**Committees**

**KENDRIYA VIDYALAYA NO.2, SRI VIJAYANAGAR, VISAKHAPATNAM-7**

**Secondary Assignments 2018-19**

                             List of secondary duties to be discharged by the staff to assist the undersigned for smooth running of Vidyalaya are circulated for necessary involvement and compliance.

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| S. No. | DUTY | SECONDARY | |
| In-charge | Members |
| 01. | ADMISSIONS | Mr. K. Thomas, P.G.T. (Commerce) | 2. Mrs. P Savitri TGT (Hindi)  3. Mrs. J jyothsna Devi PRT  4. Mrs. Suphia Sultana PRT  5. Mr. V. siva Kumar TGT WE |
| 02. | EXAMINATION   INTERNAL       C.B.S.E    External Exam | Mr. Gopi Krishna  Mr. K Srinivasa Rao     PGT (Chem)        Mr. V Simhadri, PGT Maths | 1. Sh. TVL Murthy T.G.T(Maths)  2. Smt. A Vijaya Kumari T.G.T(Eng)  3. Sh. K. C. Pradhan T.G.T(S.St) |
| 03 | CCA / Morning Assembly | Mr. B R C Rao PGT Hindi | Mrs. P Savitri TGT Hindi |
| 04 | AEP | Smt. A Vijaya Kumari T.G.T(Eng) | Mr. TVL Murthy, TGT Maths |
| 05 | Guidance & Counselling | Smt. A Vijaya Lakshmi Lib | Mr. M Murali Krishna TGT Sci  Counsellor teacher |
| 06 | House Keeping cleanliness | Smt. A Vijaya Lakshmi Lib | Mr. V Simhadri, PGT Maths  Mr. J Sarita Lucas TGT S.st.  Mrs. Suphia Sultana PRT  Mrs. P sanjeevi Kumari, PRT  All Sub Staff |
| 07 | TIME TABLE & ARRANGEMENT | Mr. V Simhadri, PGT Maths | Mr. V V Ananth Kumar TGT Maths Mrs. KVS Sai Lakshmi TGT Maths |
| 08 | Maintenance & Repair (School) | Mr. V. siva Kumar TGT WE | Mr. P Vinod Kumar TGT AE  Mrs. Beena Sharma PRT |
|  | Maintenance & Repair (Staff Qtr.) | Mr. B M Vijaya Kumar TGT Eng | Mr. TVL Murthy, TGT Maths  Mr. V. siva Kumar TGT WE |
| 09 | CMP For Middle classes | Mr. K Sridhar Babu, TGT Hindi | Mrs. K Suvarna Murthy, TGT (English) |
| 10 | Teaching Aids | Mrs. Suvarna Laths, PGT Eco | Mr. J Prasad |
| 11 | Discipline & Security | Mrs. Sanju Kuamri | Mr. B M Vijaya kumar  Mr. M Murli Krishna  Mr. K C Pradhan  Mrs. P Sanjeevi Kumari  Mrs. N Krishna Kumari |
| 12 | Furniture | Mr. Y Ravi Kumar | Mr. P Vinod Kumar  Mr. V V Ananth Kumar  Mrs. V K Lakhmi  Mrs. Beena Sharma |
| 13. | Games sports yoga & Late Attendance | Mrs. Sanju Kumari | Mrs. Suphia Sultana  PET Coaches |
| 14. | First Aid & Medical | Mrs. Sanju Kumari | Doctor on contractual basis  Nurse on contractual Basis |
| 15. | Gardening |  |  |
| 16 | Beautification |  | Mr. P.Vinod Kumar  Mrs.B.Shyamala PRT  Mrs.VPV Purnima PRT |

