCE AND MONITERING	1.Mr.K.Janardhan PGT (Maths) I/C(Contractual teachers upto TGT's) 2.Mrs. Vani Kiran (verification of attendance of conservancy) 3. Mrs. Anita K Das H.M. (PRTs)	To coordinate part time teachers regular attendance and to contact them as per the requirements. To certify the attendance for salary.
40.	ASSEMBLING STUDENTS DURING	1.Smt. Sandhya Chaudhari TGT (P & HE) I/C	Giving announcement and arranging students for morning assembly.

	MORNING ASSEMBLY ETC.,	3. Mrs. Hemila CCA I/C 2. Sports coach 3. All Class Teachers	
41.	Wash room Committee	Same committee will continue	List enclosed
42	MAIN GATE DUTY	Circular issued to Individual teachers and duties are assigned on rotation basis.	Teacher in-charge will see that no student will leave the campus once they enter inside the campus. Teacher in-charge will also see that there is no untoward incident takes place. Only students be allowed inside. No private vehicles are allowed between 8:15 to 8:30am.
43	LUNCH DUTY	1. Mrs. Sandhya Chaudhuri TGT(PH&E) Entire Secondary section. 2. Sports coach. Entire secondary block. 3. Ms. Pooja Primary(Ground floor) 4. Mr. Mandeep Khatri Primary First floor	To make rounds, sending the students to have lunch outside. Members will also see that crowd be driven out. See that no student runs in the corridors. No student is seen in lonely places. Committee members will also see that all the students reach the class soon after the long bell is given.
44	Staff room cleanliness committee	1. Mrs. Bhargavi Kiran TGT (sst) Ladies washroom 2. Mr.Ganesh Rao PGT(Hindi) Gents washroom. 3. Miss. Pallavi TGT(Eng) 4. Ms. Prachi PRT	Cleanliness of the staff room.
45	Child safety, security child right POCSO & Sexual abuse	1. Mrs. L.T. Gayathri PGT(Bio) 2. Mrs. Bhargavi Kiran TGT(SSt) 3. Mrs. Sandhya TGT(PH& E) 4. Mrs. Anita Das HM 5. Mrs. Priyanka PRT 6. Mrs. Prashanthi Counsellor 7. Mr. Janardhan K PGT(maths)	Keep discussing with students particularly Girls. To convene meeting with girls. Counselling the students. Responding to the letters received from the suggestion box. To give a talk in the assembly regarding the child rights. Keep making rounds in the school campus to see no child is seated in the corners.

PRINCIPAL