CO-CURRICULAR ACTIVITIES

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| SECONDARY | | |
| In-charge: Smt C Lila , PGT (Biology) | | |
| Associate: Mrs. P Savitri TGT (Hindi), | | |
| HOUSE | HOUSE MASTER. | ASSOCIATE  HOUSE MASTER |
| SHIVAJI | Mr. J Sarita Lucas TGT S.st. | Mrs. A.Vijaya Kumari,  Mr. Anantha Kumar,  Mr. K.C.Pradhan  Mrs. KVS Sai Lakshmi TGT Maths |
| TAGORE | Mr. Sridhar Babu | Mr. B.M Vijaya Kumar  Mr. P Vinod Kumar  Contractual teacher TGT S.st. |
| ASHOKA | Mrs. K Suvarna murthy | Mr. TVL Murthy  Mr.  Bhupendra narayan |
| RAMAN | Mr. Sanjay Kumar | Mr. M Murli Krishna  Mrs. D Suvaranalatha |

PRIMARY SECTION: SECONDARY DUTIES FOR THE SESSION 2018-19

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| S. No. | DUTY | In-charge | Members |
| 01. | ADMISSIONS | 1. Mrs. J Jyothsna Devi | Mrs. P.Sanjeevi Kumari  Mrs. Suphia Sultana |
| 02. | EXAMINATIONS | Mrs. VP V Purnima | Mrs. Snajeevi Kumari  Mrs. N.Krishna Kumari  Mrs. N. Prasanna |
| 03 | TIME TABLE | Mrs. G.Jayalakshmi | Mrs. T Padma  Mrs. B.Shyamala |
| 04 | CCA | Mrs. Suphia Sultana | Mrs. S.Indira |
| 05 | RESOURCE ROOM & TLM | Mrs. G.Jayalakshmi | Mrs. T.Padma |
| 06 | Subject Wise TLM In charge | 1. English  2.Hindi  3. Maths  4. EVS | 1. Mrs. Sanjeevi kumari  2. Mrs. Uma Gowri  4. Mrs VPV Purnima |
| 07 | Computer Lab & Smart Boards in Classes | Mrs.T.Padma | Computer Instructor  Mrs.J.Jyothsna Devi |
| 08 | Work Sheets | Mrs.V.K.Lakshmi | Mrs.Indira |
| 10 | Film Show | Mrs.T.Subhadra | Mrs.N.Vijayasri |
| 11 | Games, Sports & Medical checkup | Mrs. Suphia Sultana | Sports Coach |
| 12 | Bal Diwas | Mrs. G.Jayalakshmi | Mrs. S. Indira |
| 13. | Excursion | Mrs. S.Indira | Mrs. N Prasanna  Sports Coach |
| 14. | Community Lunch | Mrs. B.V.S.Bharathi | Mrs. B.Shyamala  Mrs. M.Bharathi Lakshmi |
| 15. | Grandparents’ Day | Mrs. Suphia Sultana | Mrs. M.Bharathi Lakshmi |
| 16 | CAL/TAL | Mrs. B.Syamala | Mrs. K.Uma Gouri |
| 17 | TLM Exhibition | Mrs. G.Jayalakshmi | Mrs. P.Sanjeevi kumari  Mrs VP V Purnima  Mrs. Jyothsna Devi  Mrs. Suphia Sultana  Mrs. T Padma |
| 18 | CMP News Letter & Best Readers | Mrs. Jyothsna Singh | Mrs. G.Jaya lakshmi  Mrs.P.Sanjeevi kumari |
| 19 | Cluster Level Competitions | Mrs. N.Krishna Kumari | Mrs. G.Jaya lakshmi  Music Teacher |
| 20 | Morning Assembly | Mrs. Jyothsna Singh | Music Teacher  Mrs. S. Indira |
| 21 | Vidyalaya Patrika | Mrs. V K Lakshmi | Mrs VP V Purnima |
| 22 | Cubs & Bulbul | Mrs. Jyothsna devi | Mrs. G.Jaya lakshmi  Mrs.P.Sanjeevi kumari  Mrs. Beena Sharma |
| 23 | Value Education | Mrs. G.Jaya lakshmi | Mrs BVS Bharathi |
| 24 | Furniture | Mrs. Beena Sharma | Mrs VP V Purnima |
| 25 | Music Department | Mrs. N Vijay Sri | Mrs M Bharathi lakshmi |
| 26 | Cleanliness | Smt.P.Sanjeevi kumari | Mrs. Suphia Sultana |
| 27 | M& R | Prasanna G Rao | Mrs. N Krishna Kumari |